

# **RICHLAND PARISH TITLE 1**

CONNECTING FAMILY, SCHOOL, AND COMMUNITY

## **A HANDBOOK FOR FAMILIES**



**2023-2024**

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

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

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

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

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

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

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

### **Richland Parish ESSA, Title I Family Engagement Program Philosophy**

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

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

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

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

**RICHLAND PARISH SCHOOL BOARD  
SCHOOL CALENDAR OPTION 2 – 2023-2024**

August 10, 2023 - School Opens – All personnel report-THURSDAY

August 14, 2023 – First day for Students – MONDAY

August 14, 2023- ½ of PreK and K students attend

August 15, 2023- ½ of PreK and K students attend

August 16, 2023- All PreK and K students attend

May 10, 2024-Last Day for Seniors-FRIDAY

May 24, 2024- Last Day for Students –FRIDAY

May 28, 2024 – Regular School Year Ends/Staff Development Day- TUESDAY

\*PreK and Kindergarten programs must be no more than 4 days prior to the end of the school year

# of Instructional Minutes to place in schedule: 388 or more

**NON-STUDENT DAYS: (7)**

August 10-11, 2023- Staff Development/All employees	2 days
September 29, 2023-Parent Teacher Conference Day	1 day
December 1, 2023-Staff Development/All employees	1 day
February 2, 2024– Staff Development/All employees	1 day
March 1, 2024-Parent Teacher Conferences	1 day
May 28, 2024 – Staff Development/End of School Year/All employees	1 day

**HOLIDAYS – NON-TEACHING DAYS: (30)**

September 4	Labor Day
October 9-11	Fall Break
November 10	Veterans' Day
November 20-24	Thanksgiving Holidays
December 21-Jan. 3	Christmas/New Year's Holidays (noon dismissal Dec. 20)
January 15	Martin L. King Holiday
February 19	Presidents' Day
February 23-26	Winter Break
March 25-April 1	Spring Break/Easter Holiday

<b>Spring 2024 Testing Dates</b>			
<b>GRADE LEVEL</b>	<b>ASSESSMENT</b>	<b>DELIVERY METHOD</b>	<b>TEST DATE(s)</b>
3	LEAP, ELA, Math, Soc. St	CBT	April 15-May 17 (window)
3-8	LEAP, ELA, Math, Soc. St	CBT	April 25-May 26 (window)
HS	LEAP 2025	CBT	Apr 15-May 17(window)
HS	ACT	CBT	March 12-15, 18-22

**MARKING PERIOD ENDS**

September 22, 2023  
November 7, 2023  
January 8, 2024  
February 22, 2024  
April 12, 2024  
May 24, 2024

**REPORT CARD DISTRIBUTION DATES**

September 29, 2023 (Parent/Teacher Conferences)  
November 13, 2023  
January 12, 2024  
March 1, 2024 (Parent/Teacher Conferences)  
April 18, 2024  
May 24, 2024

Approved 4-11-2023

# **Richland Parish School System Family Handbook 2023-2024**

## **I. Introduction**

### **Richland Parish School System Mission Statement**

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

### **Belief and Assumption Statements**

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

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

### **Goals**

Richland Parish Schools will:

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

### **Non-discrimination Statement**

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

## **Responsibilities of the Principal**

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

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

## **Responsibilities of the Teacher**

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

Below are the responsibilities of teachers:

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

## **Student Expectations**

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

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

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

## **Parent/Guardian Responsibility**

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

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

## **Louisiana Parents' Bill of Rights R.S. 17 §406.9**

Parents' Bill of Rights for Public Schools

A. The legislature finds all of the following:

- (1) That parental involvement is a significant factor in increasing student achievement.
- (2) That access to student information encourages greater parental involvement.

B. Parents of public school children who have not reached the age of majority shall have all of the following rights:

- (1) To examine the textbooks, curriculum, and supplemental material used in their child's classroom.
- (2) To inspect their child's school records, and to receive a copy of their child's records within ten business days of submitting a written request, either electronically or on paper. Parents shall not be required to appear in person for the purposes of requesting or validating a request for their child's school records. There shall be no charge for a parent to receive such records electronically. Any charges for a paper copy of such records shall be reasonable and set forth in the official rules and regulations of the school governing authority. School records shall include all of the following:
  - (a) Academic records, including but not limited to results of interim or benchmark assessments.

- (b) Medical or health records.
- (c) Records of any mental health counseling.
- (d) Records of any vocational counseling.
- (e) Records of discipline.
- (f) Records of attendance.
- (g) Records associated with a child's screening for learning challenges, exceptionalities, plans for an Individualized Education Program, or Individual Accommodation Plan.
- (h) Any other student-specific file, document, or other materials that are maintained by the school.

- (3) To be notified when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is required, the parent shall be notified as soon as practicable after the treatment is rendered.
- (4) To be notified if a criminal action is deemed to have been committed against their child or by their child.
- (5) To be notified if law enforcement personnel question their child, except in cases where the parent has been accused of abusing or neglecting the child.
- (6) To be notified if their child is taken or removed from the school campus without parental permission.
- (7) That the school shall not discriminate against their child based upon the sincerely held religious beliefs of the child's family.
- (8) To receive written notice and the option to opt their child out of any surveys that include questions about any of the following:
  - (a) The student's sexual experiences or attractions.
  - (b) The student's family beliefs, morality, religion, or political affiliations.
  - (c) Any mental health or psychological problems of the student or a family member.
- (9) To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity.
- (10) To receive from the school the annual school calendar, no later than thirty days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar shall be posted to the school's website and shall include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal school days or hours.
- (11) To receive in writing each year or to view on the school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.
- (12) To receive in writing each year or to view on the school's website a description of the school's required uniform for students.
- (13) To be informed if their child's academic performance is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the child's academic improvement.

C. Notwithstanding anything to the contrary, a public school shall not be required to release any records or information regarding a student's medical or health records or mental health counseling records to a parent during the pendency of an investigation of child abuse or neglect conducted by any law enforcement agency or the Department of Children and Family Services where the parent is the target of the investigation, unless the parent has obtained a court order.

## **Scheduling Conferences with Teachers, Principals, and the Superintendent**

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

Principals are not always available to see visitors who come to the school. As part of their duties, principals must observe and evaluate employees at a specific time. Principals must also attend meetings at the Central Office. Additionally, many principals also have family responsibilities. If we are to have successful partnerships, we must respect each other. The superintendent has responsibilities at the local and state level. He is open to meeting with individuals who have followed the Richland Parish protocol for addressing concerns. There are approximately 400 employees and 3,000 students in our system. There are laws that govern the amount and the type of information that can be shared with the public related to students and employees of the system. Among the topics that fall in this category, please be aware that he cannot legally discuss an employee's credentials, make public any disciplinary action against an employee, or discuss a student with anyone who is not the legal guardian unless the legal guardian gives permission in writing.

To protect the confidentiality of all students, parents or guardians are not allowed to view recorded video footage from Richland Parish School Board surveillance cameras (i.e. school building, bus, grounds, etc.)

## **Services**

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

1. School Building Level Committee (SBLC) is a committee at each school composed of knowledgeable educators who meet as needed to discuss academic, behavioral, or medical concerns of students. Parents/guardians are encouraged to attend the meeting pertaining to their child. If you need assistance from this committee, contact your school principal;
2. Families in Need of Services (FINS) is a very helpful service with students who continually violate school and home expectations;
3. Richland Parish has trained psychologists and school counselors who can assist teachers and parents/guardians in developing a behavior management plan for students who are continually committing school violations;
4. We are fortunate to have many faith-based groups with adult male and female representatives who are willing to ensure that our students are engaged in wholesome activities instead of illegal activities;
5. Richland Parish School Truancy Officer is an individual who has received training in working with students who choose not to attend school or who do not follow school policies. He also works with students to find programs/activities that will assist them in changing their behavior and ensuring that they become productive citizens; and
6. Richland Parish has a Family Engagement coordinator who can be reached by calling (318) 728-5964.



## **Residency Verification**

In order to enroll in a Richland Parish School, each student must provide three of the following six documents to verify his or her address:

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

Verification shall include a determination that (a) the student actually resides at the stated address; and (b) the student's address is in the appropriate zone.

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

## **Richland Virtual Academy**

The Richland Virtual Academy (RVA) is a program within the Richland Parish School District. It is accessible to all registered students within the district. The Virtual Academy is a fully online instructional program intended to be a highly independent, self-motivating work from home program. All K-5 instruction delivery is via the Schools PLP Platform. All 6-12 instruction delivery is via the Edgenuity and Edynamics Platform. Each student will have an RVA teacher, to the greatest extent possible.

