Monroe City Schools Student/Parent Contract

Dear Parents:

Please read each of the documents included in this information packet and discuss with your child. This handbook also contains the ***District's Parental Involvement Policy, Parents' Rights, and Grievance Procedures****. Please sign and return this form to indicate that you have received this Handbook.*

Student's Name: _____ Birthday: _____

Student's Address: _____ Phone: _____

Sex: _____

Race: **Circle all that apply**

White Black Multi-Racial Hispanic Native American Other: _____

Mother's/Guardian Name: _____Father's/Guardian Name: _____

Mother's Address:_____

Father's Address:_____

Mother's Home Phone: _____ Father's Home Phone: _____

Mother's Cell Phone: _____ Father's Cell Phone: _____

Mother's Work Phone: _____ Father's Work Phone: _____

Emergency Contact Name: _____Cell Phone #_____ Home Phone#_____

Emergency Contact Address: _____

Transportation: Circle One: School bus Car rider Day Care Van Walker

Parent/Guardian Signature: _____ Date:_____

Parent must contact the school within 24 hours of changes in any of above

++

CORPORAL PUNISHMENT

If paddling is **not** recommended as a form of discipline for your child, please return this statement to this effect signed by a parent or legal guardian to the school

I do not grant permission for Monroe City School officials to administer corporal punishment to my child.

_____ _____

Name of Student Signature of Parent/Guardian

Parents,
please review this Handbook with your student, sign and return this sheet to school tomorrow.

MONROE
CITY SCHOOLS

2006 Tower Drive
Monroe, Louisiana 71201

Phone: (318) 325-0601

Fax: (318) 387-2090

Sam L. Moore, III, Superintendent

Dear Parents/ Guardians,

All Louisiana schools have been asked to administer a universal social, emotional, and behavioral screener to all students in order to assess the impact, if any, of the Covid-19 pandemic on the well-being of students and to provide appropriate interventions and referral to external services. Universal social, emotional, and behavioral screeners are informational and not diagnostic. All screening results will be kept confidential and in accordance with student safeguards defined by the Family Educational Rights and Privacy Act (FERPA) and LA Revised Statute 17:3914. With your permission, your child will participate in the screening. The screening will occur in October before the end of the first nine weeks. If you do or do not want your child to participate in the social-emotional screening program, please complete the form below and return to the school.

Partners in education,

Sam L. Moore, III
Superintendent

I have read and understand the use of the social-emotional screening tool offered by Monroe City Schools.

_____ I give permission for my child to participate in the social-emotional screening Program.

_____ I **do not want** my child to participate in the social-emotional screening program.

_____ _____

Parent/Guardian's Signature Date

MONROE CITY SCHOOLS

Monroe City School System

Parent Consent Form for Published Student Information

Name of Student _____

I understand that my child may be photographed and/or recorded on video in connection with Monroe City School System activities. From time to time, student's pictures/video will be taken at school or at school activities. These pictures may be broadcast or used in print/TV media or on the website for public viewing. **If any parent/guardian does not agree to the use of their child's pictures in this manner, please express any objections, in writing, in a separate letter to the principal as well as signing this form.** I understand not signing and returning this form indicates approval for the student's name (full first name and first initial of last name), picture, art, written work, voice, verbal statements or portraits (video or still) to appear in the school or district's publications, videos, website, or news articles about the district. These pictures and articles may or may not personally identify the student. I understand that all photos and videos will become the property of Monroe City School System.

I read and understand the above stated conditions, and **DO NOT** give my permission for my child to participate.

Parent/Legal Guardian (Please Print) _____

Signature _____

Date _____

Contact Number: _____

MONROE CITY SCHOOLS
SCHOOL BOARD MEMBERS

~~~~~~~~~~~~~~~~

District I
Mr. Michael Sampognaro

District II
Mrs. Jennifer Haneline

District III
Mr. William "Bill" Willson

District IV
Mr. Daryll Berry

District V
Mrs. Betty Ward Cooper

District VI
Mr. Brandon Johnson

District VII
Mrs. Brenda Shelling
~~~~~~~~~~~~~~~~

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SECTION I RESIDENCY AND ATTENDANCE

ADMISSION OF RESIDENT STUDENTS

Resident students are defined as students whose parents or legal guardians live inside the City of Monroe. All resident students of the school district shall be entitled to be admitted within limitations and federal court ordered provisions, to the school serving the zone in which the student's parent or legal guardian resides.

Provisional Custody by Mandate is not accepted in Monroe City School District

Students enrolling for the first time in Monroe City Schools shall be required to furnish proof of residence, up to date immunizations according to the schedule established by the Department of Health and Hospitals and a Birth Certificate. According to School Board **Policy JBCC**, if the parent cannot produce proof of residence, they are to be enrolled and given 15 school days to produce the proof of residence. Transfer students who satisfy residency, immunization and age requirements shall be admitted upon presentation of the most recent report card from the school most recently attended. The principal or designee shall be responsible for contacting the principal of the last school attended for the student's transcript.

ATTENDANCE REQUIREMENTS

In order to be eligible to receive grades and earn Carnegie Units, high school students (or Jr. High/ Middle School students working toward Carnegie Units) shall be in attendance a minimum of 30,060 minutes per semester. **For a school year, High School and Junior High Students earning Carnegie Credits are allowed 4 unexcused absences for the first semester and 5 unexcused days for the second semester. Elementary students are allowed 9 unexcused absences during the school year** *(Bulletin 741, section 1103 G).* Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other policies must be met. Board **Policy JB** and **JBA**

Schools shall administer attendance regulations in accordance with State and locally adopted policies. Students shall be expected to be in attendance every activity day scheduled by the local educational governing authority.

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

Half-day attendance: A student is considered in attendance for one-half day when he/she is physically present at a school site or is participating in supervised activity with authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

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

Extenuating Circumstances: The only exception to the attendance regulation shall be the enumerated extenuating circumstances that are verified by the Child Welfare Director. Students shall be temporarily excused from the attendance regulation for the following reasons:

1. extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state.

2. extended hospital stays in which a student is absent for three or more consecutive school days as verified by a physician or dentist
3. extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state
4. extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in the state of LA
5. Quarantine due to prolonged exposure to or direct contact with a persons diagnosed with a contagious, deadly disease, as ordered by state or local health officials
6. observance of special and recognized holidays of the student's own faith.
7. visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
8. Absences verified by the school principal or designee as stated below:
    a) prior school system-approved travel for education
    b) death in the immediate family (not to exceed one week)
    c) natural catastrophe and/or disaster
9. Minors engaged in artistic or creative services

For any other circumstances, parents must make formal appeal to CWA

NOTE: Verification by parent, physician, clergy, or legal document must be provided. Excuses for absences must be submitted to the school within two (2) days after the student returns to school. If excuses are not submitted the absence will be unexcused. Work cannot be made up when an absence is unexcused.

Make up work: After each absence from school, it is the responsibility of the student to make arrangements to makeup work missed during the absence with his/her teacher, following his/her return. All makeup work will be completed within five (5) school days from the day the student returns to school. The teacher who will give the makeup work will decide on the scheduling of the work on any day after the return day but within five days. If a student misses a mid-term or final exam, proper medical documentation must be submitted by the parent/guardian that verifies and documents the necessity for the absence and must be submitted within 2 days of the missed exam. In the event that a student misses an excessive amount of days, that student may be subject to an alternative placement by Child Welfare and Attendance.

Absences Due To School Approved Activities: Students participating in school approved activities that necessitate their being away from school shall be counted present and shall be given the opportunity to do make-up work.

Students participating in school activities must be present at school all day on the day of activity to participate in that activity unless they are legally excused.

Types of Absences

The days absent for elementary and secondary school students shall include non-exempted, excused. exempted, excused, unexcused absences, 5 tardies, and suspensions.

1. *Non-exempted, Excused Absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
2. *Exempted, Excused Absences*—absences which are not considered for purposes of truancy, and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed and receive credit for a course and/or school year completed.
3. *Unexcused Absence*—any absence not meeting the requirements set forth in the excused absence and

extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Students shall be given failing grades in those days missed and shall not be given an opportunity to make up work.

4. *Suspension*—a non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.
5. Tardy – a non-exempted delayed arrival beyond the right or expected time; checked into school after tardy bell.

NOTE: A student cannot be removed from the school because of tardiness or a prior absence without an official notice (Behavioral Report and/or phone call) to parent.

MONROE CITY SCHOOLS
TRUANCY PROCEDURE

Day 1	Day 3	Day 4	Day 5	Day 8	Day 10
School Calls - Parent	**School E-mails** – Child Welfare – Monroe Police Truancy	**Elementary School** Contacts Parent **Secondary School** Conference with Student	**School E-mails** – Child Welfare – Monroe Police Truancy	**School E-mails** – Child Welfare – Monroe Police Truancy	**School** Continues to communicate with truancy worker between day 10 and UP
	School Sends Letter	**School completes** Truancy Contact Report	**School Sends** Letter	**School Sends** Letter	
	Truancy Officer Contacts Parent or leaves letter		**Truancy Officer** Contacts Parent or leaves letter with hearing info	**Truancy Officer** Meets with CWA about attendance issues	**Truancy Officer** **Summons** Issued Contacts parent or leaves hearing information
		School Truancy Contact Submits monthly Truancy Contact Report		**Truancy Officer** Makes home visit and informs parent of referral to DA	**Child Welfare** Submits attendance Information to Diversion Program

(Summons may be issued to Juvenile as well as Parent)

SECTION II: BEHAVIORAL EXPECTATIONS & DISCIPLINE

The Board of Education believes the school's primary goal is educating students, not disciplining students. It is the belief of Monroe City Schools that students should be taught appropriate behaviors, just as they are taught academic concepts. In compliance with the Juvenile Justice Education Partnership Act of 2003, and the Board of Elementary and Secondary Education's Model Master Plan for Discipline, all Monroe City Schools have developed and implemented a School-Wide Positive Behavior Interventions and Supports framework.

PBIS

Positive Behavioral Interventions and Supports (PBIS) is a multi-tiered system of support that utilizes a team approach to address behavior in a proactive and preventative manner. PBIS is designed to support **all students** within a school by identifying and actively teaching behavioral expectations and rules, reinforcing appropriate behaviors, and providing evidence-based interventions and effective discipline strategies when problem behaviors are exhibited. Monroe City Schools' PBIS framework has three levels of implementation: Tier I for all students, Tier II for students who have been identified as needing more structured behavior support, and Tier III for the small group of students who need intensive, individualized behavior support.

All Monroe City Schools have this core framework of PBIS in place and active. This includes having a functioning PBIS team that meets monthly, conducting required annual assessments, and reviewing behavioral data in order to make changes as needed. However, each school is unique in their population and behavioral support needs. Due to their uniqueness, each school's PBIS team develops all components of their Tier I, II and Tier III PBIS implementation plans to match the diverse needs of their students and teachers. These components may differ greatly from one school to the next, but the core framework is the same from school to school.

Tier I include an established set of school-wide expectations, a systematic process for teaching those expectations as well as acknowledging positive behaviors through a reinforcement system. Tier I also includes clearly defined major and minor behavior infractions and consequences, a clear plan of action for teachers in how to respond to discipline problems in the classroom, and consistency across the campus. Universal behavior screening for grades K-12 is conducted by teachers each fall. As with academic screening tools, the purpose of this process is to proactively identify students who may need emotional/behavioral support. Results of the screening are analyzed by the PBIS District Coordinator and shared with the school team. The school team further analyzes the screening results and coordinates with teachers and parents to determine intervention needs.

Another way that students may receive behavioral interventions is through the Request for Assistance process. A Request for Assistance form is available from each school team; it is to be completed and returned to the Tier II chairperson on the school's PBIS team. Parents and teachers can request assistance for students and students are able to self-nominate for possible Tier II interventions. Completing a Request for Assistance form does not guarantee a student will be placed into Tier II interventions. Once received, the Tier II chairperson will review all relevant student data to determine if that student meets criteria for Tier II support. The Tier II chairperson, or designee, must respond to the request within 72 hours.

Tier II & Tier III Behavior Interventions

In Tier II, students may receive low intensity or group-based interventions to correct undesired behaviors. These interventions and supports are selected based upon a brief functional behavior assessment. Intervention options will vary from school to school to meet the needs of each unique population. Intervention options may include, but are not limited to: Check-In/Check-Out, school-based mentors, small group social skills, or restorative practices. Progress is monitored to determine the effectiveness of the interventions so that data-based decisions can be made regarding the student's readiness to return to Tier I supports, the need to modify Tier II supports, or the need for a referral for Tier III supports.

Students who do not respond significantly to Tier II interventions may be referred to Tier III after interventions have been conducted with fidelity. The decision to refer for Tier III supports is made by the PBIS committee. Tier III includes intensive, individualized interventions and supports through a behavior intervention plan that are based upon an in-depth functional behavior assessment. Progress is again monitored for effectiveness. Data-based decisions will be made to determine if interventions need to be discontinued, continued, or modified, or if the student may need ongoing supports through Special Education or Section 504. Students with significant, ongoing behavior and/or academic concerns may be referred to the

School Building Level Committee (SBLC). The PBIS team and SBLC will work closely together to determine the best approach for increasing student success.

In accordance with state mandates, all Monroe City Schools are evaluated annually using the ***Tiered Fidelity Inventory*** to determine their level of effective implementation of the PBIS framework at each tier. The results of this assessment are used to inform each PBIS team's Action Plans and team goals for improvement. Results of the annual evaluations are shared with stakeholders, district leadership, and the Louisiana Department of Education. District support for annual assessments, ongoing committee training, and individual school consultation for developing PBIS components is available through the PBIS District Coordinator and District PBIS Team.

Student Discipline

Philosophy of Discipline

The Monroe City School Board requires discipline to be applied in a firm, fair, and consistent manner within all schools. Each student shall be assured of due process. School officials will take corrective action, as necessary, when the behavior of an individual infringes upon the rights of others. Each student has the right to be treated fairly should disciplinary action become necessary. School officials may consider circumstances surrounding an even when board policy allows principal discretion. The ultimate goal of the school discipline program is to assist each student to develop the skills which will enable him/her to exhibit the appropriate self-control which will ensure the physical, intellectual, and emotional well-being of attending or working within the Monroe City Schools. Students may be disciplined or suspended for the offenses outlined in the **STUDENT BEHAVIOR CODE.** All concerns about discipline should be directed to the school principal or his/her designee. **Policy JDD**

Discipline Strategies

Schools are required to implement proactive approaches to discipline within the classrooms and across their campuses. In accordance with PBIS practices, each school develops policy and procedures to address minor infractions that interfere with instruction and go against school-wide expectations. While minor disciplinary infractions are to be handled within the classroom, major disciplinary infractions result in an office referral. Disciplinary strategies that may be utilized by school administration to address major infractions include but are not limited to the following:

Time-Out / PASS Program (Positive Alternative to School Suspension) / In School Suspension

A Time-Out/Pass program shall be tailored to fit the needs of secondary and elementary students. The Time-Out/Pass area and the length of the assignment can vary from school to school. The Time-Out/Pass assignment may vary in length for a certain number of hours to a certain number of days. It may be located in another teacher's classroom or a specially assigned area within the building. Classroom assignments shall be sent to the PASS ROOM for completion by the student. Students who do not finish assignments may be subject to further disciplinary actions. Students with disabilities **MUST** receive services as specified on IEP or IAP.