Student learning in RVA will be both synchronous (students are face-to-face with the teacher via Google Meet) and asynchronous (students are working independently on coursework assignments via the Edgenuity, Edynamics, or Schools PLP platform). The total time spent in both synchronous and asynchronous learning, although flexible, will be comparable to core content instructional time in a traditional classroom.

The RVA learning option is subject to the rules and regulations of the Louisiana Department of Education and Richland Parish Schools. RVA follows Richland Parish Schools' calendar for test dates, holidays, and grading periods; however, RVA courses may start or end within a two-week window of Richland Parish Schools start and end dates.

## II. Students

*Updates to Louisiana Laws can be found at the Louisiana State Legislature link [legis.la.gov](http://legis.la.gov)*

*Parish policies and procedures can be found in the Richland Parish School Board Policy Manual. Policies may be updated during the school year. The parish policy manual can be accessed online at:*

<http://richland.k12.la.us/caps/RichlandCAPS.htm>

Refer to the online policy manual for information on the following topics, as well as any others:

**IMMUNIZATION (RPSBPM: JGCB)**  
**COMMUNICABLE DISEASE (RPSBPM: JGCC)**  
**INFECTIOUS DISEASES (RPSBPM: JGCCB)**  
**ADMINISTRATION OF MEDICATION (RPSBPM: JGCB)**  
**STUDENT HEALTH SERVICES (RPSBPM: JGC)**  
**ILLNESS AND ACCIDENTS (RPSBPM: JGFG)**  
**EXPECTANT AND PARENTING STUDENTS (RPSBPM: JQE)**  
**STUDENT RECORDS (RPSBPM: JR)**  
**STUDENT FEES, FINES AND CHARGES (RPSBPM: JS)**  
**STUDENT USE OF TOBACCO (RPSBPM: JCDA)**  
**STUDENT ALCOHOL AND DRUG USE (RPSBPM: JCDAC)**  
**STUDENT DRUG TESTING (RPSBPM: JCDACA)**  
**USE OF SCHOOL FACILITIES (RPSBPM: KG)**

### ATTENDANCE

**Elementary and Middle School Students:** Elementary and middle school students must be present a minimum of 94% of the instructional minutes offered during a full academic school year. For example, a student must attend school one hundred sixty (160) days of the one hundred seventy (170) day school year to receive credit for the school year.

**High School Students:** High school students must be present a minimum of 94% of the instructional minutes offered during a full academic semester and/or school year. For example, a student must attend school eighty (80) days of an eighty-five (85) day semester or one hundred sixty (160) days of a one hundred seventy (170) day school year to be eligible to receive credit for courses taken. To successfully obtain ½ Carnegie credit, a student may not miss more than 5 days per semester.

Promotion decisions concerning compulsory student attendance will be made by the School Building Level Committee (SBLC). Contact the principal for further questions about attendance.

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

1. Personal illness (with a physician's excuse).
2. Serious illness in the family.
3. Death in the family (not to exceed one week).
4. Recognized religious holiday (with prior approval of the principal).

5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance. Written documentation from a physician is required for all excused absences and must be presented within ten (10) days upon a student's return to school. A student must request missed assignments within three (3) days of return from an absence.

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

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

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

Louisiana Revised Statute 17:233 B.(1)(a): A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester. For additional information refer to: Richland Parish School Board Policy Manual Section: JB.

## **SCHOOL ADMISSIONS**

The Richland Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions.
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

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

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

#### ADMISSION OF CHILDREN OF MILITARY FAMILIES

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces, of the military reserve forces, or of the National Guard or a Department of Defense civilian to register and preliminarily enroll in a public school under its jurisdiction by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. The student's parent or legal guardian is transferred or pending transfer to a military installation or comparable duty location in Louisiana pursuant to an official military order.

2. The student's parent or legal guardian provides a copy of the official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana to the School Board.
3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students, including requesting and applying for school assignment, registering for courses, participating in extracurricular activities, and applying to any school or program that requires an additional request, including a lottery for admission to a specific school or program.

A student of a military family registered and enrolled shall not attend school until proof of residency is provided in accordance with School Board policy.

#### ADMISSION OF EXPELLED STUDENTS

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

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

#### ADMISSION OF STUDENTS WHO COMMIT A FELONY

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

#### ADMISSION OF HOMELESS STUDENTS

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

## ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law.

Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs when the student's parent or legal guardian has voluntarily provided the school with information regarding such needs.

Revised: October 7, 2021

## OPEN ENROLLMENT TRANSFER

Richland Parish School Board Policy File: *JBCC Student Assignment* was revised to reflect the following: A student who desires to attend a school outside of his/her zone of residency may apply for a transfer to another grade-appropriate school in another zone, which transfer will be granted with the following conditions:

- A. The student and/or his/her parent/legal guardian/custodian shall be responsible for transportation to and from the schools within the receiving zone;
- B. The student's application is received on or before the deadline set by the Superintendent;
- C. Capacity is available within the grade-level at the receiving school;
- D. The receiving school zone will be the student's home school zone for all purposes;
- E. The transferred student shall continue to be enrolled in the grade appropriate school in the receiving zone until and if a transfer back to the zone of residency is approved;
- F. No transfer from the receiving school back to the zone of residency shall be available except for a subsequent school year, which application must meet the deadline requirement;
- G. A student who is newly enrolled to a school will be eligible to access a transfer for the subsequent school year;
- H. A student granted a transfer remains subject to the rules and regulations of the Louisiana High School Athletic Association; and
- I. The transfer must not violate but must be in compliance with any placement or other requirement of a student's Individualized Education Plan or Section 504 Plan.

The Superintendent shall develop an administrative procedure which provides for the efficient, effective, and equitable implementation of this transfer policy. Open enrollment transfers will be accessed on a first come, first served basis.

As per RPSB policy *JBCC: Student Assignment*, the student and/or his/her parent/legal guardian/custodian shall be responsible for transportation to and from the schools within the receiving zone. Transfer requests and approvals are for academic purposes ONLY. LHSAA determines athletic eligibility status for all student athletes. For more information, contact your school's athletic director prior to Richland Parish School Board approval of transfer.

The window for submission of Open Enrollment transfer applications will be determined by the central office in the spring of each year. For more information on Open Enrollment, contact the Richland Parish School Board at (318) 728-5964.

## STUDENT ASSIGNMENT (RPSBPM: JBCC)

### ATTENDANCE ZONE REQUIREMENTS

The Richland Parish School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall require a student to attend the appropriate school as determined by the domicile of the student or the parent, legal guardian, or if he/she is eighteen years old or has been emancipated by a court order, by the student's own domicile. Exceptions to this provision include approved transfers.

*Legal custody* is defined as the legal status created by a court order which establishes in a custodian the right to have physical custody of the child or minor. The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately terminate and/or transfer an unauthorized student.

Any child temporarily residing within the district who has no permanent address, or who has been abandoned by his/her parent, or who is in foster care, shall be enrolled and allowed to attend school in the zone appropriate to the special circumstance of the child. Surrogate parents may be appointed when appropriate for special needs students.

### VERIFICATION OF DOMICILE

The School Board shall require three (3) documents of verification of domicile of students for the attendance zone of the school the student is attending. When investigating the domicile of a student, the principal shall verify the primary place of residence of the legal parent or legal guardian. Such verification of domicile shall be based on three (3) such items as the following:

1. Voter registration card of parent or custodian, or
2. Property tax statement of parent or custodian showing homestead exemption, or
3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents. Verification of the physical residency of the legal custodian, tutor/tutrix or nonparent shall also be required, or
4. Rent receipt, deed of property, record of payment toward loan,
5. Any other documentation as may be stipulated by the School Board.

### TRANSFERS FOR OPEN ENROLLMENT

A student who desires to attend a school outside of his/her zone of residency may apply for a transfer to another grade-appropriate school in another zone, which transfer will be granted with the following conditions:

1. Student transfers are accessible for grades K-8 only. Therefore, transfer applications will not be received or processed after a student's spring semester in 7th grade.

2. The student and/or his/her parent/legal guardian/custodian shall be responsible for transportation to and from the schools within the receiving zone;
3. The student's application is received on or before the deadline set by the Superintendent;
4. Capacity is available within the grade-level at the receiving school;
5. The receiving school zone will be the student's home school zone for all purposes;
6. The transferred student shall continue to be enrolled in the grade appropriate school in the receiving zone until and if a transfer back to the zone of residency is approved;
7. No transfer from the receiving school back to the zone of residency shall be available except for a subsequent school year, which application must meet the deadline requirement;
8. A student who is newly enrolled to a school will be eligible to access a transfer for the subsequent school year;
9. A student granted a transfer remains subject to the rules and regulations of the Louisiana High School Athletic Association;
10. The transfer must not violate but must be in compliance with any placement or other requirement of a student's *Individualized Education Plan* or *Section 504 Plan*.

The Superintendent shall develop an administrative procedure which provides for the efficient, effective, and equitable implementation of this transfer policy.

#### CHILDREN OF EMPLOYEES

A student who is a child of a School Board regular employee, regardless of parish or zone of residence, may be admitted and attend school at the grade-appropriate school within the feeder-zone of the school in which the employee is assigned but such admission and attendance shall be subject to all of the same conditions as applicable for student transfers.

#### ASSIGNMENT OF STUDENTS WITH EXCEPTIONALITIES

Unless the *Individualized Education Program* (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP committee.

However, a student with an exceptionality, except a gifted and talented student, shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §[17:1944](#), if all the following conditions are met:



1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by not later than April first of the school year preceding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least two (2) licensed physicians who have treated the student during the year prior to the submission of the request.
2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.
3. The requested school is located at least ten (10) miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.
4. The requested school is located at least fifteen (15) miles from the student's home.
5. The requested school is not located in a public school district in which fifty percent (50%) or more of the public schools in the school district are charter schools and fifty percent (50%) or more of the public schools in the school district participate in a single application and enrollment process for public school enrollment.

### CLASSROOM ASSIGNMENT

Student assignments in K through 8 will be made by the principal of the school. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and made in accordance with the Richland Parish Pupil Progression Plan.

### High School

Selection of courses of study in grades 9 through 12 shall be made by individual students with parental approval. Assistance in planning course of study and selection of classes shall be provided by teachers, counselors, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

### Multiple Siblings

In grades kindergarten through second grade, the parent of twins, triplets, etc. (more than one child at a single birth event) may request that their children be placed initially in the same, or separate, classrooms, if the children are in the same grade at the same school. Such a request shall be presented to the Superintendent or his/her designee no later than fourteen (14) days either after the first day of the school year or after the first day of attendance if the child enrolls after the fourteenth day of the school year. Notwithstanding any law, rule, regulation, or School Board policy to the contrary, the request of the parent for initial placement shall be granted subject to further review.

As soon as possible after the end of the student's first grading period, the Superintendent or his/her designee shall review the initial placement of the child. If the Superintendent or his/her designee, in consultation with the school principal, the child's(ren's) teacher(s), and the parent, determines that the initial placement of the children is disruptive to the school or is not in the best educational interests of the

child(ren), the initial placement of the child shall be modified, and the child(ren) shall be placed in accordance with School Board policy otherwise applicable to the child(ren).

Revised: June 2022

### **EQUAL EDUCATION OPPORTUNITIES (RPSBPM: JAA)**

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

The Superintendent shall designate a member of the staff to investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Adequate procedures shall be maintained to provide for prompt and equitable resolution of student complaints.

### **EDUCATION OF STUDENTS WITH EXCEPTIONALITIES (RPSBPM: IDDF)**

The Richland Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three through twenty-one, who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child is classified in accordance with Louisiana's *Pupil Appraisal Handbook*, Bulletin 1508, and becomes eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706 and all other applicable federal and state regulations.

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

### **SECLUSION AND RESTRAINT**

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

The School Board fully supports the use of positive behavior interventions and support when addressing student behavior. The School Board reserves its right, however, to use physical restraint and/or seclusion

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

The provisions regarding seclusion and restraint shall not be applicable to a student who has been deemed to be gifted or talented under Bulletin 1508, unless the student has been identified as also having a disability under Bulletin 1508.

### Definitions

*Imminent risk of harm* shall mean an immediate and impending threat of a person causing substantial physical injury to self or others.

*Seclusion* shall mean a procedure that isolates and confines a student in a separate room or area until he or she is no longer an immediate danger to self or others.

*Seclusion room* means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a private setting and from which the student is involuntarily prevented from leaving.

*Mechanical restraint* means the application of any device or object used to limit a person's movement. Mechanical restraint does *not* include: (1) A protective or stabilizing device used in strict accordance with the manufacturer's instructions for proper use and which is used in compliance with orders issued by an appropriately licensed health care provider; and (2) Any device used by a duly licensed law enforcement officer in the execution of his/her official duties.

*Physical restraint* means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) Consensual, solicited, or unintentional contact; (2) Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person; (3) Holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) Minimal physical contact for the purpose of safely escorting a student from one area to another; (5) Minimal physical contact for the purpose of assisting the student in completing a task or response.

*Positive behavior interventions and support* means a systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

*School employee* means a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

### Documentation and Notification

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student's parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student's seclusion or physical restraint, and the names and titles of any school employee involved.

The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who has placed a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student's parent or legal guardian.

The guidelines and procedures regarding seclusion and restraint maintained by the Superintendent and staff shall be provided to the Louisiana Department of Education (LDE), all school employees, and every parent of a student identified with a disability under Bulletin 1508.

All instances where seclusion or physical restraint is used to address student behavior of students with disabilities under Bulletin 1508 shall be reported, in accordance with the Louisiana Board of Elementary and Secondary Education (BESE) policy, by the School Board to the LDE.

#### Guidelines and Procedures

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

The written guidelines and procedures shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

#### Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student's *Individualized Education Program* (IEP) team shall review and revise the student's Behavior Intervention Plan (BIP) to include any appropriate and necessary behavioral supports. Thereafter, if the student's challenging behavior continues or escalates, requiring repeated use of seclusion or physical restraint practices, the special education director or supervisor or his/her designee shall review the student's plans at least once every three (3) weeks.

#### Employee Training Requirements

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

## Charter Schools

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

Revised: October 7, 2021

## **Family Education Rights and Privacy Act (FERPA)**

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

Personally identifiable data/information includes the following:

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

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

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

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

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

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

### **Protection of Pupil Rights Amendment (PPRA)**

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

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

Parents/eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U. S. Department of Education.

### **STUDENT SEARCHES (RPSBPM: JCAB)**

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

building, desk, locker, area or grounds of said public school. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Any student not present during the search shall be informed of the search immediately thereafter.

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

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

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

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

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

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

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

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

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

Revised: July, 2018

### **Electronic Telecommunication Devices (RPSBPM: JCDAE)**

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

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

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

#### **EXCEPTIONS:**

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

#### **VIOLATION GUIDELINES**

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



**First Offense:**

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

**Second Offense:**

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

**Third Offense:**

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

**Fourth Offense:**

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

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

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

Revised September 13, 2010

**Bullying, Cyberbullying, Intimidation, Harassment, and Hazing**

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

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

## **Dangerous Weapons (RPSBPM: JCDAB)**

The Richland Parish School Board shall authorize the principal of each school to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception as permitted by state law.

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

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

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

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

*Firearm* means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

### FIREARM-FREE ZONES

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated *firearm-free zones*, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§[14:95.2](#) and [14:95.6](#). The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *firearm-free zones* which surround all schools and school property.

Revised: August 5, 2021

## **School Bus Conduct (RPSBPM: JCDAD)**

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

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

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

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

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

## **RPSB Transportation Policies and Procedures**

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

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

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

When riding school buses, every student should:

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

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

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

##### **FIRST INFRACTION**

Written discipline report by the bus driver is submitted to the principal of the school. The principal shall summon the student to the office for a warning and shall notify the parent or guardian of the incident. (Bus drivers should also attempt to contact the parent). The principal shall make documentation of action taken and contact the parent. The principal shall also send a copy of the discipline report to the bus driver and the Transportation Department. \*\*At any time, if the severity of the behavior warrants, the student may be suspended from the school bus for no more than three (3) days or suspended from school on the first infraction.

##### **SECOND INFRACTION**

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

##### **THIRD INFRACTION**

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

##### **FOURTH INFRACTION**

The student shall be suspended from bus riding privileges for the remainder of the current school term or may be suspended for up to 6 weeks to extend into the following school term, whichever is longer.

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

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

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

### **STUDENT DRESS CODE (RPSBPM: JCDB)**

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

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

In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided. It shall be the policy of the Richland Parish School Board that schools shall adhere to a nondiscriminatory student dress and grooming provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of race, color, disability, religion, creed, national origin, age, or sex.

### **NOTIFICATION**

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

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

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

property damage.

### BODY ARMOR

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

*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. The School Board shall notify all students of the provisions of this policy.

### DRESS CODE VIOLATIONS

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct*. A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

Revised: July 10, 2018

### **STUDENT CODE OF CONDUCT (RPSBPM: JCDA Cf: [JCD](#))**

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

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

The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Students shall exercise their rights and responsibilities in accordance with rules established for orderly conduct of the school's mission. Students who violate the rules of conduct shall be subject to disciplinary measures designed to correct the misconduct so that an environment conducive to learning can be maintained. Moreover, the School Board reserves the authority to discipline students for behavior that may constitute a material disruption of the educational process such as audio, video, or other materials/information that may appear on the Internet or be transferred over electronic devices.