Before and After School Detention Programs / Saturday School

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

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

Restriction from Participation in Selected School Activities

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

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

Corporal Punishment (paddling)

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

The following procedures shall be followed:

a) When the principal/certified personnel designee has exhausted other possible administrative remedies, paddling may be used.
b) Only the principal and/or designated staff member shall paddle and only in the presence of a second school employee, who should be informed beforehand of the reason for this consequence.
c) A school principal/designee who has administered a paddling shall provide the child's parent or legal guardian(s) written explanation of the incident stating the reason and the name of the school employee who was present as a witness. That written documentation may be a copy of the referral.
d) Paddling shall be administered in the office of the principal or in such a place or places as may be designated by the principal/designee.
e) Principals must afford parents an opportunity to refuse padding as disciplinary strategy as a part of the student handbook documentation process. (See page 3 of this handbook.)
f) Paddling shall not be administered in the visual presence of other students.
g) The principal/designee shall document the punishment session, including the signature of a witness, and shall keep said documentation on file. Documentation shall include description of the incident, the date, action taken, and signatures of the principal and the witness. In accordance with Bulletin 741 Section 1315 C, a copy will be provided BY REQUEST to the Child Welfare Director.
h) The use of paddling shall always be reasonable and proper.
i) A student may not receive more than three (3) applications of the paddle for a single session. No student can be paddled more than once in a school day.
j) Paddling shall be administered without anger or malice.

NOTE: Each school has designated person authorized to paddle students

Suspension

Students may be suspended for violation of the **STUDENT BEHAVIOR CODE**. Before a suspension can occur, a student must be provided with due process. A parent conference with the school principal/designee is required prior to re-admittance of a student following a suspension. Students are not eligible to participate in activities. In accordance of Bulletin 741, Section 1301 G, a student who is suspended for more than ten (10) days or less shall be assigned school work missed while he/she is suspended and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

Temporary Placement at Sherrouse School

Elementary Students may be placed for 10 or 15 days at the Sherrouse School. Parents must be informed and a completed referral packet to the Sherrouse School must be sent prior to the student's arrival at the Alternative School. IDEA students may be placed at Sherrouse through an IEP team decision. Short term placements do not require a transfer of enrollment in JPAMs.

Expulsion

State law mandates expulsions for specific violations of the law relating to possession of weapons, controlled substances, assaults upon school personnel or habitual misbehavior. State law also requires students be afforded due process. A student convicted of a felony shall be immediately recommended for expulsion. A conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony, may be caused for expulsion of the student for a period of time as determined by the board; such expulsions shall require the vote of two thirds of the elected members of the local educational governing authority. In accordance with Bulletin 741, Section 1301 G, A student who is expelled and receives educational services in an alternative school site, shall be assigned schoolwork by a certified teacher and shall receive credit for schoolwork 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.

Behavior Code

Although students have the right to a free public education, they also have the responsibility to comply with all policies and procedures established by the school board for the entire school district or by each principal within individual schools.

State law and local policy allow student suspensions and/or expulsion for the following types of misbehavior:

1. Willful disobedience
2. Treats authority with disrespect
3. Making an unfounded charge against authority
4. Using profane and/or obscene language
5. Engaging in an immoral or vicious practice
6. Conduct or habits injurious to his/her associates
7. Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (RS 40:981.3)
8. Uses or possesses tobacco, lighter or matches
9. Uses or possesses alcoholic beverages
10. Disturbs the school or habitually violates any rule
11. Cuts, defaces, or injures any part of public-school building/vandalism
12. Writes profane and/or obscene language or draws obscene pictures
13. Possesses weapons(s) prohibited under federal law, as defined in Section 921 of Title 18 of the U.S. Code. Uses of code 13 requires additional submission of the Weapon Type code.
14. Possesses firearms (not prohibited by federal law). Knives, or other implements, which can be used as weapons, the careless use of which might inflict harm or Injury. Note: Excludes pocketknives with a blade of less than 2½ inches. Refer to code 31 for blades 2½ inches or smaller.
15. Throws missiles liable to injure others
16. Instigates or participates in fights while under school supervision
17. Violates traffic and safety regulations
18. Leaves school premises or classroom without permission
19. Is habitually tardy and/or absent
20. Takes another's property or possessions without permission
21. Commits any other serious offense
30. Discharge or use of weapon prohibited by federal law
31. Possesses pocketknife or blade cutter with a blade length of < 2½".
33. Use of OTC medication in a manner other than prescribed or authorized
34. Possession of Body Armor
35. Bullying/Harassment (*complete Bullying Form)
36. Cyber Bullying (*complete Bullying Form)
37. False Alarm/Bomb Threat
38. Forgery
39. Gambling
40. Public Indecency
41. Obscene behavior or Possession of Obscene/Pornographic Material

42. Unauthorized use of Technology
43. Improper dress
44. Academic dishonesty
45. Trespassing Violation
46. Failure to Serve Assigned Consequence
47. Misusing Internet/Violates electronic/technology policy
48. Sexual Harassment
49. False Report
50. Crime of Violence (per R.S. 14:2B)

Each local school or building principal may develop additional rules and procedures which govern student behavior and discipline at his/her building, providing those rules and procedures are consistent with Monroe City School Board's Policies.

Due Process for Suspensions/Expulsions: Policy JCE

A. Prior to any suspension, the school principal or the principal's designee shall advise the student in question of the 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 to the school principal or his or her designee.

B. The principal, or the principal's designee, shall contact by telephone at the telephone number shown on the pupil's registration card and send a letter to the address shown on the pupil's registration card to the parent or guardian of the student, giving notice of the suspension, the reasons therefore and establishing a date and time for a conference, with the principal or his designee as a requirement for readmitting the student. The conference between the principal or designee and the parent can be by phone.

1. If the parent or guardian fails to attend the required conference or participate in the phone conference within five school days of mailing the letter or other contact with the parent, the truancy laws shall become effective.
2. On not more than one occasion each school year when the parent or guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student.
3. On any subsequent occasions in the same year, the student shall not be readmitted unless the parent, guardian, or other appointed representative responds.
4. In any case where a school official is authorized to require a parent or legal guardian of a student under the age of 18 to attend a conference or meeting regarding the student's behavior, and after notice willfully refused to attend the principals or designee shall file a complaint with a court of competent juvenile jurisdiction, pursuant to Children's Code Article 730(8) and 731.

C. A student whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described above; however, the necessary procedure shall follow as soon as is feasible.

D. Notice in writing of the suspension and the reasons thereof shall be given to the parent or parents of the suspended student. The notice is to be sent home with the student and mailed to the parent.

E. Any parent, tutor, or legal guardian of a suspended student shall have the right to appeal to the superintendent or to a designee of the superintendent, who shall conduct a hearing on the merits of the case.

F. In all cases of suspensions, the parent, the superintendent of schools, and the visiting teacher and/or Child Welfare Director shall be notified in writing of the facts concerning each suspension, including the reasons therefore and terms thereof.

G. The decision of the superintendent on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the superintendent to remit any portion of the time of suspension.

PROCESS FOR EXPULSION

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

1. The student shall be informed, in writing, of the charges against him/her, including a summary of the evidence upon which charges are based.

2. A copy of the recommendation for expulsion shall be delivered or sent by certified mail to the parent/guardian of the student within 24 hours following the incident; and

3. The Superintendent or his/her designee shall schedule a prompt hearing so that an appeal of the recommendation may be made at the request of the student and/or parent/guardian within 10 school days.

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

1. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing with the Superintendent or his /her designee.
2. The Superintendent or his/her designee presides at the hearing. The student will have the factual basis for the alleged offense read to him/her by the principal recommending the expulsion or his/her designee and the student shall be asked if the charges are true.
3. If the student admits to the truth of the factual allegation, the Hearing Officer or his/her designee will proceed with the hearing for determination of any disciplinary action.
4. The student is entitled to representation by a lawyer or lay counsel. The student may present witnesses on his/her behalf.
5. At the hearing the principal or his/her designee shall present evidence of the circumstances and events to support the recommendation for expulsion. The presentation will include statements, documents, and other evidence by and on behalf of the school from people who witnessed the alleged offense and others involved.
6. Presentation of statement, documents, and other evidence by and on behalf of the student may be presented if the student so desires. The student may testify and may offer the statement of others; however, the student may not be required to testify. The Superintendent or his/her designee may permit cross-examination of witnesses. The cross-examination may be limited if the Superintendent or his designee believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
7. The Superintendent or his/her designee may ask questions.
8. Based on the written and oral evidence, the superintendent or his/her designee determines the disciplinary action to be taken.
9. A record of the hearing is kept, and if a written request is made, the parent or legal guardian will be furnished a record of the hearing. The student will be advised of his/her right to appeal the decision to the superintendent. The final level of appeal is to the Monroe City School Board.

10. Information on the date(s) of any expulsion and the reason for which the student is expelled should be sent to the Child Welfare Director.

NOTE: After one scheduled hearing in which the parent/guardian do not attend, the superintendent's designee will decide of the consequence.

DISCIPLINE OF STUDENTS WITH DISABILITIES:

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

Case-by-Case Determination

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

General Description

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

Additional Authority

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

Services

The services that shall be provided to a student with a disability who has been removed from the student's current placement may be provided in an interim alternative educational setting. A school district is only required to provide services to a student with a disability who has been removed from his/her current placement for 10 consecutive school days or less in that school year, if it provides services to a student without disabilities who has been similarly removed.

After a student with a disability has been removed from his/ her placement for 10 consecutive school days in that same school year, and if the current removal is for 10 consecutive school days or less and if the removal is not a change of placement, then school personnel, in consultation with at least one of the student's teachers, shall determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in your child's IEP.

Manifestation Determination

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

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or

2. If the conduct in question was the direct result of the school district's failure to implement the student's IEP.

If the school district, the parent, and relevant members of the student's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's disability.

If the school district, the parent, and relevant members of the student's IEP Team determine that the conduct in question was the direct result of the school district's failure to implement the IEP, the school district shall take immediate steps to remedy those deficiencies.

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

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

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

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

Special Circumstances

School personnel may move a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student with a disability:

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

Manifestation Determinations for students identified as 504 are scheduled by the school 504 Coordinator in conjunction with the district 504 Director.

Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students

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

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

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

1. Seclusion or physical restraint will be used only when all other classroom interventions have been attempted and proven unsuccessful in remediating self-injurious or physically aggressive behaviors and then only to prevent the immediate escalation of aggressive behavior and imminent physical injury to other students or faculty.

2. Physical control techniques that result in minimal discomfort and no physical injury to the student will be implemented exclusively. Interventions used will not interfere with a student's ability to breathe freely or communicate with others. Students will not be restrained in a manner that places excessive pressure on the back or chest that may present a risk of asphyxia.

3. Neither seclusion nor physical intervention will be used as a form of discipline or punishment, as a threat to control, bully or to obtain compliance, for convenience of school personnel, or when unsafe, unreasonable, or unwarranted. Seclusion is prohibited for addressing behaviors such as general noncompliance, self-stimulation, and academic refusal. Seclusion and physical restraint will not be used after imminent substantial risk of injury no longer exists. Seclusion will not be used to isolate a student from needed educational instruction. Staff will not attempt to gain compliance by reminding a student of behaviors that have resulted in physical restraint or seclusion the past.

4. If a student has a medical or psychological condition that precludes seclusion and/or physical intervention as certified in a written statement by a licensed health care provider, physical restraint will not be used with that student. That student's Individualized Education Plan (IEP) team will develop and implement interventions to address that student's individual needs.

5. No mechanical devices such as stockinettes, web straps, or tie downs will be used for physical restraint. Adaptive devices such as braces, postural aids, and other equipment prescribed through the Individualized Education Plan (IEP) to assist a student to benefit from his/her educational programming are not considered to be restraints.

6. Only school personnel that have specific experiential training in the safe and proper application of prescribed techniques will employ seclusion and physical restraint. Only approved procedures will be used. All trained personnel are required to assist, if needed, when physical transport or restraint is implemented.

7. Physical restraint or seclusion will not serve as the sole means of behavioral intervention and support for any student with a disability. Special education students who have a documented history of physical aggression will have a behavior management plan included as a component of their Individualized Education Plan. This behavior plan will designate when seclusion or physical restraint is used and the behavioral consequences that will follow use of seclusion or restraint. Seclusion and physical restraint used for reasons other than imminent risk of harm and use of procedures contrary to those approved listed shall be considered unreasonable and are strictly prohibited.

8. In an emergency situation, physical restraint or seclusion may be used with any student to prevent injury to that student or others. However, every behavioral incident that involves physical intervention is subject to review by principals, administrative staff, community advocates, and parents. Staff is advised to be extremely cautious when using physical interventions when students do not have such interventions included in their Individualized Education Plans.

9. Personnel will not discuss any aspect of seclusion or physical restraint with any student at any time. Once an incident of seclusion or physical restraint is ended, teachers and others will return to teaching and providing opportunities for students to earn positive reinforces.

10. When seclusion or physical restraint is implemented, the student's principal or a designee must notify the student's parent or guardian before the end of that school day. The principal must also notify the Director of Student Support Services or a designee before the end of that day and review, sign, and fax a copy of the intervention report (Documentation of Seclusion/Restraint & Seclusion Observation Log) to that Director within 24 hours. A copy of the documents will be forwarded to parents and the school's Behavior Interventionist as soon as possible.

11. After a seclusion/restraint incident, the Special Education teacher will convene the IEP Team within 10 days to review and revise accommodations, modifications, and/or behavior intervention plans in an effort to prevent future occurrences. The Special Education Program Manager for that school must be present at the IEP meeting.

12. Physical Restraint/Seclusion Incident Reporting data will be analyzed at least annually. Procedures will be reviewed and revised as necessary in the interim to ensure appropriateness and effectiveness.

13. Data will be used to track the number of incidents of physical restraint/seclusion by student, staff, and type of incidents, description and number of injuries sustained by student and/or staff and the nature of any such injuries, and other factors such as precipitating events and other observable factors. Related data will be available to parents/guardians of children and other interested parties upon request.

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

DISCIPLINARY ALTERNATIVE PROGRAM (DAP)

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

Elementary Eligibility

Eligibility consists of kindergarten through sixth grade students who have violated the Monroe City Schools disciplinary code. There are two options offered to elementary school principals to address behavior issues.