## STUDENT CODE OF CONDUCT

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

The School Board's *Code of Conduct* shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the *Code of Conduct* shall require the prior administration of interventions in accordance with the minor tiers in the *Code of Conduct*, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the *Code of Conduct*, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

The *Code of Conduct* shall also include information detailing the appeal process for expulsion as included in policy [JDE, Expulsion](#).

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

## ORIENTATION/NOTICE

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

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

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

## STATEMENT OF COMPLIANCE

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

Revised: August 5, 2021

## **STUDENT DISCIPLINE (RPSBPM: JD)**

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

The Richland Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employee shall endeavor to hold each accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while



going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Student Code of Conduct*.

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

Each teacher may take disciplinary action to correct a student who 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 Board.

Disciplinary action by a school employee may include, but is not limited to:

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

#### STUDENT REMOVAL FROM CLASSROOM

When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct the teacher may have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

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

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

Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or his/her designee then shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

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

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the school building level committee.
5. Restorative justice practices.
6. Loss of privileges
7. Detention
8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

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

#### Parental Notification

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

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent, or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference may be in person or by telephone or other virtual means.

Upon the student's *third* removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian may be required prior to the

student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or disciplinary referrals, a principal or his designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

#### SPECIFIC INFRACTIONS AND CONSEQUENCES

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

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

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

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

#### REPORTS TO PRINCIPAL

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

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

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

1. is guilty of willful disobedience.
2. treats with intentional disrespect a teacher, principal, Superintendent, member, or employee of the Richland Parish School Board.
3. makes against any one of them an unfounded charge.
4. uses unchaste or profane language.
5. is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates.

6. uses tobacco, tobacco products, or who possesses or uses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by Richland Parish School Board.
7. disturbs the school and habitually violates any rule.
8. cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by Richland Parish School Board.
9. writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school, or on any school bus, including those owned by, contracted to, or jointly owned by Richland Parish School Board.
10. throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by Richland Parish School Board.
11. instigates or participates in fights while under school supervision; however, a student reasonably concluded to be acting in self-defense may not be disciplined.
12. violates traffic and safety regulations.
13. leaves his/her classroom during class hours or detention without permission.
14. leaves the school premises without permission.
15. is habitually tardy or absent.
16. violates school policies on grooming and dressing.
17. steals from classmates, teachers, and any school personnel.
18. attends a school function when intoxicated.
19. is convicted of a violation of any city, parish, or state ordinance or statute.
20. uses or operates any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electromechanical paging system while under school jurisdiction without approval of the principal or the principal's designee.
21. carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length -- may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.
22. commits any other serious offense.

## RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

## STUDENT NOTIFICATION OF DISCIPLINE

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

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

## DETENTION

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

## PARENT CONFERENCES

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

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

## DELINQUENT STUDENTS

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

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

## EMPLOYEE SAFETY

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

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

## DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

## DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, and shall take into consideration the students' and their families' rights to privacy and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in the policy *Discipline of Students Engaged in Virtual Instruction*.

## DEFINITIONS

*Out-of-school suspension* means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

*In-school suspension* means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

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

*Expulsion* (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.

*Firearm* means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

*Virtual instruction* means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: August 5, 2021

## **Corporal Punishment (RPSBPM: JDA)**

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

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

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

Corporal punishment does not include:

1. The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
2. The use of seclusion and restraint as provided in La. Rev. Stat. Ann. [§17:416.21](#).

No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in La. Rev. Stat. Ann. [§17:1942](#) or to a student who has been determined to be

eligible for services under *Section 504 of the Rehabilitation Act of 1973* and has an *Individual Accommodation Plan*.

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

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

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



## IMPERMISSIBLE CORPORAL PUNISHMENT

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

Revised: November 2017

### **Suspension (RPSBPM: JDD)**

The Richland Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period of time in accordance with statutory provisions.

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

A student who is suspended for longer than ten (10) shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. [§17:416.2](#).

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

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

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

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor. In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student and all the student's teachers and the principal or other administrator.

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

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

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

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

### APPEALS

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

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

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

### IN-SCHOOL SUSPENSION

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

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

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

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

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

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

### MANDATORY SUSPENSION

#### Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

#### Assault or Battery of School Employees

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

#### DAMAGE TO PROPERTY

A student suspended for damages to any property belonging to the school system or to property contracted to the school system, or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is to a school bus, owned by, contracted to, or jointly owned by the School Board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged or until directed by the Superintendent.

#### SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

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

the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

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

#### DRESS CODE VIOLATIONS

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

#### CREDIT FOR SCHOOL WORK MISSED

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

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

#### RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

#### SUSPENSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Suspension of students with disabilities or exceptionalities, or an Individualized Education Program, or Section 504 Individualized Accommodation Plan shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan. Revised: August 5, 2021

#### **Expulsion (RPSBPM: JDE)**

## **EXPULSION**

The Richland Parish School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of state law or the School Board's code of conduct. Prior to any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The School Board must provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the expulsion hearing shall be mailed to the parents. Following the hearing, the Superintendent or his/her designee shall notify the parents of the decision rendered.

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. A student who is expelled for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. [§17:416.2](#).

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

## **APPEALS**

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

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student's

school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

#### EXPULSION INVOLVING FIREARMS

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

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

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

#### EXPULSION INVOLVING DRUGS

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

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

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

#### VIRTUAL INSTRUCTION

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

## ADDITIONAL REASONS FOR EXPULSION

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

1. Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches in length.
3. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A *weapon*, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
4. Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, **shall, upon committing the fourth offense**, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.
5. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of **two-thirds (⅔) of the elected members of the School Board**, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. If the student was serving an expulsion period when the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.

## EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

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



the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

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

### DRESS CODE VIOLATIONS

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

### READMITTANCE FOLLOWING EXPULSION

#### Required Parent Conference

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

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

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

#### Readmittance After All Expulsions

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

proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

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

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

#### Review of Records

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

#### CREDIT FOR SCHOOL WORK MISSED

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

#### RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

## EXPULSION OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

Revised: August 5, 2021

### **Sexual Harassment of and by Students**

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

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

### **Assignment to Alternative School at RCCA**

In-school suspension at RCCA is to provide an alternative to out-of-school suspension.

#### **Students may be assigned to Alternative School under the following conditions:**

1. Normal discipline procedures have been followed and the behavior has not been corrected.
2. The student has received at least four (4) out-of-school suspensions
3. The student commits one offence of either weapon or drug possession

#### **IDEA students may be assigned to RCCA by the school IEP Committee when:**

Normal discipline procedures have been followed and the behavior has not been corrected.

#### **504 students may be assigned to RCCA by the school SBLC Committee when:**

Normal discipline procedures have been followed and the behavior has not been corrected.

**Curriculum for RCCA students** will consist of courses in *Edgenuity* or coursework sent by the home school to be completed.

Students assigned to the alternative school may not attend any activities at or be on the campus of their school, or any other Richland Parish school, except to access transportation to and from school.

For further information please contact:

Susie Mullins

318-248-2465 or 318-248-2461

[smullins@richland.k12.la.us](mailto:smullins@richland.k12.la.us)

## COMPUTER AND INTERNET USE (RPSBPM: IFBGA)

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

In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy [EBBB, School and Student Safety](#).

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

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

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The Richland Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for

any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

## USE OF THE INTERNET

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

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

Revised: December 2018

## **INTERNET USE REGULATIONS**

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

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

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of

privileges to use the Internet. An investigation will follow if this policy is violated and may constitute suspension and/or revocation of Internet access and related privileges and could lead to school disciplinary action, and/or legal action.

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

## **School Use of Security Video**

In an effort to maintain the safety of Richland Parish students, security video is employed in all Richland Parish schools and on many buses. In the event of a disturbance, security video may be viewed by school administration to gather more information, but due to confidentiality constraints, individuals not associated with the school will not be allowed to view security footage.

## **CAMERAS IN SPECIAL EDUCATION CLASSROOMS**

The Richland Parish School Board shall develop procedures pursuant to this policy, and upon approval of such request, and receipt of funding, shall install and operate the cameras, for the installation and operation of cameras that record both video and audio in special education classrooms, in accordance with state law, and the policy and procedures of the School Board.

For purposes of this policy, *classroom* shall mean a self-contained classroom or other special education setting in which a majority of students in regular attendance are provided special education and related services and are assigned to one or more self-contained classrooms or other special education settings for at least fifty percent (50%) of the instructional day and for which a parent or legal guardian has requested a camera to be installed. Classroom *shall not* mean special education classrooms and other special education settings where the only students with exceptionalities receiving special education and related services are those who have been deemed to be gifted or talented and have not been identified as also having a disability.

The School Board shall ensure/provide:

1. Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
2. Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.
3. Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
4. Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.

5. Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including:
  - A. Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request.
  - B. Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.
6. Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.
7. Procedures for the approval or disapproval of a request for the installation and operation of cameras in a classroom.
8. Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.
9. Procedures regarding how a parent or legal guardian may request the installation and operation of cameras in his child's classroom.

Recordings made pursuant to this policy shall be confidential and shall not be public record. However, a recording may be viewed by the Superintendent or his/her designee, the parent or legal guardian of a recorded student, or by law enforcement officials as provided in the policies required by item number 5 above.

The recordings shall not be considered "personally identifiable information" as defined in La. Rev. Stat. Ann. [§17:3914](#).

New policy: September 13, 2022

## **PATRIOTIC ORGANIZATIONS**

Any patriotic organization may use any Richland Parish School Board public school building or property for student participation in its activities at times other than instructional time during the school day. *Patriotic organization* means a youth group that is listed as a patriotic society in Title 36 of the United States Code.

Each principal shall grant representatives of any patriotic organization the opportunity to speak with and recruit students to participate in the organization during school hours for the purpose of informing students of how the organization may further the students' educational interests and civic involvement in order to better their schools, their communities, and themselves.

The organization shall provide verbal or written notice to the principal of its intent to speak to the students and submit proof of liability insurance for the organization. The principal shall provide verbal or written approval of the specific day and time for the organization to address the students.

New policy: September 13, 2022

## ACT 315

Enacts R.S. 17:436.1(N) to require the governing authority of each public elementary and secondary school to adopt a policy to maintain a supply of auto-injectable Epinephrine in a secure location in each classroom assigned to a student who is deemed by his physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable Epinephrine. Such policy shall require the student's parent or legal guardian to annually provide the school with the supply of Epinephrine, written certification from the student's licensed medical physician that the student is at high risk of having anaphylaxis, written authorization for the student to be administered the medication, and a treatment plan from the student's licensed medical physician for managing anaphylactic episodes. The governing authority of the public elementary and secondary school shall inform the parent or legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injuries sustained by the student from the good faith administration of auto injectable Epinephrine. The parent or legal guardian shall sign a statement acknowledging that the school shall incur no liability and that the parent or legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable Epinephrine. Each school shall include the policy required by this statute in its student handbook and shall post it on the school's website if it has one. [Effective 6/10/2



### **III. Curriculum and Instructional Program**

#### **Richland Parish Pupil Progression Plan**

This section includes excerpts of the policies and procedures included in the 2022-2023 Pupil Progression Plan for the Richland Parish School Board. The entire Pupil Progression Plan can be found at [www.richland.k12.la.us](http://www.richland.k12.la.us).

#### **Promotion/Retention**

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

##### **Grades K, 1, and 2**

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

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

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

##### **Grades 3, 4, 5, 6, 7, and 8**

To be eligible for promotion, grades 3, 4, 5, 6, 7, and 8 students must successfully complete the following:

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

#### **The function of the SBLC as it relates to student promotion and retention.**

**The Building Level Committee will be composed of the following as appointed by the principal:**

- a. principal (not to be the chairperson)
- b. coordinating teacher (standing member)
- c. regular teacher (may be standing)
- d. referring teacher
- e. personnel as needed (may be guidance counselor, master teacher, parent, or school nurse)
- f. pupil appraisal personnel as needed (may be education diagnostician, psychologist, social worker, or speech therapist)

**The functions of the Building Level Committee are as follows:**

- a. Meet at least once a month to review referrals.
- b. Review cumulative folders and gather data pertinent to student referrals.
- c. Determine if appropriate interventions or adjustments have been selected and implemented.
- d. Keep documentation of meetings and student modifications required of teachers. Documentation will be submitted monthly to Pupil Appraisal Coordinator.
- e. Follow up to ensure modifications are being made and that the student is being successful.

- f. Monitor the promotion and placement of students yearly as appropriate to determine that the parish policies are being implemented uniformly.
- g. Meet to decide and document waiver of LEP students.
- h. Meet to decide on the placement of students taking the LEAP Connect test.
- i. Meet and review student work samples and attest to student ability to exhibit competency for an appeal to grade placement.
- j. Recommend students to be placed in the Multi-sensory Language Program (MSL) based on the dyslexia screening results.
- k. Make decisions and/or recommendations on promotions, retention, and appeals.

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

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

**All Students pursuing a regular High School Diploma:**

**Attendance Requirements**

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

**Early Dismissal of Seniors**

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

**LEAP 2025 Testing**

All Richland Parish students entering 9th grade in 2010-2011 and beyond will be required to score at or above the Fair level or Approaching Basic level (LEAP 2025) on English 1, English II or English III for English Language Arts, Algebra I or Geometry for Mathematics, and Biology or American History portions of the LEAP 2025 test to be eligible to graduate. 10th and 11th eligible LEAP CONNECT students will be required to score at the Approaching Basic level or above on the English Language Arts, Math and Science portions of the LEAP CONNECT assessment to be eligible to graduate.

**Schools may offer Honors sections in the following courses:**

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

## Honors classes

The following requirements should be met for students in all grades to enter or continue in the honors program:

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

grade	Regular Courses		AP, IB, DE, GT, and Honors Courses	
A	4 quality points	(93 - 100)	5 quality points	(90 - 100)
B	3 quality points	(85 - 92)	4 quality points	(80 - 89)
C	2 quality points	(75 - 84)	3 quality points	(70 - 79)
D	1 quality point	(67 - 74)	2 quality points	(60 - 69)
F	0 quality points	(0 - 66)	0 quality points	(0 - 59)

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

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

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

Students who choose to retake a course that has been successfully completed may do so; however, first time and repeat grades for courses will be used in figuring the student's cumulative grade point average.

### **Students Attending Summer School outside Richland Parish:**

Parents of Richland Parish students should meet with and receive approval from the School Building Level Committee (SBLC) prior to their child's attending summer school outside the district to recover credit for failing grades or for a failed course. Failure to receive approval may lead to rejection of completed summer school for credit recovery. Only the SBLC can approve credit recovery or the promotion status of students.

## **HOMEWORK ASSISTANCE SERVICES**

Richland Parish offers a Homework Hotline for students in grades Kindergarten to 12<sup>th</sup> grade. This hotline is staffed by Richland Parish teachers and provides assistance in English Language Arts and Math. The Hotline is open on Tuesdays and Thursdays from 5:00 PM until 8:00 PM during the school year. It is closed on school holidays and school closures. The hotline can be reached by calling 318-471-7335.

Homework Louisiana ([homeworkla.org](http://homeworkla.org)), a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

## **Academic Grading**

### **Kindergarten**

Full day kindergarten attendance is required in Richland Parish. Numerical grades will be given for each six week period. The average of both semester grades will determine promotion.

### **Grade 1**

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

### **Grades 2-12**

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

#### K and Grade 1

ELA  
Math

#### Grade 2

ELA  
Math

#### Grade 3

ELA  
Math

Science  
Social Studies

## **Student Progress/Report Cards**

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

### **Minimum Number of Grades**

There will be a minimum of three grades posted in JGradebook by the end of the third week of each six-weeks grading period. A minimum of six grades will be posted in JGradebook prior to the end of each six-weeks grading period. Physical education, enrichment and computer lab classes will be considered exceptions to the minimum number of grades listed above. For English Language Arts spelling can only count for 1/5 of the total ELA grade. For graduating seniors, during the sixth six-weeks, a senior will receive a minimum of grades equivalent to the number of weeks attended for the six-weeks prior to graduation.

## Final Exams

In Richland Parish, grades that are entered into JGradebook as Midterm or Final Exams are mathematically figured as one-seventh of the semester grade. If a student's academic performance is such that it could threaten the student's ability to be promoted to the next grade level, the student's parent/guardian shall be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the student's academic improvement. Accelerated Reader (AR) shall not be used as a grade.

## **GRADUATION EXERCISES (FILE: IKDB)**

No students will be allowed to participate in commencement exercises until they have successfully completed the requirements prescribed by the Louisiana Board of Elementary and Secondary Education (BESE). Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

A student who has been exited in the Student Information System (SIS) as obtaining a GED, Skill Certificate, or Industry Based Certificate may participate in commencement exercises. The decision of participation in commencement exercises will be made by the building level principal.

Any student who owes money for lost or stolen textbooks, school meals, club fees, sport fees, or vandalism, shall not be allowed to participate in graduation exercises, until the debt is paid in full, unless granted an exception by the school principal.