- **Option 1: Long-Term Assignment at Sherrouse**
  This is in lieu of an out-of-school expulsion

- **Option 2: Short-Term Assignment at Sherrouse**
  A short-term assignment is for a 10- or 15-day placement in lieu of an out-of-school suspension. Acceptance is dependent upon available space. A student may only be assigned twice during a school year for a short-term placement.

  The home school principal will refer the student to the principal of Sherrouse with the recommendation of a 10- or 15-day placement. On or before the day of intake an intake packet must be faxed or delivered prior to acceptance.

  Student academic and behavior records will be entered into the JPAMS system to maintain continuity. At the end of the 10- or 15-day placement the student will return to his/her home school. The student's records will be turned back over to their home school for access in JPAMS.

Junior and Senior High Eligibility

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

Assignment

Assignment to the program is on a long-term basis. The length of stay is a semester, remainder of the school year or no longer than authorized by Louisiana Law. The Administrative Hearing Team will inform the student and parent/guardian of their determination. All due process activities must be completed with the student, parent/guardian, and the Sherrouse Principal/or designee to go over expectations and requirements of completing their assignment. The DAP principal must obtain approval from the Superintendent before a student's expulsion may be activated.

Students with disabilities can ONLY be placed at Sherrouse by an IEP team decision.

Attendance

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

Transitional Students

Any student upon entering or returning to the Monroe City Schools who has been in a secure facility for more than 30 days will be assigned to Sherrouse. The School Building Level Committee of Sherrouse will review the placement of the student every 15 days to determine the student's readiness to be enrolled into his/her zoned school. Behavior, attendance, and grades will be considered.

Probation

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

Violations

Level l VIOLATIONS

Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority.
Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.
Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.
Uses profane and/or obscene language	Vulgar verbal messages, words or gestures that include swearing, or name calling.
Uses or possesses tobacco or lighter	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles.
Disturbs the school or habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior.
Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.
Leave school premises or classroom without permission	Leaving the school campus and/or assigned classroom or location without permission. and/or failure to return to school/class.
Forgery	To use, make, or reproduce another's signature.

Unauthorized use of Technology	Use of pager/cellular telephone (texting, talking), camera or video device or other Communication devices during the school day.
Improper dress	Out of dress code or ID violation.
Misusing Possession of Electronic Telecommunication Devices	Internet Violating the district Internet Use Policy. (Cell phones, IPods, etc.) No student, unless authorized by the school principal or his/her designee, shall use (except a cell phone which may be possessed but not used) or operate any electronic radio paging service, mobile telephone service, intercom, or electro-mechanical paging system, in any public elementary or secondary school building or school grounds or in any school bus used to transport public school Students. A violation of these provisions is grounds for disciplinary action including, but not limited to suspension from school and confiscation of the item. Notwithstanding the provisions hereinabove set forth, this policy shall not affect the conduct of law enforcement activities including the use of electronic devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local School Board policy. Nothing in this Section shall prohibit the use and operation by any person, including students of any electronic telecommunication device in the event of an emergency in which there is actual imminent threat to public safety.

Level II VIOLATIONS

Is guilty of conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another.
Cuts, defaces, or injures any part of public-school buildings/vandalism	Damage, destruction, or defacement of property belonging to the school or others.
Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact involving two individuals.
Is guilty of stealing	Taking or obtaining the property of another without permission or knowledge of the Owner without violence
Commits any **other** serious offense	Any other serious offense not covered by any other of these codes.
Bullying/Cyber-bullying	A pattern of any one or more: A. Gestures, including but not limited to obscene gestures and making faces. B. Written, electronic, or verbal communications including calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging or unauthorized use of personal property. D. Repeatedly and purposefully shunning or excluding from activities
Gambling	Wagering money or property.
Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension, or other assigned consequences.
Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.

Academic dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.
Possesses pocketknife or blade cutter with a blade length < 2 "	Possesses pocketknife or blade cutter with a blade length less than 2 inches.

Level III VIOLATIONS

Is guilty of immoral or vicious practices	Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms.
Uses or possesses. Alcoholic beverage	The possession, use, purchase, intent to distribute, concealment, distribution, or sale of alcohol Products on school grounds, at school-sponsored events, or on school transportation vehicles.
Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles. Students under 16 years old in grades 6-12 must be expelled for 2 complete school semesters. . If arrested the principals shall refer the student within 5 days after arrest for testing/screening for alcohol/drug abuse. If evidence is found the student must be referred for treatment. Students 16 years old or older must be expelled for a minimum of 4 complete school semesters. If arrested the principal shall refer the student within 5 days after arrest, for testing/screening for Alcohol/drug abuse. If evidence is found the student must be referred for treatment.
Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code.	Possessing weapon designed to expel a projectile by action of an explosive.
Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (*Excludes pocketknives with a blade length < 2 ½ "- refer to code 31*).	Possesses firearms, knives, or blades > 2 " which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings locker and/or storage space). For students less than 11 years old in PreK-5, a principal may, but shall not be required to recommend expulsion. Note: for special education students the knife must be 2 ½ inches or longer.
Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.
Commits any other serious offense	Any other serious, harmful incident not covered by any other of these codes.
Murder	Unlawful killing of another human being
Assault and/or Battery	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity. This includes Verbal Assault on an employee which includes threats or profanity directed toward an employee.

Rape and/or Sexual Battery	Forced attempted or Actual.
Kidnapping	Intentional, forcible seizing and carrying of any person from one place to another without his consent.
Arson	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner.
Criminal Damage to Property	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement
Burglary	The unauthorized entering of any school structure, vehicle, or property, movable or immovable, with the intent to commit a felony or any theft therein.
Misappropriation with violence to the person	Taking something of value using force, intimidation, or weapons.
Discharge or use of weapon(s) prohibited by federal law	Discharge or use of weapon.
Serious Bodily Injury	An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty.
Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials.
Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another.
False Alarm / Bomb Threat	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher.
Public Indecency	Exposure of body parts such as genital / buttocks areas and female breasts in view of public.
Obscene behavior or Possession of Obscene/Pornographic Material	Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.).
Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
Sexual harassment	http://en.wikipedia.org/wiki/IntimidationIntimidation, bullying, or coercion of a sexual nature.
Gang Like Activity/Gang Fight	Secret societies or gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds, or which disrupt the school environment or are harmful to the educational process. A fight or physical confrontation that involves three or more individuals.

CONSEQUENCES AND VIOLATIONS CHART
Jr. High/Middle and High School

Occurrences	1st	2nd	3rd	4th	5th	6th	Categories Of Violations By Level
Level I	Parent notification and PASS Room (3 days) or Detention	Parent conference And PASS Room (5 days) or detention	Suspension 3 days	Suspension	Suspension	Recommend Expulsion	- Willful disobedience- Treats authority with disrespect - Makes an unfounded charge against authority - Uses profane and/or obscene language -Uses or possesses tobacco or lighter - Disturbs the school or habitually violates any rule - Violates traffic and safety regulations - Leaves school premises or classroom without permission- Is habitually tardy and/or absent - Forgery - Unauthorized use of Technology - Improper dress - Academic dishonesty - Misusing Possession of Electronic Telecommunication Devices
Level II	Suspension 3 days Student will be subject to ISS for certain violations after returning from suspension.	Suspension 3-5 days Except for Battery Physical Harassment, Fighting, High School- Expulsion Student will be subject to ISS for certain violations after returning from suspension (Junior High)	Suspension 3-5 days Except for Battery Physical Harassment , Fighting, Junior High School- Expulsion	Expulsion			- Is guilty of conduct or habits injurious to his/her associates - Cuts, defaces, or injures any part of public-school buildings/ vandalism - Writes profane and/or obscene language or draws obscene pictures - Instigates or participates in fights while under school supervision - Is guilty of stealing - Commits any **other** serious offense - Bullying/Cyber Bullying - Gambling - Failure to Serve Assigned Consequence - Trespassing Violation

Level III	Expulsion						-Immoral or Vicious Practice -Serious Bodily Injury -Use of OTC medication in a manner other than prescribed or authorized - Use of OTC medication in a manner other than prescribed or authorized - Possession of Body Armor - False Alarm / Bomb Threat - Public Indecency - Obscene behavior or Possession of Obscene/Pornographic Material - Trespassing Violation - Sexual harassment -Gang like activity or Gang fight

ELEMENTARY CONSEQUENCES VIOLATIONS CHART

Occurrence	**1st**	**2nd**	**3rd**	**4th**	**5th**	**6th**	**Categories Of Violations By Level**
Level I	Parent notification and Student/ Administrator Conference	Parent conference and/or Paddling (if Parent has given Permission)	Suspension 1-3 days or Placement at Sherrouse For 10 days	Suspension 1-3 days or Placement at Sherrouse For 15 days	Suspension 3-5 days or Placement at Sherrouse For 15 days	Recommend Expulsion	- Willful disobedience - Treats authority with disrespect - Makes an unfounded charge against authority - Uses profane and/or obscene language -Uses or possesses tobacco or lighter - Disturbs the school or habitually violates any rule - Violates traffic and safety regulations - Leaves school premises or classroom without permission - Is habitually tardy and/or absent - Forgery - Unauthorized use of technology - Improper dress - Misusing Possession of Electronic Telecommunication Devices
Level II	Suspension 3 days or Placement at Sherrouse For 10 days	Suspension 3 days Placement at Sherrouse For 15 days	Suspension 3-5 days days or Placement at Sherrouse For 15 days	Recommend Expulsion			- Is guilty of conduct or habits injurious to his/her associates -Academic Dishonesty - Cuts, defaces, or injures any part of public-school buildings/vandalism - Writes profane and/or obscene language or draws obscene pictures - Instigates or participates in fights while under school supervision

							- Is guilty of stealing - Commits any **other** serious offense - Bullying/Cyber-Bullying - Gambling - Failure to Serve Assigned Consequence - Trespassing Violation
Level III	Recommend Expulsion						· Serious Bodily Injury Use of OTC medication in a manner other than prescribed or authorized. - Use of OTC medication in a manner other than prescribed or authorized - Possession of Body Armor - False Alarm / Bomb Threat - Public Indecency - Obscene behavior or Possession of Obscene/ Pornographic Material - Trespassing Violation - Sexual harassment -Gang like activity or Gang fight

• The law requires that the principals are to contact parents and law enforcement upon commission of referenced violations.

NOTE: Disciplinary actions are only applicable once per student per session regardless of level of infraction.

Discipline Action for Offenses

The procedures and consequences in this handbook are designed to be implemented in our schools. This handbook contains excerpts of the school district policy manual which are relative to student behavior. It is important to note that officials and principals have the discretion to impose a more or less severe penalty, unless prohibited by state law, at any time based on the student's past disciplinary record and the seriousness of the offense.

Suspension of Driver's License

Principals may notify the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of 14 and 18 who has been suspended or expelled from school for ten (10) or more consecutive school days or has been assigned to an alternative educational setting for ten (10) or more consecutive days for:

A. infractions involving the sale or possession of drugs, alcohol, or any other illegal substance;

B. the possession of a firearm; or

C. assault or battery on a member of the school faculty or staff.

The Office of Motor Vehicles will suspend for one year the drivers' licenses of such students who are between the ages of 15 and 18, in accordance with the provision of State law. The term "license" or "driver's license" includes a class "E" learner's license and intermediate license based on RS 40:981.3.

School Bus Program

The Monroe City School Board will maintain a safe and secure transportation system. Students may ride a bus to and from school if they are identified as legal riders. Riding a bus is a privilege, not a right. Students who do not follow the "Bus Riding Rules" as listed below will forfeit riding privileges.

I. Students shall be waiting for the bus at the designated bus stop. The bus cannot wait for those who are late.
2. Students are to adhere to proper and orderly boarding and DE boarding procedures as established by the driver.
3. Students are to be seated in assigned seats immediately upon boarding the bus and are to remain seated at all times until the bus comes to a complete stop at the student's destination.
4. Loud talking and other noises that could be distractive to the driver are not permitted on the bus. This includes cell phones and other electronic devices.
5. Students are not to place arms, head, other body parts, or other objects outside the windows of the bus.
6. Students are not to possess alcohol, tobacco products, matches, cigarette lighters, weapons, or other prohibited items on the bus.
7. Students are not to be disrespectful to other vehicles the bus meets or passes on the road.
8. Eating food, chewing gum, and drinking beverages are not permitted on the bus.
9. The use of vulgarity will not be allowed.
10. Verbal and physical harassment or fighting will not be tolerated on the bus or at the bus stop.
11. Students are not allowed to vandalize the bus. The student/parent shall be responsible for payment of charges.
12. A student is to ride the bus and only the bus he/she is assigned to ride.
13. DE boarding the bus by the students at a stop other than his/her designated stop or riding a different bus is prohibited unless a parent request such in writing and approved by the principal.
14. Disobedience and/or disrespect displayed toward the bus driver will not be tolerated.
15. A student must identify himself/herself correctly when requested to do so by the bus driver.
16. Students are not allowed to throw objects on the bus or out of the bus windows.
17. Articles carried by students must be a size to fit under the seat or be held in the student's lap. Glass objects of any size will not be allowed on the bus.
18. Students should always walk on the left side of the road facing traffic.
19. Students who must cross the road after DE boarding the bus or boarding the bus should always pass 10 feet in front of the bus and never behind it.
    Students are not to cross the road without the driver's giving a hand signal to cross.
20. A student may be disciplined for any behavior which may affect the safety of others.
21. Students shall face forward in seats at all times while riding the school bus.

Consequence for Misbehavior on Bus

The principal or the principal's designee will administer the following disciplinary procedures for a reported student.

a) **1st report** - The student will be counseled and warned of the consequences of future disciplinary reports. Adjustment of seat assignment may be considered. One copy of the report, along with the measures taken, will be filed in the principal's office, one copy will be filed in the office of the supervisor of transportation, and one copy will be sent to the parent
b) **2nd report** - Following notification of parents, the student may be suspended by the principal from riding

the bus for a period of one (1) to three (3) days. Copies of the report and the measures taken will be distributed and filed as in A above.

c) **3rd report** - Following notification of parents, the student will be suspended by a principal from riding the bus for a period of five (5) to ten (10) school days. Copies of the report and the measures taken will be distributed and filed as in A above.

d) **4th report** - Following notification of parents, the student will be suspended from riding the bus for up to one semester. Copies of the report and the measures taken will be distributed and filed as in A above.

e) Should an emergency arise requiring immediate removal of a student from a school vehicle, the vehicle operator will proceed to the nearest school site and seek help from the building administrator. The operator will remain in control of the vehicle and send a messenger to seek assistance. Police should be called at the discretion of the bus operator.

SLS 15RS-220 (SB54) prohibits the suspension or expulsion of students in grades prekindergarten through five from school or riding on a school bus for a school uniform violation that are not tied to willful disregard of school policies.

UNADJUSTABLE OR INCORRIGIBLE STUDENTS

RS 17:224. Unadjustable or incorrigible children, reports to juvenile court, expulsion, assignments, and transfers.

A. Unadjustable or incorrigible children, who, through no fault of their parents or tutors or other persons having charge of them, regularly disrupt the orderly processes of the school to which they have been assigned, shall be considered as delinquents, and may be reported by the teacher or Child Welfare Director to the juvenile court of the parish, there to be dealt with in the manner prescribed by law.

B. Notwithstanding the provision of R.S.17:416 to the contrary, any student who exhibits disruptive behavior, an incorrigible attitude, or any discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education of such student if:

1. Seventeen years of age or older with less than five units of credit toward graduation.
2. Eighteen years of age or older with less than ten units of credit toward graduation.
3. Nineteen years of age or older with less than fifteen units of credit toward graduation.

Searches and Interrogations of Students

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

1. The superintendent or principal has reasonable suspicion that the student may have on his/her person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. The user of lockers, desk, ground, and other storage areas or compartments have no reasonable expectations of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subject to searches at any time with or without reasonable suspicion.
3. The principal or superintendent may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given. Should a student

refuse to submit to a voluntary search and should the principal or superintendent feel "reasonable cause" have been established, the student's parents will be contacted immediately and requested to come to the school. After counsel is taken with parents and other school officials, a decision will be made regarding the involvement of local authorities.

4. The superintendent or principal conducting or authorizing a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any search of students, as outlined herein, will be conducted by an authorized person who is the same sex as the person being searched.
6. **Strip search is forbidden.** No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, instrument or material commonly recognized as unlawful or prohibited. Such items, or any items which, in the opinion of the principal or superintendent, may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership, and held for release to proper law enforcement authorities (within seventy-two hours of seizure) and kept in a secure place until released to proper authorities.
8. Students found to be in possession of illegal contraband may be subjected to detention, suspension, or expulsion as determined by the principal.
9. Any public agency official has a right to interview students as suspects or witnesses. The principal/designee must be present. Attempts should be made to contact parents unless the purpose of the interview is for child abuse/neglect. (Board Policy JCAB, JCABA, and JCABB)

Cellular Phone and Electronic Device

1st Offense: The device will be taken away from the student and turned over to the office.

2nd Offense: The school administrator will determine when the device will be returned to the student

.

3rd Offense: The device will be taken and placed in the office for the remainder of the school year with **NO EXCEPTIONS.**

4th Offense: A student caught with a device again (**whether it's theirs or not**), the device will be taken and placed in the office for the remainder of the school year. The parents/guardians will be contacted of the violation and the student will serve a two (2) day suspension at home.

Student refusing to surrender above device(s) will be suspended

*****In the event a student brings one of these items on campus and it is lost or stolen, the administration, faculty or staff are not responsible for locating the item.**

Internet Usage

School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or threatening language or pictures, or violates any regulations for computer use. Students may also be disciplined for off-campus speech, internet activities, or use of off-campus computer and/or electronic systems that may cause substantial disruption to the educational environment, interfere with the rights of others, or be considered a threat. Consequences for violations of these standards may range from loss of Internet privileges to expulsion from school depending on the nature and severity of the act.

(According to Board Policy IFBAG in appendix)

REPORTING AND INVESTIGATING BULLYING

Monroe City Schools considers Bullying a very serious violation of school rules. Please see the Appendix of

this document for the procedures for reporting bullying and the required investigation of bullying (Board Policy JCDAF). Also see the state required forms for reporting and investigations in the appendix page 62. Bullying investigation reports and forms are submitted to the Child Welfare Director.

All allegations of bullying will be investigated.

DRUG PROCEDURES

UNDER THE INFLUENCE:

1. If the odor **or** the expected odor of marijuana **or** suspected use of marijuana is detected on or about a student:

First Offense:

a) That student has twenty-four (24) hours to report to a pre-designated location in order to participate in a drug screening test following parental notification. The student will be placed on suspension, pending the completion of the tests(s). (The student will be readmitted to school after a three day suspension once proof that the drug test has been completed and is presented by the student to the principal.) Providing the test result is positive, the student/guardian will be responsible for the payment of the drug screening test or tests and the suspension will be upheld. A parent conference must be conducted when the student reports back to school and counseling will be recommended at this conference.

b) If the test results are negative, The Monroe City School Board will be responsible for the payment of the test, and the student will be allowed to return to school and excused absences will be granted for the days missed while test results were pending.

2. If the student refuses or fails to report to the designated location within the twenty-four (24) hours, that student will not be allowed to return to school until the proper drug screening test has been conducted and a parent conference is scheduled for revealing of the test results to the parent/guardian. After twenty-four (24) hours the parent/guardian will be responsible for the screening at the designated location or a certified doctor of their choice.

Second offense:

3. The student has twenty-four (24) hours to report to a designated location to participate in a drug screening test. The student will be on suspension pending the results of the test/tests. Providing the test is positive, the student/guardian will be responsible for the payment of the test and at that point the student will be placed on expulsion status, hearing pending. Counseling will be mandated if a student's test results are positive at the expense of the parent.

4. If the student refuses or fails to report to the drug screen on the second offense within the twenty-four (24) hours, the student will automatically be placed on expulsion status and will not be allowed back to school until a hearing is held.

5. This policy is upheld and enforced on all school events on the school campus, not to exclude any extracurricular activities. Also, at any location where the student is representing the school where they are presently attending. Board Policy JCDAC

Dress Code
Pre-Kindergarten – Twelfth Grade

The School Board will not allow any student to wear clothing and/or an accessory that distracts from or disrupts the school's learning environment. The student's cleanliness and grooming will also be considered. The students as well as the parents are expected to use good judgment regarding dress and appearance.

Shorts, skirts, and split skirts shall be allowed so long as they measure no shorter than three (3) inches above the knee when the student is standing.

Capri pants are acceptable if they are not clinging to the body.

Hoodies, biking shorts, boxer shorts worn as outer wear, sweat suits, warm-ups, jogging suits, pants with unrepaired holes, skin-tight pants, pajama pants and pants worn below the waist shall not be allowed.

Leggings worn under dresses, skirts, or shorts shall be allowed.

All pants with belt loops must be worn with a belt or other acceptable accessory for holding up pants (such as suspenders). Pre-K and Kindergarten students and students with certain disabilities shall not have to wear a belt.

Baggy or drooping pants that fall off the hips are not allowed.

Tank tops worn layered with other garments shall be allowed.

Shoulders, underarm areas, and midriffs must be always covered, including when arms are raised. Sleeveless shirts shall not be allowed.

All shirts must be tucked in.

All shoes having strings or buckles must have the strings tied and the buckles always buckled.

Backless sandals, flip flops, and bedroom slippers shall not be allowed. All shoes must have backs.

Hair shall be neat, well-groomed, and clean all times and shall not obstruct the face.

Shaved parts in the hair shall be limited to two (2) and each part shall not exceed three (3) inches in length.

Numbers, designs, symbols, words, and phrases cut in the hair which are offensive or disrupt the educational process shall not be allowed.

Hair styles, and hair dyed outlandish colors which cause a disruption or poses a danger to the educational process shall not be allowed.

Hair rollers, nets, and plastic caps shall not be allowed.

Garment's advertising liquor and tobacco products, offensive messages, or offensive language shall not be allowed.

Tattoos which display offensive messages or other offensive language must be always hidden from view.

Undergarments must be always hidden from view.

Caps, hats, sunglasses, or bandanas may not be worn inside school buildings.

Gang related clothing is prohibited.

ACT 523 SB 178 – Walsworth - STUDENTS: Provides an exception for students to carry, wear, or possess.

bullet-resistant backpacks on school property or a school bus (gov. sig). (Adds R.S. 14:95.9 (C) (8))

DEFINITIONS

"Offensive messages, or other offensive language," as used in Section 22 of the revised Dress Code of 2004, is

defined to include (but is not necessarily limited to):

A) Items of clothing or paraphernalia that are publicly displayed on one's person which identify a street gang or a like group or organization of person that is known to the school district and/or to local law enforcement agencies (1) to be organized for the purpose of (a) engaging in criminal activity or other illegal acts or (b) promoting criminal activity or other illegal acts or (2) to habitually engage in or promote crime, other forms of illegal activity or conduct that disrupts or hinders the educational process.

B) The public display of a color, a combination of colors or other identifying attributes of one's person under circumstances where, (1) based on events or experiences occurring in the community where the school district is located, the same known to be used by a street gang or a like group or organization of persons that disrupt or hinder the educational Process, or (2) the same is used by a street gang or a like group or organization of persons whose declared purpose (among other possible purposes) is to engage in criminal acts, other illegal acts or acts that disrupt or hinder the educational process.

Exceptions

Where required by law, or when bona fide reasoning such as that based on religious convictions or health and safety needs exist, and where the granting of an accommodations or exceptions is justified and will not unreasonably disrupt or hinder the educational process, the school district may accept a student from one or more requirements of the Dress Code, Board Policy JCDB.

Procedures/Consequences

A) 1st offense - Principal/student conference. Second copy of dress code policy will be given to student.

B) 2nd offense - The principal will notify the parent in writing of the child's failure to follow Dress Code policy.

C) 3rd offense – Mandatory parent conference.

D) 4th offense - A final parent conference will be held to determine appropriate and subsequent disciplinary action.

E) 5th Offense-Behavioral Referral

Vehicle Use and Parking

1. Students who wish to park a motor vehicle in any school parking area must register the vehicle in the school office and must possess an appropriate and valid Louisiana operator's license. When space is available the student will be issued a parking permit which is designed to be displayed hanging from the rearview mirror.
2. Students may not sit in, or upon, or congregate around vehicles at any time during school hours.
3. Vehicles shall not be driven on grassy areas or upon or into any area not designed as a driveway or parking area.
4. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced. Any student in violation of these rules may be suspended from operating a vehicle on school premises for an indefinite period.
5. Vehicles improperly parked will be towed at the owner's expense.

Dating Violence ACT 506

Definition: Dating violence can be physical, sexual, verbal, or emotional. A person can be abused without being.

Physically hurt. Violence and abuse should not be part of a relationship. Dating violence is NOT about love or caring. It is about one person trying to control another person.

Questions to determine if dating is abusive:

1. Does your partner insult or make fun of you?
2. Does your partner think their feelings are more important than yours?
3. Is your partner jealous when you want to see your family, friends or be in certain social situations?
4. Does your partner ever try to get you drunk or high?
5. Has your partner ever thrown things, hit, kicked, shoved, strangled, or grabbed you?
6. Do you often apologize or make excuses for your partner's behavior, especially when they have treated you badly?
7. Are you afraid to break up with your partner because they have threatened to hurt you or themselves?
8. Has your partner forced you to do something when you did not want to?

If you answered yes to any of these questions, it may be time to check your relationship. Perhaps you have safely escaped from a violent relationship but are still dealing with the pain. In either situation, there is confidential help and information. Call the **NATIONAL DOMESTIC VIOLENCE HOTLINE** number at **1–800–799-7233 or 1-800-787-3324 TTY** or the **Ouachita Family Justice Center** at **1-888-411-1333** emergency line or **318-998-6030** business line.

You have the right to:

Say no, change your mind, have control over your own body, set your own limits and have those limits respected, not be physically, sexually, verbally or psychologically hurt by anyone – friends, family members, dates or strangers, ask for help when you need it, pursue your own interests, be friends with anyone you choose, and break up and fall out of love with someone and not feel afraid.

How can I help a friend?

1. **LISTEN.** Give your undivided attention. Let them know that you have heard what they said.
2. **BELIEVE.** Believe what they are telling you. It takes strength and courage for your friend to tell you.
3. **DO NOT JUDGE.** Be careful not to make judgments about decisions they have made or their situation.
4. **TRY TO UNDERSTAND WHAT THEY ARE SAYING.** Devote your efforts to understanding the thoughts, feelings and experiences they have shared with you, not to finding out what you want to know.
5. **BE SUPPORTIVE.** Support their feelings and their choice to share them with you and acknowledge that it may have been difficult to do so.
6. **REMIND THEM THAT THEY ARE NOT RESPONSIBLE FOR THE VIOLENCE OR ABUSE.** They may feel that they have done something wrong, but explain the abuser is the one who is at fault.
7. **SUPPORT THEIR RIGHT TO MAKE THEIR OWN CHOICES.** Sometimes we think we know what is best. Remember that they have the right to make their own decisions.
8. **PROVIDE RESOURCE INFORMATION.** Give them the telephone number of a local domestic violence program **1-888-411-1333** or the **National Domestic Violence Hotline 1-800-799-7233**.
9. **EDUCATE YOURSELF.** Understand the dynamics of dating violence and the options that are available.
10. **PROTECT PRIVACY.** Protect your friend's privacy. They have chosen to share with you. It's not your place to tell others.

Title IX

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

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

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

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

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

MONROE CITY SCHOOL SYSTEM POLICIES FOR EMPLOYEES and STUDENTS

Policy GAAA	**Equal Employment Opportunity**
Policy GACEAA	**Discrimination or Harassment**
Policy GAE	**Grievance Procedure**
Policy JAA	**Equal Education Opportunities**
Policy JCE	**Student Complaints and Grievances**
Policy JCEA	**Student Sexual Harassment**

Policies found on district website. Policies JAA, JCE, and JCEA are included in the MCSS Student Handbook.

Employee concerns are addressed by Mrs. Dana Mullins, the Human Resource Director, and Title IX Coordinator in accordance with Policy GAE. She is located at the School Board Office located at 2006 Tower Drive and may be reached by telephone at 318-325-0601 extension 3099.

Student concerns are addressed by Dr. Brian Bush, the Child Welfare Director, and Rochelle Williams, Title IX Coordinator, in accordance with Policy JCE. They are located at the Media Center located at 2009 Auburn Avenue and may be reached by telephone at 318-387-6511.

Homework Help

Live homework assistance can be accessed from a Louisiana public library or from a home computer by going to **www.homeworkla.org** **from 2 p.m. – 10 p.m. Sunday through Thursday.**

The network is comprised of more than 1,800 tutors who are certified teachers, professors, graduate school students, university students and professionals who are experts in their field. Each tutor passed a third-party security background check. Students traveling out of the state must have a Louisiana public library card to access the service.

MONROE
CITY SCHOOLS

Child Welfare & Attendance Department
Dr. Brian Bush, Interim Director
2009 Auburn Avenue
Monroe, LA 71201
Phone: (318) 325-0601 Ext. 5005
Fax: (318) 387-1365

REQUEST FOR EXPULSION

Date of Request:

School Name:

Student Name: **DOB**
Parent/Guardian(s) Name: **Parent/Guardian Phone:**

Address:

Student's Grade: **Student ID#:**

Beginning Suspension Date: **No. of Suspensions:**

Recommended time at Sherrouse:

Offense:

Name of Requestor:
Phone Number/Ext:

Requestor's email address:

E-mail this request to: paulette.stovall@mcschools.net
The CWA department will contact the Principal by email with the date and time of the hearing.