## **CLASS RANKINGS (FILE: IHC)**

The Richland Parish School Board, in order for class rankings to be determined on a uniform and consistent basis throughout the schools of Richland Parish, shall require each school to determine the student rank of each graduating class by dividing the total number of quality points earned by each student by the total number of high school credits completed to determine grade point average. Foreign exchange students and other non-residents shall not be counted as members of the graduating class for the purpose of class rankings. Beginning with students graduating in the 2016-2017 school year and thereafter, the calculation of the minimum cumulative grade point average shall utilize a five-point scale for grades earned in certain Advanced Placement courses, International Baccalaureate courses, gifted and talented courses, honors courses, articulated courses for college credit, and dual enrollment courses as approved by the Board of Regents and the State Board of Elementary and Secondary Education, which may result in a student earning a cumulative grade point average that exceeds 4.00. For such courses, five quality points shall be assigned to a letter grade of "A", four quality points shall be assigned to a letter grade of "B", three quality points shall be assigned to a letter grade of "C", two quality points shall be assigned to a letter grade of "D", and zero quality points shall be assigned to a letter grade of "F".

## **VALEDICTORIAN/SALUTATORIAN**

It is the philosophy of the Richland Parish School Board that the honors of valedictorian and salutatorian may be awarded to students whose cumulative grade point averages reflect the quality of instruction in the entire school district and who exemplify the highest scholastic achievement in the school from which they graduate. The students with the highest and second highest cumulative grade point average, after all grades have been officially reported by teachers, shall be selected valedictorian and salutatorian respectively.

**Residency Requirement:** To be eligible for the honor of valedictorian and salutatorian, students shall have been in residence for at least the last four (4) semesters in the high school from which they are to graduate.

## **RANKING OF STUDENTS**

The ranking for all students, regardless of graduating date, shall be determined by the cumulative grade point average computed for each year of high school. The quality point average shall be calculated in accordance with the procedures and formula outlined in the *Pupil Progression Plan for Richland Parish School System*. The final average to determine the rank of each student shall be computed to two (2) decimal places.

June, 2016

## **RICHLAND PARISH HIGH SCHOOL GRADUATION CEREMONIES MAY 2024**

### **DELHI HIGH SCHOOL**

Place: Delhi High School Auditorium

Date: May 17, 2024

Time: 3:00 PM

### **MANGHAM HIGH SCHOOL**

Place: Richland Arts Center

Date: May 18, 2024

Time: 10:00 AM

### **RAYVILLE HIGH SCHOOL**

Place: Richland Arts Center

Date: May 16, 2024

Time: 7:00 PM

School graduation ceremony information is contained in invitations ordered by students. Place, date, and time of ceremony will not be changed once determined by school administration.

## Incoming Freshmen 2014-2015 and Beyond

University Diploma		JumpStart Diploma	
Units	Subject	Units	Subject
4	English	4	English
4	Mathematics	4	Mathematics
4	Science	3	Science
4	Social Studies	3	Social Studies
2	Foreign Language ( <i>same language</i> )	1	PE
1	Art	½	PE II, Marching Band, Extracurricular sports, Cheering or Dance team
1	PE		
½	PE II, Marching Band, Extracurricular sports, Cheering or Dance team		
½	Health Education	½	Health Education
3	Other	9	JumpStart Courses, and one or more Credentials ( <b><i>Students must obtain appropriate credential(s) in order to graduate</i></b> )
24	<b>TOTAL</b>	25	<b>TOTAL</b>
Testing Requirements		Testing Requirements	
1. EOC <i>Must pass with at least Approaching Basic</i> <ul style="list-style-type: none"> <li>● Algebra I <b>OR</b> Geometry</li> <li>● English I <b>OR</b> English II</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>● Biology <b>OR</b> US History</li> </ul> 2. ACT		1. EOC <i>Must pass with at least Approaching Basic</i> <ul style="list-style-type: none"> <li>● Algebra I <b>OR</b> Geometry</li> <li>● English I <b>OR</b> English II</li> </ul> <b>AND</b> <ul style="list-style-type: none"> <li>● Biology <b>OR</b> US History</li> </ul> 2. Work Keys	

Revised June, 2018

## **Grades 9-12 Classification:**

### **Grade classification for high school students:**

Freshman 9th grade – 1st year in high school

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

Junior 11th grade – 3rd year in high school and earned a minimum of 11 Carnegie units

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

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

9th grade – 1st year in high school

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

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

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

### **Attendance Requirements:**

To successfully obtain  $\frac{1}{2}$  Carnegie credit, a student must be present for 94% of instructional minutes.

A LAA1 student who is addressing curriculum at his/her functioning level in a regular education class will not earn a Carnegie unit for the course. A LAA1 student who is addressing grade level curriculum in a regular education class may earn a Carnegie unit.

## **State Testing Programs**

A component of Dynamic Indicators of Basic Early Literacy Skills 7th Edition (DIBELS Next), an early reading assessment, will be used to meet BESE screening requirements for K-3 students.

Louisiana students are assessed annually in English Language Arts/literacy, mathematics, science, and social studies in 3rd through 8th grades; high school students take LEAP 2025/End-of-Course tests in the following subjects: Algebra I, Geometry, English I, English II and III, Biology, and U.S. History. The assessments measure whether each student has gained the knowledge and skills in the subject for their grade.

Students with significant cognitive disabilities are eligible to take the LEAP Connect. The assessment is based on Extended Standards that capture the core academic content of academic standards. Students in 3rd through 8th grade and 11th grade are assessed in English language arts and math. Students in 4th, 8th and 11th grades are assessed in science. Students who take the LEAP Connect may receive a Certificate of Achievement, not a high school diploma.

The ACT is designed to assess 11<sup>th</sup> graders' general learning outcomes. The ACT is a curriculum-based educational and career planning tool that assesses mastery of state and college readiness standards. Accepted by all four-year colleges and universities, it is the college entrance test most preferred nationwide. The ACT WorkKeys assessment for 11<sup>th</sup> grade students assesses the academic and career skills that are needed to be successful in the workplace. It assists in identifying educational pathways that can further develop the proficiencies that are critical to job success. WorkKeys matches student skills to job profiles in order to support students in developing successful career pathways.



# 2023-2024 Louisiana Assessment Calendar

## PK-8<sup>th</sup> grade

PK GOLD ....	Finalized October 31, February 28, and May 31
K Entry Assessment ....	within the first 30 days of school
K-3 Literacy Assessment ....	within the first 30 days of school
LEAP Connect & ELPT window (small population) ....	February 19-March 22, 2024
ELA, Math, SS, Science window for CBT grades 3-8....	April 15-May 17, 2024

## High School

LEAP2025 Fall Retest window ....	November 27–December 15, 2023
LEAP2025 Spring window ....	April 15-May 27, 2024
LEAP2025 Summer Retest window ....	June 24-28, 2024
ACT grade 11 Initial Test ....	March 12-15, 18-22, 2024
ACT grade 11 Make-up Test ....	April 9-12, 15-19, 2024
WorkKeys testing window ....	October 18, 2022- March 25, 2024
CLEP ... Open Window:	Complete by May 17, 2024

CBT: computer-based test

EOC: end-of-course

## Edgenuity Courses

### Course Pacing:

The calendar for an Edgenuity course will follow a semester or full year plan, ie, each six weeks a student will complete approximately 1/6th of the course (or 1/3rd if a semester course).

**Lessons, Quizzes, and Tests:** Students can work on Edgenuity lessons in the classroom. Students can ONLY take quizzes and tests at school and must show their notes for the lesson(s) in their notebooks.

**Notebook:** Students will keep a notebook in all Edgenuity courses. Students will log their daily activities in the notebook. Students will show their notebooks to the teacher before a quiz or test is made available.

Notebooks will be taken up at the middle and end of each six weeks to be graded.

**Grades:** For each progress report and report card, students will have two grades entered into WebPAMS: *Edgenuity* grades will average to be a 100 point grade determined by the student's *actual* course grade which is based on the percentage of the course completed. This grade will represent 80% of the six weeks average. The notebook grade will be a 25 point grade and represent 20% of the six weeks average.

In order to receive credit for a course in Edgenuity, a student must complete 100% of the course with a passing grade.

## **GIFTED AND TALENTED PROGRAM**

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

### **Kindergarten-Second Grade:**

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

### **Third-Twelfth Grade:**

Students referred to the School Building Level Committee (SBLC) in these grades, shall meet screening criteria by scoring at least one Advanced Level and one Mastery Level on the district-wide assessment (i.e., LEAP 2025), in reading and math.