TO BE COMPLETED BY CHILD WELFARE & ATTENDANCE ONLY				
Assigned Hearing Officer:				
Date of Hearing	**Time**	**Hearing will be held at**	**( ) Sherrouse**	**( ) Other**

MONROE CITY SCHOOLS

Office of Student Support Services
Rochelle Williams, Director
300 Sherrouse
Monroe, LA 71203
Office: (318) 325-0601 Ext. 5206
Fax: (318) 387-2090

Manifestation Determination Hearing Request

Date of Request:

School Name:

Student Name: **DOB:**

Parent/Guardian(s) Name: **Parent/Guardian Phone:**

Address:

Student's Grade: **Student ID#:**

Beginning Suspension Date:

No. of Suspensions:

Recommended time at Sherrouse:

Offense:

Name of Requestor: **Phone Number/Ext:**
Requestor's email address:

E-mail this request to: lasheila.jordan@mcschools.net
The OSSS will contact the Principal by email with the date and time of the hearing.

TO BE COMPLETED BY 504 COORDINATOR ONLY				
Assigned Hearing Officer:				
Date of Hearing	**Time**	**Hearing will be held at**	**( ) Sherrouse**	**( ) Other**

MONROE
CITY SCHOOLS

Parent Information

Parents' Rights Under NCLB

Parents play a huge part in their children's education. *No Child Left Behind* (NCLB) gives parents many new rights relating to their child's education and requires school to involve parents in meaningful ways.

You have the right to…

Learn about Your Child's School
Under NCLB, schools and school districts are required to send home a report card that tells how well students at the school and in the district are doing. ***School and district report cards*** must be easy to understand and available in different languages. In MCS, school report cards are sent home through the mail or with students when available and may be viewed online at the Monroe City Schools website at www.mcschools.net

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

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

Have a Voice at Your Child's School
Under NCLB, every school and district must have a written ***Parental Involvement Policy*** that describes how parents will be involved as partners in their child's education. Parents must be involved in writing the policy. In MCS, every school is required to have a ***Parent Advisory Committee (PAC)***. PACs give you a voice in what happens at your child's school. Every parent is a member of their child's school's PAC, but it helps to be an active member. Call your child's school for more information. For information regarding the district's PAC, please call 387-6511, Ext 5017 and ask for the Parent Involvement coordinator.

FILE: IFD
Cf: IDDG, IFDA, KA

PARENTAL INVOLVEMENT IN EDUCATION

The Monroe City School Board believes that a child's parents are not only the child's first teachers, but they also are the most important teacher that the child will have. The School Board, the school administration and staff, the parents, and the community have the responsibility of nurturing and enhancing each child's intellectual abilities and developmental skills. Clearly, schools must work more closely with parents to effectively address the needs of children. The Monroe City School Board is dedicated to providing appropriate help, both to the schools and to the parents, in the development of a team effort toward this goal.

DISTRICT RESPONSIBILITIES AND SERVICES

1. The Monroe City School Board shall provide parents with information regarding the district's plans for implementation of the *No Child Left Behind Act of 2001* (NCLB).
2. The Monroe City School Board shall hold an annual district-wide meeting so that parents can have the opportunity to review the district's NCLB Title I Program.
3. The Monroe City School Board shall provide notice in local newspapers of the availability of the district's Title I Program *Application* for public review and comment.
4. The Monroe City School Board's Title I Program shall provide to parents of participating students a copy of the district's parent involvement policies and involve parents in the maintenance of these policies.
5. The Monroe City School Board parental involvement program shall include activities and procedures of sufficient size, scope, and quality as to provide reasonable assurance of substantial progress toward achieving the goals for school improvement and parent involvement as the implementation of the *No Child Left Behind Act of 2001*.
6. Specific activities that may be implemented by the district include:
   - Provide technical assistance and support to the Title I schools in planning and implementing parent involvement activities utilizing the Empowering Parents As Teachers, Too (EPATT) program. (Such as: strategies for academic improvement and Content Standards.) The Federal Programs staff, administrators, principals, key teachers and parents shall conduct/participate in regular parent trainings and meetings at all schools. These meetings shall be held during the day (grade level), after school and on Saturdays. These training sessions shall focus on the parent's role in supporting, reinforcing, and nurturing their children in an academically feasible learning environment at home.
   - All parental involvement strategies either at the district level or at the school level shall be written, budgeted for, or implemented throughout other budget programs and departments. Parents at identified Title I schools shall be encouraged to become involved with all school activities. In addition, the School Board shall:
     A. Conduct an annual review and assessment, with the involvement of parents, to determine the effectiveness of the district's parent involvement program.
     B. Provide reasonable support for parent involvement activities as parents may request.
     C. Provide parent literacy/parent involvement activities and support through use of a mobile van to parents of students who are the most economically disadvantaged.
     D. Provide parents with reports of progress and other appropriate information about federal programs.
     E. Upon request, parents shall be provided information about the certification of teachers and administrators.
     F. Provide school report cards and conduct informative workshops for clarity.
     G. Parents at school site meetings shall be informed of the purpose and use of the *Louisiana Parent Information Center*.
     H. The district's LEP Coordinator and Federal Programs Staff shall hold informative meetings regularly with LEP families. These meetings shall address academic proficiency meeting state standards.

I. The Board's parental involvement policy shall be distributed and communicated to all the schools by the Superintendent and Federal Programs staff. Schools shall devise and revise school parental involvement policies based on goals of the district. School policies shall be communicated and implemented as part of schools' compacts signed by parents, principals, teachers, and students. Effective parental involvement activities shall be measured by participation, volunteerism and increased academic performance.

J. Barriers to parental involvement shall be addressed at the school site. The principal, building level committee in conjunction with the school improvement committee shall address all concerns through annual and monthly Title I meetings and conferences. The director and the Title I administrative staff shall be available to give direction and assistance to schools, staffs, and parents. District-wide in-service training shall address barriers that may occur.

Teacher/Parent/Student Compacts shall serve as the mechanism schools will use to ensure that academic compacts shall be designed and executed by each school and the outcome evaluated by Title I and other district administrative staff. The Title I administrative staff along with the Title I parental involvement outreach program staff shall conduct school site meetings in conjunction with parent conferences annually. At such meetings, parents' comments shall be requested and collected.

Also at such meeting, the Title I program and allocation of funds shall be explained. Oral and written feedback shall be requested as to how the funds should be spent. The Title I EPATT staff shall conduct parent training after school and on Saturdays.

Parents shall be afforded professional development opportunities through site training after school and on Saturdays, Lots of Ideas For Teachers (LIFT), and Center in-services on Saturdays. Parents shall also be invited to share in technology training sessions with teacher and support staff.

K. The Title I administrative staff shall meet with each school principal and the school improvement committees three (3) times a year. During such meetings, personnel shall be trained on ways of communication with and to parents.

L. During or after the fourth (4th) week of school of each school year, parents shall be notified if their child's teacher does not meet Highly Qualified standards.

M. The Parent Involvement policy shall be attached to the compact and sent home by every child. Additional policies shall be disseminated at Open House meetings and parent conferences.

SCHOOL-PARENT RELATIONS GOALS

The Monroe City School Board shall require individual Title I school to jointly develop, with the involvement of parents of participating students, a parent involvement plan. Parents shall be provided the opportunities to assist in the development of the schools' Title I program and the schools' parent involvement activities. The school staff and parents shall assume and share responsibility for implementation of the parent involvement plan. Such efforts shall encompass the following:

1. Each Title I school shall hold an annual meeting to inform parents of the school's participation in Title I and explain to the parents their right of participation within the Title I program.
2. Each Title I school shall appoint at least (2) parents to the school's Title I Planning School Improvement Committee and shall involve these parents in the planning and implementation of the school's Title I program.
3. Each Title I school shall offer a flexible number of meetings for parents at various times during the day so that all parents have the opportunity to participate in parent involvement activities.
4. Specific activities that shall be implemented by each Title I school are:

    A. Provide parents with appropriate reports of student progress and student expectations.
    B. Provide assistance and support to parents in helping them to work with children to improve student performance.
    C. Conduct an annual review and assessment, with the involvement of parents, to determine the effectiveness of the school's parent involvement program.

D. Develop jointly, with parents a *school/parent compact* which describes the school's responsibilities for parent involvement in supporting their child's learning.
E. Provide family literacy/parent involvement activities and support to parents of students who are the most "at-risk" and those who are most economically disadvantaged.
F. Provide parents reasonable access to the school staff, opportunities to volunteer and participate in their child's learning.
G. Provide training to teachers and staff in reaching out to parents, communicating with parents as partners, and building coordination and collaboration with parents.
H. Involve community-based organizations and businesses in parent involvement and family literacy activities; and
I. Develop and implement plans and strategies for improving parent involvement and family literacy activities; and
J. Reserve not less than 1 percent (1%) of the school's Title I allocation for the support of parent involvement and family literacy activities. Part of the allocation for family involvement is allowed for schools to use for parent trainings, Saturday mornings academic fairs and materials for parent trainings.

Statement of Compliance

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

OTHER PROGRAMS

In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the School Board has a strong relationship with and support from community and/or governmental organizations such as *Families in Need of Services* (FINS), *Partners in Education*, *Medicaid LaChip*, the *Louisiana Parent Information and Resource Center* (PIRC), the *Wellspring*, *Salvation Army*, *Volunteers of America of Northeast Louisiana*, *Ouachita Public Libraries*, *Family Justice Center*, *Family Matters*, the *Children's Coalition*, and *District Parent/Teacher Association* (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in Monroe City public schools.

Ref: 20 USC 6312 (*Strengthening and Improvement of Elementary and Secondary Schools*)
20 USC 6319 (*Improving the Academic Achievement of the Disadvantaged*)
La. Rev. Stat. Ann. §17:235.2
Monroe City School Board

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

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

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

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

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

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

The Monroe City School Board recognizes the rights of parental access to certain information regarding their children and the importance of notifying parents of children enrolled in the district's schools of these rights.

At least annually at the beginning of each school year, parents of each child enrolled in the public schools of Monroe City shall be notified of:

- Their right to view any instructional material used in the curriculum for the student
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the *No Child Left Behind Act of 2001* (NCLB)
- The collection or use of any personal information for the purpose of marketing the information (except for the development of educational products or services) and their right to opt their child out of participation
- The administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification, and their right to opt their child out of participation
- Their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA), including the right to refuse to allow the District to designate any or all of the types of information about their child as directory information (as defined in policy *JR, Student Records*) thus prohibiting its release to the public

In addition, the School Board shall encourage each public school and require those schools receiving federal Title I fund under the jurisdiction of the Monroe City School Board to notify parents:

- Annually, of their right to request from the school district information regarding the professional qualifications of the student's classroom teachers, including the following:
    - Whether their child's teacher has met state licensing criteria for the grade level and subject taught
    - Whether their child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived
    - The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline
    - Qualifications of any paraprofessional providing services to their child.
- Annually, of the availability of services for students in schools failing to make *Adequate Yearly Progress* (AYP)
- Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not *highly qualified* as defined by the NCLB

- The achievement level of their child on each of the state academic assessments
- The identification of their child's school as needing improvement, corrective action, or restructuring.
- Contents of programs such as safe and drug-free schools funded by federal funds.

The School Board shall also follow NCLB guidelines regarding rights of parents of homeless students and children identified as *Limited English Proficiency*.

Ref: 20 USC 1221 et seq. (*General Education Provisions Act*)
20 USC 1232 (g-i) (*Family Educational Rights and Privacy Act*)

LETTER OF APPEAL
OF
ADMINISTRATIVE HEARING TEAM DECISION

STUDENT: _____ **SCHOOL:** _____

An Expulsion Hearing was held for the above-named student on _____ **date.** The **student** was recommended for an expulsion from his/her home school because of disciplinary reasons. Upon the conclusion of the hearing, the student was found to have engaged in conduct punishable under the Student Code of conduct, specifically,

_____.

Therefore, it was the decision of the Administrative Hearing Team to uphold the expulsion and recommend placement of the **student** at the Discipline Alternative Program (DAP – Sherrouse) located at 300 Sherrouse Avenue Monroe, LA 71203
for a period of _____ .

During the time at DAP, _____ is prohibited from entering any and all school premises and from attending or participating in any school-sponsored or school related activity.

The Parent/Guardian was informed at the conclusion of the hearing that if he/she/they disagreed with the decision that he/she/they have FIVE (5) days from the date of the hearing to appeal the decision in writing to the Superintendent of the Monroe City School System.

Last day for Appeal Request: _____

Appeals should be made to: **Mr. Sam Moore, Superintendent**
Monroe City School System
P. O. Box 4180 (2006 Tower Drive 71201)
Monroe, LA 71211-4180

Dr. Brian Bush
Child Welfare Director

FILE: JAA
Cf: GAAA, GAE

EQUAL EDUCATION OPPORTUNITIES

It shall be the policy of the Monroe City School Board that the school district shall place an equal emphasis upon the nondiscriminatory provision of educational opportunities for children and no person shall be excluded from participation in or denied the benefits of any education service, program or activity on the basis of economic status, intellectual ability, marital status, 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 or designee shall investigate any and all complaints which may be brought against the district in regard to any alleged discriminatory action. Grievance procedures to provide for prompt and equitable resolution of student complaints shall be the same as those used for employees.

Ref: 20 USC 1401 et seq. (*Individuals with Disabilities Education Act*)
20 USC 1681 et seq. (*Title IX of the Education Amendments of 1972*)
29 USC 621 et seq. (*Age Discrimination in Employment*)
29 USC 794 (*Nondiscrimination under Federal grants and programs*)
42 USC 1983 (*Civil action for deprivation of rights*)
42 USC 2000c (1-9) (*Civil Rights-Public Education*)
42 USC 2000d (1-6) (*1964 Civil Rights Act*)
La. Rev. Stat. Ann. §§17:111, 46:2254
Singleton v. Jackson Municipal Separate School District, 419 F.2d 1211 (5th Cir. 1969)
San Antonio Independent School District v. Rodriguez, 93 S.Ct. 1278 (1973)
Ross v. Moffitt, 94 S.Ct. 437 (1974)
Regents of University of California v. Bakke, 98 S.Ct. (1978)

Monroe City School Board

FILE: JB
Cf: JBA, JBD
Cf: JBE, JD

ATTENDANCE

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

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

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

- *Whole-day attendance* - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity

and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken.

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

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

JURISDICTION

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the School Board's authority may extend beyond the limits set forth above, in accordance with state law.