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

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

## **IV. Other Information**

### **Visitors to Schools**

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

### **Emergency Procedures**

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

The board authorizes the superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Announcements and news releases to the media concerning such closing(s) are made by the superintendent/designee. The Richland Parish School Board provides a comprehensive plan for evacuation of schools in the event of a disaster. In cooperation with the local police and fire departments, 911 Call Center, and the Richland Office of Emergency Preparedness, the plan includes all centers and schools located in Richland Parish. All principals and center directors are responsible for informing their teachers and staff of the details and procedures of

the evacuation plans. A map and details of the evacuation plan are kept in the office of the principal and/or center director, and a copy is given to the law enforcement officer that arrives for the escort of the evacuation.

### **Child Nutrition Program**

The Richland Parish School System participates in the Community Eligibility Program (CEP) which provides all Richland Parish students free, nutritious school meals.

### **Physician Ordered Diets**

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

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

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

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

Local Liaison Name: Aleasha Waller

Telephone: (318) 728-5964 ext. 232

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

#### *Who is considered "homeless"?*

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

#### *What are the education rights of homeless children and youth?*

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

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

*What is the "school of origin"?*

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

*What if there is disagreement regarding school placement?*

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

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

## **Richland Parish School Parent and Family Engagement Policy** ***School Year 2023-2024***

In support of strengthening student academic achievement, The Richland Parish School District receives Title I, Part A funds and must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

**The Richland Parish School District agrees to implement the following requirements as outlined by Section 1116:**

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the targeted assistance or schoolwide program plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

*Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:*

1. *Parents play an integral role in assisting their child’s learning,*
2. *Parents are encouraged to be actively involved in their child’s education at school,*
3. *Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child, and*
4. *Other activities are carried out, such as those described in Section 1116 of ESSA.*

- **Jointly Developed**

The Richland Parish School District will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*The district and school policies, and the School Improvement Plans are reviewed each school year and revised annually. Sources used in the development of these policies and plans include individual school meetings, annual parent survey results, parent meetings, and parent-teacher conferences. This policy and all school policies are posted on our system and school websites where they are available for parent comments and suggestions. This policy is a working document subject to review and revision.*

- **Annual Title I Meeting**

The Richland Parish School District will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*Parents are surveyed annually to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents are given the option to complete the survey via paper copy or electronically. The results of these surveys are used to develop strategies for school improvement and to revise the district and school Parent and Family Engagement Policies. These results are also used in planning future parent meetings. Areas evaluated include academics and school leadership, parent involvement, Title I, school environment, and the school Parent and Family Engagement Program.*

- **Communications**

The Richland Parish School District will take the following actions to provide parents of participating children the following:

1. Timely information about the Title I programs,
2. Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement, and

3. Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

*The Richland Parish School District will make the District Family Engagement Policy available to all parents by publishing the policy in all student handbooks and on the district website.*

- **Reservation of Funds (only applicable to districts with Title I allocations of \$500,000 or more)**

The Richland Parish School District will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*Each Parent and Family Engagement Coordinator offers each parent the opportunity to give feedback on the 1% reservation of funds by surveying parents on the use of funds. During the Annual Title I meeting, the school will share the budget for parent and family engagement activities.*

- **Coordination of Services**

The Richland Parish School District will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- *Richland Parish Schools will coordinate with Delta Head Start and Pre-Kindergartens to facilitate a smooth transition for both parents and students from these programs to Richland Parish Primary Schools by working collaboratively with these agencies.*
- *Richland Parish elementary schools will coordinate with Richland Parish middle schools to facilitate a smooth transition for both parents and students by working collaboratively as students move from one instructional level to the next.*
- *Richland Parish middle schools will coordinate with Richland Parish high schools to facilitate a smooth transition for both parents and students by working collaboratively as students move from one instructional level to the next.*
- *Richland Parish high schools will coordinate with local universities, community college, and vocational programs to facilitate a smooth transition for both parents and students by working collaboratively as students move from one instructional level to the next.*

- **Building Capacity of Parents**

The Richland Parish School District will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;

2. Provide materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
3. Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State’s academic standards,
  - The State and local academic assessments including alternate assessments,
  - The requirements of Title I, Part A,
  - How to monitor their child’s progress, and
  - How to work with educators to improve the achievement of their child.

*Richland Parish Schools will provide tips and ideas to parents on helping their children with core content subject areas. Parents are given the opportunity to check out a wide variety of resource materials from the Parent Resource Centers to use at home with their children.*

- **Building Capacity of School Staff**

The Richland Parish School District will provide training to educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- *Sending home newsletters*
- *Sending home progress reports*
- *Scheduling parent/teacher conferences*
- *Making phone calls; sending home homework, and parent communication flyers*
- *Encouraging parents to serve as PAC members and SIP team members*
- *Serving together on school and district committees*

## **ADOPTION**

The Richland Parish Family Engagement Policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by this document and the district parent meeting sign-in sheet.

This policy was adopted by the Richland Parish School District on July 25, 2023 and will be in effect for the period of the 2022-2023 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before August 22, 2023 by publishing it in all student handbooks and placing it on the school district website.

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

Our school receives federal funds for Title I programs that are part of ESSA. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

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

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

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

## **What Every Parent Needs to Know about Title I**

### **What is the Every Student Succeeds Act (ESSA)?**

ESSA is the reauthorized version of the Elementary and Secondary Education Act (ESEA), signed into law in 2015 by President Barack Obama.

- Represents an important step forward to improve the nation's education system.
- Gives states the authorization to identify their own goals to address proficiency on tests, English-language proficiency and graduation rates.
- The law maintains the annual testing requirement for Reading and Math in grades 3-8 and in high school, and grade-span testing in Science. It also maintains subgroup reporting and a 95 percent testing requirement.
- Provides more authority to states and limits federal mandates while maintaining a shared framework for K-12 accountability.

### **Section 1116. Parent and Family Engagement:**

- All Title I schools must allocate at least one percent of the Title I budget towards programs, activities, and procedures for parent and family engagement.
- Each school shall jointly develop with, and distribute to, parents and family members of participating children a written Parent and Family Engagement Plan.

### **The plan shall describe the means for carrying out the following requirements:**

- Convene an annual meeting to inform parents of their school's participation in the Title I Program, explain the requirements of the program, and the right of the parents to be involved;
- Offer a flexible number of meetings, such as meetings in the morning or evening;



- Involve parents, in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school Family Engagement Plan, the School-Parent Compact, and the joint development of the school-wide program plan (School Improvement Plan [SIP]); and
- Provide parents of participating children with timely information.

**What is Title I?**

- Title I is the major component of the Elementary and Secondary Education Act (ESEA) and the largest federal assistance program for our nation’s schools.
- The goal of Title I is a higher quality of education for every child.
- The program serves millions of children in elementary and secondary schools each year.

**How Does Title I Work?**

- Title I funding flows from the U.S. Department of Education (as appropriated by Congress) to the Louisiana Department of Education (LDOE).
- The LDOE allocates funds to Richland Parish Public Schools (RPPS).
- The school district disburses Title I funding based on the number of low-income children.
- Title I schools spend the funds allocated based on formalized School Improvement Plans approved by RPPS and LDOE. Richland Parish schools implement a Title I School-wide Program.

**Title I School-wide Program**

Title I funds may be used in combination with other federal, state and local funds in order to upgrade the entire educational program of a school. However, funds allocated to the Title I Program may not be used to fund other programs.

**What is the purpose of the program?**

- Improve the academic performance of low-achieving students and all other students in the school by working to improve the entire educational program.

**Who is served?**

- All students in the school are served as funds are used to upgrade the entire educational program.

**Title I Programs Provide Supplemental Support**

- Parental Involvement Activities; and/or
- Additional teachers; • A variety of supplemental materials and equipment
- Additional training for school staff;

**Who Decides How Funds Are Used?**

Every school has an advisory committee composed of:

- |                   |                                      |
|-------------------|--------------------------------------|
| Parents/Guardians | Other staff that works at the school |
| Principal         | Students (at Middle and High School) |
| Teachers          |                                      |

This committee determines how to use Title I funds.

## **Parents' Rights**

- Be involved and request regular meetings to express your opinions and concerns.
- Be provided information on your child's level of achievement and academic growth, if applicable and available, on each of the state academic assessments.
- Be timely notified when your child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
- Be provided information on whether the child is receiving services from paraprofessionals and, if so, their qualifications.