Revised: May, 2011

Revised: May, 2013

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:227, 17:233

Louisiana Handbook for School Administrators, Bulletin 741, §713, and §1103, Louisiana Department of Education

Board minutes, 10-18-11, 10-1-13

Monroe City School Board

FILE: JBA
Cf: JBD

COMPULSORY SCHOOL ATTENDANCE AGES

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

EXCEPTIONS

1. Children mentally, physically, or emotionally incapacitated to perform school duties, and children unable to profit from further school experience, such exceptions to be certified in writing by a psychiatrist, psychologist, recognized evaluation centers or clinics, or other professionally qualified person or agency designated by the Board.
2. Children temporarily excused from school, as follows:

A. Children who are ill and whose attendance in school would endanger their own health or that of their classmates, and who have a certificate of a physician or nurse practitioner licensed to practice in Louisiana verifying said illness.

B. Children in whose families there is serious illness which would reasonably necessitate the absence from school, if in the judgment of the Supervisor of Child Welfare and Attendance, such absence is justified, or if the illness is substantiated in writing by a licensed Louisiana physician or nurse practitioner.

C. Children in whose immediate family a death has occurred, such absence is not to exceed one week because of and at the time of such death.

D. Children whose religious faith requires absence for the observance of a special and recognized holyday of the child's own faith.

E. Children whose parent is a member of United States Armed Forces or National Guard of a state and such parent has been called to duty for, or is on leave from, overseas deployment to a combat zone or combat support posting, such leave not to exceed five (5) school days per school year for child to visit the parent.

3. Any minor employed to perform or render artistic or creative services under a contract pursuant to statutory provisions.

Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy *JBD, Absence and Excuses*. In addition, statues provide for the following:

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

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

FAILURE TO COMPLY

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

Revised: August 2011

Ref: La. Rev. Stat. Ann. §§17:221, 17:226, 17:226.1, 17:233

La. Children's Code, Art. 730

Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education

FILE: JBCC
Cf: JBC, JBCB
Cf: JBCD

STUDENT ASSIGNMENT

ATTENDANCE ZONE REQUIREMENTS

The Monroe City 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 generally require a student to attend the appropriate school as determined by the domicile of the parent or legal guardian unless the School Board assigns the student to another school.

DOMICILE

Each student shall have only one residence (domicile) which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings. To establish domicile in the Monroe City School District, a parent or legal custodian must present sufficient information which supports both that the parent, legal custodian, or caregiver is actually domiciled within the Monroe City School Board jurisdictional school boundaries and confirm that the child under his or her care, custody and/or control is actually domiciled with that parent or legal custodian.

When legal custody has been awarded by a court of law, the domicile shall be the principal residence of the parent/guardian awarded primary or domiciliary custody, or if the student is eighteen (18) years old or has been emancipated by a court order, by the student's own domicile, if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students.

Proof of Domicile

When examining the domicile of a student, the School Board through the principal shall attempt to verify the domicile (primary place of residence) of the legal parent or guardian.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. A minimum of two (2) of the following acceptable documents must be included:

1. lease agreement;
2. two (2) current utility bills or deposit;
3. copy of an agreement to purchase or an act of sale for a completed dwelling;
4. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the child, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot (said completion date not to exceed sixty (60) calendar days);
5. legal document issued by or approved by the appropriate District Court for giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is sixteen (16) years of age or under;
6. legal document verifying student's emancipation and/or legal proof of residence as required;
7. legal document issued by or approved by the U.S. Office of Immigration and Naturalization;

If none of these documents can be provided, the school principal shall give the parent/legal guardian or student(s) fifteen (15) school days to produce an acceptable document to prove residence.

8. parent/legal guardian ID

LEGAL CUSTODY

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. Proof of legal or domiciliary custody, or guardianship, or judicially ordered tutorship, shall be a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody. The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately refer to the Supervisor of Child Welfare and Attendance the determination of proper school assignment.

Non-Parental Custodian

Custodians of a student other than a parent or legal guardian, shall also provide the School Board with **court order document from the court and/or custody order signed by the Judge or his/her designee,** stating that the student shall be living in the custodian's home for a period of time encompassing the entire upcoming school year, and fully explaining the reason(s) (other than school attendance zone) for this arrangement. **Provisional Custody by Mandate is not accepted in Monroe City School District.**

SCHOOL ASSIGNMENTS

The School Board shall require a student to attend the appropriate school located in the attendance zone in which the student's domicile is located.

The School Board, however, reserves the authority to assign a student living in one school district to attend school in another district if circumstances warrant. The parent or legal guardian of a pupil may file in writing to the Board an objection to the assignment of the pupil, in which case the Board shall review the assignment and investigate the circumstances to render a decision. However, no decision of the Board in response to an objection to the assignment of the pupil shall conflict with the student assignment provisions of any court-ordered judgment.

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.

ATTENDANCE OUT OF ZONE

Attendance out of zone may be allowed whenever a mental or physical impairment, medical condition, or other exceptional condition requires services which are unavailable at the school in the child's regular attendance zone (see policy *JBCD, Student Transfer and Withdrawal)*, provided that a student requesting transfer for medical reasons and taking elective courses not offered at his/her regular school satisfies the following criteria:

1. Transfers requested for medical reasons must be verified by a physician's statement.
2. The parent or legal guardian must provide transportation.
3. The transfer must not create an overcrowded condition.
4. Children of Employees of the Monroe City School Board

   The child of an employee of the Monroe City School Board who resides in Monroe City School Board jurisdictional boundaries may be granted permission to enroll in the school where the parent is employed. Permission shall be granted in accordance with the procedure outlined for granting transfers (JBCD).

   A student who does not actually reside in the geographical boundaries of Monroe City Schools shall not generally attend a public school in the District. However, if in the opinion of

the Superintendent or superintendent's designee, a child of an employee of the Monroe City School Board may enroll without creating an undue hardship in respect to overcrowding, or materially impacting the racial balance at the school, he/she may attend school in the Monroe City School District, unless specifically prohibited by any existing or future final court order.

ASSIGNMENTS FOR DISABLED STUDENTS

The School Board shall require that disabled students be assigned to programs within attendance zones, if possible. However, if an appropriate program is unavailable within a student's attendance zone, the student may be placed in a school specifically designed to provide for the appropriate needs of the student as stipulated by the IEP committee.

GRADE ASSIGNMENT

Student assignments in K through 8 will be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the *Pupil Progression Plan* for the Monroe City School Board.

CLASSROOM ASSIGNMENT

Selection of courses of study in grades 9 through 12 shall be made by individual students. Assistance in planning for a student's course of study and selection of classes shall be provided by teachers, counselors, parents, and administrators. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment. The last day for a schedule change for secondary students (grades 9-12) shall be ten (10) days after the beginning of the school year, except in extenuating circumstances, as appealed to and approved by the Superintendent or his/her designee.

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: November, 2011

Revised: February, 2013

Ref: La. Rev. Stat. Ann. §§9:951, 9:952, 9:953, 9:954, 17:81, 17:104.1, 17:221.2 , 17:221.4, 17:221.5

Board minutes, 3-12-13

Monroe City School Board

FILE: JCAB
Cf: JCABA, JCABB, JCABC
Cf: JCDAB, JCDAC, JGFF

SCHOOL SEARCHES

The Monroe City School Board is the exclusive owner of any public-school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. Lockers that are locked shall be opened by the student upon request, or the school administrator shall be authorized to have the locker opened forcibly, when necessary. 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/parent/legal guardian to the search of such locker facilities or vehicles by authorized school personnel. In addition, the School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students, for the purpose of enforcing compliance with any health, safety, or security policies, rules, or regulations. Any student that is not present during the search shall be informed of the search immediately thereafter.

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

Upon finding any prohibited items, the student shall be automatically suspended and/or recommended for expulsion by school authorities, according to School Board discipline policies and provisions. Investigative facts and/or seized items shall be immediately turned over to the proper law enforcement officials when criminal violations are indicated.

WRITTEN RECORD OF SEARCH

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

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

SEARCH OF VEHICLES

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with consent *to search* of such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator/designee when such school administrator/designee has articulable facts which lead the school administrator/designee to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action and may be banned from parking any vehicle on school property. Any student not present during the search shall be informed of the search immediately thereafter.

USE OF CANINES

The school administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband or other prohibited items in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized law enforcement handler who shall be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

Random Searches

1. The narcotics detection dog or search team shall be used to make random searches of any school facility or surrounding area.
2. The narcotics detection dog or search team may be used to search a student's clothing and personal objects when these are separated from the student. At no time shall a student be asked to strip nude for purposes of a random search.
3. Random searches on school campuses shall be conducted according to a plan or schedule to be agreed upon by the appropriate School Board administrator and the responsible law enforcement officer in charge of this program.

A. The use of the narcotics detection dog at any particular school campus shall be unannounced and without forewarning. The law enforcement official in charge of the operation shall, however, report to the principal's office, properly identify themselves and state their purpose prior to any use of the narcotics detection dog on campus.

B. The principal shall accompany the search team, if he/she so desires, at any time the search is being conducted within the school campus for which he/she is responsible, unless he/she has been specifically notified by the Superintendent not to accompany the search team. The principal must, of course, accompany the search team if specifically ordered to do so by the Superintendent or his/her designee.

CONFISCATION

Should contraband (such as weapons, illegal drugs, unauthorized telecommunication devices including any facsimile system, radio paging service, mobile telephone service, intercom, or electronic-mechanical paging system or other prohibited objects) be discovered, the person conducting the search shall notify the school principal or designee who shall take appropriate action. Any contraband (legal or illegal) under the control of the school shall be retained, cataloged, and secured in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as law enforcement authority either takes custody of the contraband or provides notice to the school principal that it no longer be retained.

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the proper law enforcement officials. Parents shall be notified of any item impounded. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to the proper law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

Non-illegal contraband shall be returned to the parent/guardian of the student within the first two (2) weeks after the end of the school year. The parent/guardian shall be responsible for making arrangements with the principal to retrieve the item(s). If the item(s) is/are not so retrieved, the principal shall convey the item(s) to a charitable entity, unless the item(s) has no practical value, in which case the principal shall dispose of the item(s).

INDEMNIFICATION

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

Ref: U.S. Constitution, Amend. IV
U.S. Constitution, Amend. XIV, Sec. 1
La. Rev. Stat. Ann. §§17:416, 17:416.3
Moore v. Student Affairs Committee of Troy State University, 284 F.Supp. 725 (M.D. Ala. 1970)
State v. Stein, 203 Kan. 638 456 P.2d (1969)
New Jersey v. T.L.O., 469 US 325, 105 S.Ct. 733
Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education

Monroe City School Board

FILE: JCABA
Cf: JCAB, JCABB, JCABC

SEARCHES OF STUDENT'S PERSON

The Monroe City School Board authorizes any teacher, principal, school security guard, or administrator under the employ of the School Board to search a student's person or his or her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy. Searches may also be conducted to assure compliance with health, safety, and/or security laws, rules, or regulations. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Strip searches are specifically

prohibited.

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

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

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

REFUSAL OF A STUDENT TO SUBMIT TO A SEARCH

When a compulsory search of a student's property or person is ordered by a principal based on reasonable suspicion, a student must submit to such a search. Any student who refuses to submit to a compulsory search of his property or person will be immediately suspended by his principal, and is to be immediately recommended for expulsion by the principal all in accordance with due process.

PROCEDURES

The following procedures should be followed when practicable:

1. Whenever a search is warranted, unless safety or time factor is involved, two (2) school officials including at least one administrator, should be present.
2. If a safety factor is obvious and/or it is evident that delay of a search might permit the student to rid his/her person, locker or other area of suspected illegal drugs and/or weapons, the principal or his/her designee, teacher or other administrator may initiate an immediate search.
3. Before a compulsory search is initiated, the student should be afforded an opportunity to submit to a voluntary search.
4. Whenever possible, teachers should have the principal, his/her designee and/or an administrator present when conducting a search.
5. Whenever legal action is intended, the office of the Superintendent shall be notified, the law enforcement agency of the parish must be called, and a search warrant must be obtained.
6. If a mass search of an individual's person, desks, lockers or of other school areas is to be conducted, the principal should notify the Superintendent's office in advance of the search for a ruling on the reasonableness or probable cause. This provision may be waived at the discretion of the principal or his/her designee if the health and safety of a student or students justifies immediate action.
7. The principal or his/her designee must keep on record all searches, including the student's name, date and time of the search, reason for the search, the persons conducting the search and the disposition of each case.
8. The designee for the search of any student's person shall be the same sex as the student.

WRITTEN RECORD OF SEARCH

Whenever any search is conducted pursuant to this policy, as soon as is reasonably practical, a

written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent. The student and parent(s)/guardian(s) shall be given a written receipt for any items seized and/or impounded by the school administrator/designee.

CONFISCATION

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

INDEMNIFICATION

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

Ref: U.S. Constitution, Amend. IV

U.S. Constitution, Amend. XIV

La. Rev. Stat. Ann. §§17:416, 17:416.3
State v. Stein, 203 Kan. 638 456 P.2d (1969)
New Jersey v. T.L.O., 469 US 325, 105 S.Ct. 733

Monroe City School Board

FILE: JCABB
Cf: JCAB, JCABA, KG

USE OF METAL DETECTORS

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

GUIDELINES

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

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.
2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.
3. Students shall be given notice that they are subject to a search with a metal detector or by other means authorized, as a condition of entry in school, bus, or school activity, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.

Ref: La. Rev. Stat. Ann. §§17:416, 17:416.3

State v. Stein, 203 Kan. 638 456 P.2d (1969)

Monroe City School Board

FILE: JCDAC
Cf: JD, JDD, JDE

STUDENT ALCOHOL AND DRUG USE

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

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

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

REPORTS OF SUBSTANCE ABUSE

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

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug-Free Zones*. The Monroe City School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug-Free Zones* which surround all schools and school property.

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:405, 17:416, 40:617.1, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1

Monroe City School Board

FILE: JCDAF
Cf: EBBB, IFBGA JAA
Cf: JCD, JCDAG, JCEA, JD, JDD

BULLYING AND HAZING

The Monroe City School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements, or actions of bullying hazing, terrorizing or similar behavior towards other students, or school personnel shall be unacceptable.
All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:
1. A pattern of any one or more of the following:

A. Gestures, including but not limited to obscene gestures and making faces.

B. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

C. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.

D. Repeatedly and purposefully shunning or excluding from activities.

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

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

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

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

REPORTING
The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.
The reporting of incidents of bullying, hazing, terrorizing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, terrorizing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

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

School Personnel
Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, immediately shall

report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.
All other members of the school community, including students, parents or legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

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

INVESTIGATION PROCEDURE
Investigations of any reports of bullying, hazing or similar behavior of a student shall be in accordance with the following:

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

2. **Scope of Investigation**
An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining oral, visual, or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not be interviewed together.
The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

3. **Parental Notification**
Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall **not** constitute the required parental notice.
Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

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

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

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

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

A. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
B. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
C. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
D. Maintain reports/complaints and investigative reports for three (3) years.
E. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

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

Handling Evidence

Whenever an employee/administrator receives notice of bullying, hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

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

DISCIPLINARY ACTION

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

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

PARENTAL RELIEF

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

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

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.

2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.

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

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

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

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students, including bus operators, with respect to bullying in accordance with state statutory provisions.

RETALIATION

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

CHILD ABUSE

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

Revised: November, 2012
Revised: August, 2013
Revised September, 2018

Ref: 20 USC 1232 (g-i) (Family Educationa Rights and Privacy Act): La. Rev. Stat. Ann.
' ' 14:40.3, 14:40.7, 14:40.8, 14:403, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La. Children's Code Art. 609, 730, 731; Davisv. Monroe County Board of Education 119 S. ct. 1661 (1991); Board minutes, 3-12-13, 10-1-13

DEPARTMENT of EDUCATION
Louisiana Believes

BULLYING REPORT FORM

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

Person Reporting the Incident:	**Date of Report:**
Person Reporting the Incident: ○ **Student** ○ **Parent/Guardian** ○ **School Employee** ○ **Chaperone**	

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

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

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

Signature of Person Filing Report	**Date**

Received by :

Name	**Position**	**Date**

DEPARTMENT of EDUCATION
Louisiana Believes

BULLYING INVESTIGATION FORM

Directions: In accordance with Act 861 of the 2012 Legislative Session, this form is to be used to investigate and document the details of each reported incident of bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to or from school.

Date of Report:	**School Name:**	
District:	**Date of incident:**	**Time of incident** (if known):

INTERVIEWS CONDUCTED: (Check all that apply and attach a separate sheet if necessary.)

O **Interviewed Reporter** **Name:** _____ **Date:** _____

Description of alleged bullying:

_____

_____

_____

O **Interviewed Alleged Victim(s)** **Name(s):** _____ **Date:** _____

Description of alleged bullying:

_____

_____

_____

O **Interviewed Alleged Offender(s)** **Name(s):** _____ **Date:** _____

Description of alleged bullying:

_____

_____

_____

O **Interviewed Witness(es)** **Name:** _____ **Date:** _____

Name: _____ **Date:** _____

Name: _____ **Date:** _____

Description of alleged bullying:

_____

_____

_____

DEPARTMENT of EDUCATION
Louisiana Believes

BULLYING INVESTIGATION FORM

○ Interviewed Parent(s)/Guardian(s) of Alleged Victim: Name(s): _____ Date: _____

Summary of the interview:

_____

_____

_____

○ Interviewed Parent(s)/Guardian(s) of Alleged Offender: Name(s): _____ Date: _____

Summary of the interview:

_____

_____

_____

Any prior documented incidents by the alleged offender? ○ Yes ○ No

DOCUMENTATION AND NOTIFICATION REQUIREMENTS		
Date of incident report:	Date investigation began:	Date investigation completed:

INVESTIGATION DETERMINATION			
Name(s) of alleged victim(s)	Age	Sex	Grade
Name(s) of alleged offender(s)	Age	Sex	Grade
Name(s) of witness(es), if applicable			

DEPARTMENT of EDUCATION
Louisiana Believes

BULLYING INVESTIGATION FORM

Where did the incident happen (choose all that apply)?

O Classroom O Lunchroom O School Bus O Locker Room/Area O Restroom O Hallway O Bus Stop O Parking Lot
O On the way to/from school O Playground O Internet O Cell Phone O At a school sponsored activity or event off school property
O Other (Please Specify)_____

Check all items below that apply:

VERBAL

O Name-calling O Taunting/ridiculing O Mocking O Making offensive comments O Teasing O Demeaning comments
O Other (please state) _____

PHYSICAL

O Kicking O Hitting/punching O Pushing O Pinching O Stalking O Inappropriate touching
O Other (please state)_____

EMOTIONAL

O Offensive graffiti O Excluding from group O Spreading rumors O Being forced to do something against his/her will
O Taking possessions/money O Other (please state)_____

ELECTRONIC AGGRESSION

O Offensive text messages O Offensive e-mails O Sending degrading images O Posting rumors or lies about someone
O Assuming a person's electronic identity with the intent of causing harm O Other (please state)_____

Physical evidence, if available: O Graffiti O Notes O E-mail O Websites O Video/Audio

Incident reported to parent/guardian of **alleged victim** within one school day of receipt of bullying complaint?
O Yes O No **Initials of school official:** _____

Incident reported to parent/guardian of **alleged offender** within one school day of receipt of bullying complaint?
O Yes O No **Initials of school official:** _____

Additional pertinent information gained during investigation: (attach a separate sheet if necessary)

_____
_____
_____
_____

Based on this investigation, the school administration determines the following:

There was a determination of bullying? ○ Yes ○ No

○ Yes – Take prompt and appropriate disciplinary actions pursuant to R.S. 17:416 and 416.2

○ No – If a violation of the another provision in the student code of conduct, take appropriate action.

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

Summary of Investigation:

Principal/Designee Signature:	Date:

STUDENT DRESS CODE

The policy of the Monroe City School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The Board desires to teach each student to use good judgment in his/her total appearance so that the community shall be a basic consideration. Attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

NOTIFICATION

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

If the Board adopts a uniform policy or modifies 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 Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, emergency shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

DRESS AND PERSONAL GROOMING

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

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.

Ref: La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:416.7 Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969) Karr v. Schmidt, 460 F. 2d 609 (5th Cir. 1972) Monroe City School Board

FILE: JCE
Cf: GAAA, GAE, KE

STUDENT COMPLAINTS AND GRIEVANCES

The Monroe City School Board, recognizing that problems may arise at school, shall require that student concerns, complaints or grievances be registered with the principal or building administrator or his/her designee. For the discussion and consideration of grievance, any student or group of students should request a meeting time and place of the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place shall be designated immediately upon request.

The purpose of discussion and appeal procedures is to provide a forum through which trivialities, irresponsible actions, and non-related school issues are conveyed. In this context it is recommended:

1. That as many student problems and concerns as possible be handled through committees established by the student council or through direct communication with a staff member.
2. That only issue of utmost concern will be brought before a student-faculty committee for review and disposition.
3. That only unresolved issue of major importance will be appealed to the school administration for consideration and action.

If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the same procedures outlined in policy *GAE, Complaints and Grievances*, for further consideration of their grievance.

Monroe City School Board

FILE: JCEA
Cf: GAE, GAEAA, JGCE

STUDENT SEXUAL HARASSMENT

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

COVERAGE

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

COMPLAINT PROCEDURE

Procedures as outlined in policy *GAE, Complaints and Grievances*, shall be followed. Complaints of sexual harassment which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school. Should the claim of sexual harassment be brought against the principal of the school, the complaint should be brought directly to the Director

of Child Welfare or his/her designee. The initial complaint may be in writing or transcribed. Such reports should include the nature of the complaint, recording the specific act or acts which constitute the harassment complained of, the person or persons who the complainant alleges committed the harassment, witnesses to the acts complained of, and the date and time of the alleged act or acts.

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

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

SUSPECTED CHILD ABUSE

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

NONRETALIATION

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

Ref: 20 USC 1681 et seq. (*Title IX of the Education Amendments of 1972*)

29 CFR '1604.11 *(Guidelines on Discrimination Because of Sex-Sexual Harassment)*

La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81

FILE: JD
Cf: BD, IDDF, IHAD
Cf: JBE, JCD, JDD, JDE

DISCIPLINE

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

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

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student (s) materially interferes with or substantially disrupts the maintenance of a proper

atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

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

STUDENT REMOVAL FROM CLASSROOM

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school's code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.

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

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

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

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

Parental Notification

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

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

PARENT CONFERENCES

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

REPORTS TO PRINCIPAL

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

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

DELINQUENT STUDENTS

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

DEFINITIONS

Suspension shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

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

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

Expulsion shall mean the removal of a student from school for at least one school semester.

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

Revised: September, 2009

Revised: November, 2012

Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities)*

42 USC 12132 et seq. (*Discrimination in Public Places*)

La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1, 17:416.13

Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education

Board minutes, 3-12-13

Monroe City School Board

FILE: JDA
Cf: GAMC

CORPORAL PUNISHMENT

Teachers shall be supported by the School Board and the administration in their efforts to teach good citizenship by requiring proper conduct. While teachers shall be reasonable in all student-related demands, they do not need to tolerate disrespectful, boisterous, rough and violent outbursts of language and temper on the part of the pupils. 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 Monroe City 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 effect student behavior modification. Corporal punishment shall be used only as a last resort for students with significant behavior problems and only within the guidelines provided.

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;
   C. Ability to bear the punishment; and
   D. 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.*

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, in accordance with provisions of policy *GAMC, Investigations.*

Revised: November 1, 2017

FILE: JDA
Cf: GAMC

Ref: US Constitution, Amend. XIII; US Constitution, Amend. XIV Sec.1; Ingraham v. Wright, 97 S. Ct. 1401, (1977); Baker v. Owen, 96 S. Ct. 210 affirming 395 F. Supp. 294 (M.D.N.C., 1975); La. Rev. Stat. Ann. §§17:81.6, 17:223, 17:416, 17416.1; Board minutes, 11-1-17.

FILE: JDD
Cf: IDDG, IHAD, JBC, JCD
Cf: JCDAB, JCDAC, JD, JDE

SUSPENSION

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

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

Any student suspended from school for a period of over ten (10) consecutive school days shall remain under the supervision of the School Board using alternative education programs for suspended and expelled students. The student shall be required to attend and participate in such school, program, or educational services.

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

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

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

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

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

The principal and other appropriate personnel shall be required to file written documentation of all

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

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

Appeal

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

MANDATORY SUSPENSION

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal shall be required to suspend a pupil who:

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

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

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

Assault or Battery of School Employees

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

SUSPENSION NOT APPLICABLE

Suspension of a student shall not apply to the following:

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

2. A student possessing any controlled dangerous substance that has been obtained directly or due

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

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

DRESS CODE VIOLATIONS

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

CREDIT FOR SCHOOL WORK MISSED

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

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

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

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

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

SUSPENSION OF STUDENTS WITH DISABILITIES

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

Revised: September, 2009

Revised: February, 2013

Revised: May, 2013

Revised: August, 2015

Revised: November, 2015

Ref: La. Rev. Stat. Ann. §§17:223, 17:416, 17:416.1, 17:416.2, 17:416.3

Goss v. Lopez, 95 S.Ct. 729 (1973)

Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education

Board minutes, 3-12-13, 10-1-13, 10-6-15, 11-19-15

Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques

The Monroe City School System has established the following guidelines and procedures to comply with the revised mandates of Act 479, enacted during the 2025 Regular Session of the Louisiana Legislature. This legislation provides direction regarding crisis intervention strategies, which may include the use of positive behavioral supports, sensory rooms, or other calming spaces intentionally designed to comfort and stabilize students. Act 479 also outlines guidelines for rare and extraordinary situations where seclusion or physical restraint may be necessary to safely de-escalate a student who presents an imminent risk of harm to themselves or others. These techniques will be employed only as a last resort and in strict accordance with Louisiana Bulletin 1706, Sections 540 through 543. Furthermore, the use of seclusion must be approved in advance by the Director of Special Education prior to implementation.

I. Definitions

Crisis Intervention- the implementation of an action plan for school personnel to implement when a student exhibits disruptive behaviors that prevent him from participating in classroom or daily activities.

Imminent Risk of Harm- an immediate and impending threat of a person causing substantial physical injury to self or others.
Mechanical Restraint- application of any device or object used to limit a person's movement

Physical Restraint- the use of restraint techniques that involve physical force applied to restrict the movement of all or part of a person's body.

Positive Behavioral Intervention and Support - a systematic approach to embed evidence-based practice and data-driven decision making when addressing student behavior in order to improve school climate and culture

School Employee - a teacher, paraprofessional, administrator, support staff member, or a provider of related services.

School Health Designee- a school employee designated to assess the use of seclusion and physical restraint in the event that a school nurse is not present on a school campus at the time such measure is used

Seclusion- a procedure that isolates and confines a student in a designated separate room or area until he is no longer an imminent risk of harm to self or others.

Seclusion Room- 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 safe, secure, and supervised setting and from which the student is involuntarily prevented from leaving until he is no longer at risk of imminent harm to self or others.

Sensory Room- a space that is used for the monitored separation of a student in an unlocked* setting in which school personnel may use positive behavioral interventions and support to help or calm or stabilize a student's disruptive behavior. (also referred to as a "calming room", "calming space", "comfort room", "comfort space", sensory space", "timeout room", or timeout space").
Note: "unlocked" in this context means the student may voluntarily leave the room. It does not refer to building security protocols such as keeping classroom doors locked in accordance with Safe Schools procedures.

II. Crisis Intervention

Incident Prevention

Effective crisis intervention begins with proactive strategies aimed at preventing incidents before they escalate.

- Prevention efforts focus on ensuring that students' basic needs are consistently met and are supported in an organized, predictable environment.
- Students should have access to engaging, meaningful activities and learning opportunities that foster a sense of purpose and belonging.
- Staff behaviors play a critical role by interacting respectfully, promoting student dignity, and using positive reinforcement to encourage desirable behaviors.
- Students benefit from having choices rather than experiencing coercion, as autonomy supports emotional regulation and reduces power struggles.

Incident Minimization

School employees play a critical role in preventing behavioral incidents by developing a strong understanding of each student's individual triggers and early warning signs. These triggers may include specific environments, demands, interactions, or sensory inputs that lead to distress or dysregulation. Early signals of escalating behavior can present as subtle changes in body language, tone of voice, facial expressions, or levels of engagement. By recognizing these early indicators, school employees can respond proactively and appropriately to minimize escalation. The following strategies and priorities should be implemented.

- School employees should use strategies that reduce stress and anxiety, rather than unintentionally intensifying the situation. The primary objective in these moments is de-escalation, not immediate compliance.
- School employees should focus on calming the student, maintaining safety, and preserving their dignity to prevent the situation from worsening and support long-term behavior change.
- School employees should prioritize building trusting relationships, creating supportive environments, and utilizing techniques that encourage cooperation and emotional regulation.

De-escalation Process

If the student displays anxiety or a noticeable increase or change in behavior, de-escalation techniques should be immediately implemented to prevent the student's behavior from moving toward a crisis level. The de-escalation techniques listed below should be the first steps in dealing with a student exhibiting challenging behaviors.

- Stay composed. Remain professional.
- Convey a calm, respectful attitude. Be aware of the tone, volume, and cadence of your voice as well as non-verbal communication (e.g., gestures, facial expressions, and movements).
- Ignore the student's minor undesired behavior(s) and/or redirect.
- Respect the student's personal space. Maintain at least an arm's length distance from the student.
- Be aware of your body position. Avoid eye contact and toe-to-toe positions as they may be interpreted as being challenging and may increase behavior.
- Be empathetic to the students' feelings. Don't judge or discount his/her feelings. Pay attention to him/her and don't be afraid of silence.
- Do not engage in power struggles. When the student challenges your authority, either remain silent or redirect to the issue at hand.
- Set and enforce reasonable limits. Give simple, clear choices and consequences. Make sure the consequences are reasonable and enforceable.
- Allow the student to verbally vent when possible, to release energy and to allow you to understand what he/she is thinking and feeling.