## **Plan of Action: Curriculum, Instruction, and Assessment**

- Mission Statement
- 2022-2023 School's goals
- Curriculum strategies to be implemented
- Instructional support to be provided in order to achieve the established curriculum strategies
- Assessments/ Calendar

## **Working Together!**

- The ESSA law requires that all Title I schools and families work together.
- How we work together is listed in the following documents:
  - 2023-2024 School Improvement Plan (SIP)
  - 2023-2024 Title I School-level Parent and Family Engagement Plan
  - 2023-2024 Parent-School Compact

## **School-level Title I Parental and Family Engagement Plan Requirements**

- Involve parents in a meaningful way in the development, implementation, and review of the Family Engagement Plan.
- List ways parents are involved with school committees
- Include times, dates, and purpose of the groups
- Include contact information
- Convene an annual meeting to inform parents of Title I students regarding Title I requirements and their rights to be involved in the Title I program.
- Offer meetings at flexible times to maximize participation.
- Provide parents of Title I students with timely information about Title I programs through multiple means of communication.
- Assist parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children through information shared during scheduled Family Engagement Nights
- Provides materials and training to assist parents of students enrolled in schools implementing the Title I School-wide Program to improve the achievement of their children

## **School-Parent Compact**

The School-Parent Compact is updated annually.

It must do the following:

- List School Responsibilities/Promises
- List Family Responsibilities/Promises
- List Student Responsibilities/Promises

**Your Involvement is the Key to Your Child's Success!**

- You are your child's first teacher.
- You have the ability to influence your child's education more than any teacher or school.
- You know your child best; therefore, be sure to:
  - Share information about your child's interests and abilities with teachers; and
  - Ask to see progress reports on your child and the school.



## Richland Parish School Board Student Chromebook User Agreement

**Richland Parish School Board** is excited to be able to provide Chromebooks to their students through this pandemic so that students can have access to online lessons and other educational resources. The Chromebook has been provided with the appropriate learning tools, this includes a Gmail account for the students, and the G-Suite of tools ( Docs, Sheets, Slides, etc.). Much like a textbook these devices are being provided at no initial charge to the students. However, care must be taken, as any damage or loss will result in the assessment of a fee that must be made promptly in order for repairs or replacement to occur. The list of common issues and their associated fees can be found on page 2 of this form.

### Definitions

1. RPSB means Richland Parish School Board.
2. Device means the Chromebook and the charger provided by RPSB.
3. Student/Parent means the Student and the Parent(s) to whom the device is assigned.
4. School means any location on RPSB property or under RPSB authority, as well as any other private or public location where RPSB related work is being conducted.
5. Policy means all applicable laws, regulations, RPSB policies and RPSB Administrative guidelines

### Term and Conditions

1. The Device is and will remain the property of RPSB.
2. The Device is intended only for use by the Student, it is assigned for school-related work.
3. Student/Parent bears full responsibility for all use of the Device and agrees to ensure that all use abides by RPSB Policy at all times and in all locations.
4. There is no expectation of privacy for any use of the Device.
  - a. RPSB has the capability and may monitor any use of the Device, but does not guarantee that all use will be monitored.
5. Student/Parent agrees to take reasonable precautions to keep the Device safe and in working order.
  - a. Do not leave the Device unattended. A missing Device that was left unattended is considered lost, not stolen, and the Student/Parent(s) is responsible for replacement fees.
  - b. Do not pick the Device up or carry it by the screen (finger pressure can break the display).
  - c. Items left on the keyboard ( pencils, pens, paper clips, etc) can damage the screen if the lid is closed on them.
6. The device has been inspected by a member of the schools tech team and the condition noted prior to distribution to the Student.
  - a. If the Device or any accessory is lost, or damaged report the incident to the school immediately so an incident report can be filed.
  - b. If the Device or any accessory is stolen, please provide the school with a police report regarding the incident.
  - c. Prompt payment of fees is expected.
7. RPSB will not assist Student in connecting the Device to non-RPSB networks.
8. Student agrees to promptly return the Device to the RPSB school location checked out from at the end of the school year. Failure to do so will result in a replacement fee being assessed.
  - a. The returned Device must match what is on record as being checked out to the Student/Parent. Turning in the wrong Chromebook and charger will result in a replacement fee for the incorrect device.

## Richland Parish School Board Student Chromebook User Agreement

Please turn in completed form to the school office. No Chromebook will be issued without a completed and signed copy of this form.

	Student Name	Parent/Guardian Name
I will not leave my Device unattended unless it is locked in a secure place.		
I understand that my device can sometimes be monitored remotely by the RPSB tech team, but that parent(s)/legal guardian(s) are primarily responsible for monitoring appropriate use of the device outside of school.		
Common Issues and associated fees Lost Chromebook & Charger \$175 Lost Chromebook - \$ 160 Lost Charger -\$15 Broken Screen - \$75 Broken Keyboard( including single missing Key) -\$15 Broken Charging Port - \$10		

Student First and Last Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian First and Last Name: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

Parent/Guardian Phone Numbers: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Type of Device: \_\_\_\_\_ Serial Number: \_\_\_\_\_

### V. Student/Parent Signature Forms

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

Thank you

## SCHOOLS BILLING MEDICAID

### Questions and Answers for Families

#### **Why do schools bill Medicaid?**

The Individuals with Disabilities Education Act (IDEA) allows some health and medical services to be covered by Medicaid. When it is possible, school districts bill Medicaid and receive partial reimbursement for health services provided.

#### **What can schools bill Medicaid for?**

School districts can only bill for medically related services that are specified in the student's IEP. In general, services for which a school district may bill Medicaid are: audiology services, occupational therapy, physical therapy, speech therapy, behavioral health services, nursing services and specialized transportation.

#### **Will my child's Medicaid benefits outside of the school be affected if the school district bills Medicaid?**

No, there is no maximum on benefits for a child with a disability. Allowing the school district to bill for these services will not impact your Medicaid limits for any other services billed by a private provider. Medicaid services received outside of school and your child's IEP are authorized separately.

#### **What do school districts do with the money they receive from Medicaid?**

Money that school districts receive helps to compensate for the rising cost of health services and can be spent on hiring additional staff, health related equipment, and supplies.

#### **Does the school district need my consent to bill Medicaid?**

Yes, school districts are required by IDEA to obtain parental consent to disclose your child's information and bill Medicaid for services.

#### **If I refuse, will my child receive his/her health related service?**

Yes. School districts are required to provide all IEP services even if they cannot bill Medicaid, but remember, your consent provides the school with additional monies to enhance services provided to students with disabilities.

# Initial Notice and Consent Regarding Medicaid Reimbursement

## NOTICE

The Louisiana Department of Health and Hospitals (DHH) Medicaid program allows school districts to request reimbursement for costs associated with provision of certain IEP related services. These services include occupational and physical therapy, speech pathology, behavioral health services, nursing services, and special transportation. Schools are required to provide notice and to obtain consent from a parent before accessing a child's Medicaid benefits.

Richland Parish School Board seeks your consent to disclose personally identifiable information about your child to Louisiana Medicaid to access reimbursement for the IEP/Medicaid covered health services that are provided at school. In order to submit claims for IEP/Medicaid covered services, the following types of records may be required: child's full name, address, date of birth, Medicaid ID, disabilities, types of services and dates of services delivered. This disclosure of information to Louisiana Medicaid and its affiliates and access to Medicaid reimbursement for the school district shall not result in any decrease in available lifetime Medicaid coverage, result in any cost to you or your family, increase any premiums or lead to the discontinuation of your child's benefits or insurance or create any risk of loss of your child's eligibility for home and community-based waivers based on total health-related expenditures.

You may withdraw this consent in writing at any time. If you refuse consent or withdraw consent to allow access to the Medicaid benefits, it will not relieve the school system of its responsibility to ensure that all required IEP services are provided at no cost to your child.

## CONSENT

I hereby authorize Richland Parish School Board to disclose necessary information to Louisiana Medicaid in order to seek reimbursement for the IEP/Medicaid-covered health services provided to my child.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Relationship to Student

# Annual Notice Regarding Medicaid Reimbursements

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Student's Name

You have authorized Richland Parish School Board to share personally identifiable information about your child with Louisiana Medicaid and to seek reimbursement for the IEP/Medicaid covered health services that are provided at school.

This disclosure of personally identifiable information to Louisiana Medicaid and access to Medicaid reimbursement for the school district shall not result in any decrease in available lifetime coverage, shall not result in any cost to you or your family, shall not increase any premiums or lead to the discontinuation of your child's benefits or insurance, and shall not create any risk of loss of your child's eligibility for home and community-based waivers based on total health-related expenditures.

You may withdraw this consent in writing at any time. If you refuse consent or withdraw consent to allow access to the Medicaid benefits, it will not relieve the school system of its responsibility to ensure that all required IEP services are provided at no cost to your child.

For assistance in this area, please contact: Angie Snuggs at 318-728-5964, Ext 235.



## RICHLAND PARISH SCHOOL SYSTEM

This is to certify that I have received and read a copy of the *Student Handbook* for the 2023-2024 school year.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (Please print)

### Parent or Guardian:

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

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date