III. Seclusion and Restraint

Every effort should be made to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce, and in many cases eliminate, the need to use seclusion or restraint. Seclusion and restraint should only be used when a student's behavior presents a threat of imminent risk of harm to self or others, and only as a last resort to protect the safety of self and others. Techniques may be implemented when the risk of not intervening is greater than the risk of intervening and to the degree necessary to stop the dangerous behavior. Techniques must be implemented in a manner that causes no physical injury to the student, results in the least possible discomfort, does not interfere in any way with the student's breathing or ability to communicate with others, and does not place excessive pressure on the student's back or chest or cause asphyxia. Seclusion and restraint must be implemented in a manner that is directly proportionate to the circumstances and to the student's size, age, and severity of behavior. A school employee shall continuously monitor a student who is secluded or physically restrained for the duration of such seclusion or restraint and shall release a student from seclusion and physical restraint as soon as the reasons for justifying such action have subsided.

Seclusion and restraint must not be used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel. It is imperative that no school employee subject a student to unreasonable, unsafe, or unwarranted use of seclusion or restraint. Seclusion and restraint techniques must not be used to address behaviors such as general noncompliance, self-stimulation, or academic refusal. Such behaviors must be responded to with less stringent and less restrictive techniques. No school employee shall place a student in seclusion or restraint if he is known to have any medical or psychological condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.

Seclusion

The seclusion of a student must take place only in a designated seclusion room that meets established safety standards to ensure the student's physical and emotional well-being. The creation and use of a seclusion room must be formally approved in advance by the Director of Special Education before implementation. A student may only be placed in a seclusion room by a trained school employee who uses approved methods for escorting, placing, and supervising the student. While in the seclusion room, the student must be continuously monitored, and the supervising staff member must be able to see and hear the student at all times. Only one student may occupy a seclusion room at any given time to ensure individual safety and proper supervision.

It is critical to understand the distinction between a Seclusion Room and a Sensory Room, as they serve fundamentally different purposes. Under no circumstances should a Sensory Room be used as a Seclusion Room. Sensory Rooms are intended to provide a calming, therapeutic environment that helps students regulate their emotions and return to a state of stability. These rooms are not to be associated with discipline, isolation, or restraint.

Seclusion should ONLY be used:

- for student behaviors that involve an imminent risk of harm to self or others
- as a last resort, when de-escalation and other positive behavioral interventions and support attempts have failed and the student continues to pose an imminent risk of harm to self or others
- as a last resort, if and when less restrictive crisis intervention techniques such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment have failed to stop a student's actions that pose an imminent risk of harm to self or others

Seclusion should NOT be used:

- as a routine school safety, discipline, or intervention measure or to address behaviors such as general non-compliance, self-stimulation, and academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of harm to self or others

A Seclusion Room or other confined area must:

- be free of any object that poses a danger to the student who is placed in the room
- have an observation window allowing school personnel to see and hear the student the entire time
- have a ceiling height and heating, cooling, ventilation, and lighting system comparable to an operating classroom in the school
- be of a size that is appropriate for the student's size, behavior, chronological, and developmental age

Physical Restraint

Physical restraint should only be used by school employees who have completed all components of the district's adopted de-escalation & physical management program. Annual recertification is required. At no time should a school employee subject a student to mechanical restraints to restrict that student's freedom of movement.

Physical Restraint should ONLY be used:

- when a student's behavior presents a threat of imminent danger of serious physical harm to self or others, and only as a last resort to protect the safety of self or others
- to the degree necessary to stop dangerous behavior
- in a manner that causes no physical injury to the student, results in the least possible discomfort, and does not interfere in any way with a student's breathing ability or ability to communicate with others

Physical Restraint does NOT include:

- consensual, solicited, or unintentional contact
- momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person
- a school employee holding a student for less than three consecutive minutes during any given hour for the protection of the student or others
- a school employee holding a student 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
- minimal physical contact (i.e., touching of the hand, wrist, arm, shoulder, or back) for the purpose of safely escorting a student from one area to another
- minimal physical contact for the purpose of assisting the student in completing a task or response

Mechanical Restraint does NOT include:

- any device used by a duly licensed law enforcement officer in the execution of his official duties
- any devices implemented by trained school personnel or utilized by a student that have been prescribed by an appropriate medical or related service professional and are used for the specific and approved purposes for which such devices were designed, such as:
  - adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports
  - vehicle safety restraints when used as intended during the transport of a student in a moving vehicle
  - restraints for medical immobilization
  - orthopedically prescribed devices that permit a student to participate in activities without risk of harm

IV. Written Notification and Reporting

The principal or his designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Plan (IEP) of the prohibition of the use of seclusion and restraint if the student has a condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled. This notification is included in our *Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques,* provided to parents of students with disabilities at the beginning of each school year and on the Prior Written Notice for the student's IEP meeting. IEP teams will discuss and document this discussion in the IEP. A student who has been placed in seclusion or has been restrained shall be monitored continuously, and monitoring shall be documented on the *Report of Seclusion/Restraint.*

Immediately Following Implementation of Seclusion or Physical Restraint:

- The school employee involved in the seclusion or restraint must immediately notify the school principal.
- The school principal must immediately notify the Director of Special Education of the student secluded or restrained, personnel involved, and the location of restraint.
  - The school principal or his designee and the Director of Special Education must review video and audio footage, if available, to ensure that policies and proper techniques were followed during the incident. The Director of Special Education will document the video viewing and findings on the *Seclusion/Restraint*

Video Documentation Log

- The school administrator shall notify the parent or legal guardian of the student via a phone call as soon as is practicable, but no later than the end of the same school day.
- A school nurse or school health designee shall assess the student as soon as possible, but no later than the end of the same school day, to look for and document any signs of injury or distress.
- A school employee who secluded or physically restrained a student shall document and report the incident on the *Report of Seclusion/Restraint*. The employee shall submit the *Report of School Seclusion/Restraint* to the principal by the end of the school day. The principal or his designee shall complete the *Parent Notification of Seclusion/Restraint Letter* and provide the letter to the parent by the end of the following day. If the seclusion or restraint occurs on a Friday, the letter must be completed and sent to the parent by the end of the day on Friday.
- The principal or designee must provide the *Report of Seclusion/Restraint* and *Parent Notification of Seclusion/Restraint Letter* to the Coordinator of IDEA and Administrator of Student Services at the same time the parent is provided a copy (within 24 hours of incident).

V. Response to Seclusion or Restraint

Individualized Education Plan/Behavior Intervention Plan

The IEP team must address the behaviors that prompted the seclusion/restraint in the student's IEP and BIP. If a student is involved in three incidents in a school year involving the use of seclusion or physical restraint as a result of posing an imminent risk of harm to self or others, his Individualized Education Plan team shall:

- implement the Behavior Support Process (for students who do not have a BIP)
- conduct a Functional Behavioral Assessment (FBA)
    - The School Psychologist, the School Social Worker, Social Emotional Learning Coach, Behavior Interventionist, and/or the Instructional Facilitator assigned to the student's school shall actively participate in the FBA.
- review, revise, or develop a Behavior Intervention Plan, including any crisis intervention plans, to include any appropriate and necessary behavioral supports
    - prioritize the use of positive interventions and support

If the student's challenging behavior continues to escalate, requiring repeated seclusion or restraint practices, the Special Education Director or designee shall review the student's IEP and BIP at least every three weeks.

VI. School & District Responsibilities

- Schools will include the *Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques* in the student handbook
- A list of personnel trained in Safety-Care will be kept at each school site and the district office.
- Reported incidents of seclusion/restraint will be entered into the LDOE database by the Special Education Director or designee.
- Prior to the beginning of the school year, the *Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques* shall be:
    - provided to all school employees and every parent or legal guardian of a student with a disability
    - posted on the district's website
    - submitted annually to the Special Education Advisory Council

STUDENT COMPUTER AND INTERNET USE

INTERNET SAFETY

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. The Monroe City School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Monroe City School Board. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

The School Board's technology network shall not be considered nor used as a public access service or public forum. Therefore, the Monroe City School Board shall establish and maintain reasonable restrictions upon the use of the School Board's technology network, use of all Board computers, and access to the Internet. The School Board reserves the right to monitor all users' online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

In its continued efforts to comply with the *Children's Internet Protection Act*, and the *Protecting Children in the 21st Century Act*, the Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for a user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes.

In addition to filtering requirements, the Board shall maintain regulations which:

1. Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
2. Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications. Prohibit unauthorized access, including what is now known as hacking and other unlawful on-line activities by minors online;
3. Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors;
4. Institutes measures designed to restrict minors' access to materials harmful to minors; and
5. Address appropriate online behavior including interacting with others and cyber bulling awareness and response.

No filtering software, however, is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site shall immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user is accessing inappropriate sites, he or she shall notify a teacher or supervisor immediately.

COMPUTER AND INTERNET USE TERMS AND CONDITIONS

1. *Acceptable Use* - The purpose of the district's technology network in providing access to the Internet is to support research and education by providing access to unique resources and opportunities. Transmission of any material in violation of any U.S., state, local or School Board regulations shall be prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade institutions. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.

2. *Privileges* - The use of the School Board's technology network is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary action by the administration, faculty or staff and/or legal action by the Board. All users shall be advised that School Board personnel shall have access to all messages or mail and that routine monitoring of the system and tracking of student navigation on all on-line activities and the Internet shall be conducted. Routine maintenance of the system may purge files from individual accounts. Users shall also be advised that the Board shall have the right to access, review, copy, store, or delete any electronic communications or files and disclose them to others as it deems necessary.

3. *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem with the district's technology network or the Internet shall be reported to the teacher, building technology coordinator or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet through the district's technology network.

4. *Vandalism* - Vandalism shall result in cancellation of privileges and/or other disciplinary actions. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or the School Board's technology network or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or worms.

5. *Consequences of Misuse* - School principals may suspend from school any student who accesses, sends, receives, or configures electronically any profane or threatening language or pictures, or violates any regulations for computer use, or any rules contained herein. Moreover, students may also be disciplined for off-campus speech, Internet activities, or use of off-campus computer and/or electronic systems that may cause a substantial disruption to the educational environment, interfere with the rights of others, or can be considered a threat. Consequences for violations of these standards may range from loss of Internet privileges to expulsion from school depending on the nature and severity of the act.

UNAUTHORIZED AND ILLEGAL USE

Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited. Any use by any person of the School Board's technology network that incurs expenses to the school other than the monthly user fees and rates shall be strictly prohibited. Furthermore, School Board's computers and the network shall not be used for commercial, political or religious purposes.

Use of the School Board's technology network for any illegal activities shall also be prohibited. Illegal activities include (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files (hacking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under state and federal law.

TERMS AND CONDITIONS OF USE

All students attending Monroe City public schools shall be allowed computer network and Internet access unless written and signed objection to such access is submitted by the parent/guardian and is on file with the school.

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

The following regulations, terms, and conditions for the use of computers and other technology equipment and the School Board's technology network and Internet resources are not all-inclusive, but are only representative and illustrative. Any user who commits an act of misconduct or inappropriateness which is not listed may also be subject to disciplinary action or suspension, or termination, or be subject to appropriate criminal or civil prosecution.

1. The School Board will not host student email accounts on its email server; however, the School Board may issue accounts for students via a third party provider. The School Board's provider shall ensure technology protection measures are in place that guard students from inappropriate content and contact. Accounts shall be issued for educational purposes only upon request by an administrator or teacher. The teacher shall supervise and instruct students in the appropriate, ethical, and safe use of email.

2. Home page development shall be encouraged for individual classes, school organizations, and special class, school, or district projects. However, under no circumstances shall the Board permit the posting of personal home pages not directly related to *educational purposes*. The term *educational purposes* shall include classroom activities and assignments, directed student research, interpersonal communication, professional development, collaborative projects, and dissemination of successful educational practices, methods, and materials. The Technology Supervisor or his/her designee reserves the right to remove inappropriate pages from the server.

3. Students shall be prohibited from disclosing personal contact information. *Personal contact information* shall be defined as the student's name together with other information that would allow an individual to locate the student, including but not limited to, parent's name, home address or location, work address or location, or phone number. Students may be identified by first names or initials. Pictures of students (identified by first name only) may be posted unless written notification by a parent or guardian prohibits such use.

4. Students shall not arrange to meet nor meet in person anyone with whom they have been in contact on the Internet and shall promptly disclose to a teacher or school employee any message or contact they receive that is inappropriate or makes them feel uncomfortable.

5. Users shall not attempt to gain unauthorized access to the School Board's computer network or the Internet or to any other computer system through the district's network technology, or go beyond their authorized access.
6. Students shall follow Board policies and regulations prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, bullying, or terrorizing language which shall apply to all forms of electronic communications.

7. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.

8. Students shall not make any purchase on the Internet while using school equipment or Internet service.

9. Degrading or disrupting equipment or system performance shall not be permitted.

10. Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.

11. Using an account owned by another user shall be prohibited.

12. Posting anonymous messages shall not be permitted.

13. Downloading of music or videos for personal use shall be strictly prohibited.

14. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.

15. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.

CONSEQUENCES OF INAPPROPRIATE USE

1. Student use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff. Inappropriate use of the network may also result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.

2. No information on the network (including e-mail and personal files) is private. Information relating to or in support of illegal activities shall be reported to the authorities.
3. Students bringing illegal and/or inappropriate materials onto the network shall be subject to disciplinary action.

LIMITATION ON BOARD AND SCHOOL DISTRICT LIABILITY

Use of the Monroe City School Board's computers and technology network shall be at the user's own risk. The Monroe City School Board technology network and computer system is provided on an "as is, as available" basis. The School Board does not make any warranties, whether expressed or implied, including, without limitation, those of fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The School Board uses a variety of vendor-supplied hardware and software. Therefore, the School Board does not warrant that the functions or services performed by, or that the information or software contained on the system shall meet the user's requirements. Neither does the School Board warrant that the system shall be uninterrupted or error-free, nor that defects will be corrected.

The School Board shall not be responsible for any damage the user may suffer, including but not limited to, loss, damage, or unavailability of data stored on district diskettes, tapes and drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The School Board shall not be responsible for the accuracy or quality of the information obtained through or stored on the system. The Board shall not be responsible for financial obligations arising through the unauthorized use of the system. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not necessarily the School Board.

Revised: November, 2012 Ref: 47 USC '254(h) (*Children's Internet Protection Act* (CIPA)); La. Rev. Stat. Ann. '17

SECTION 504 GRIEVANCE PROCEDURES

The Monroe City School Board (MCSB) has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. State Department of Health and Human Services regulations
(45 C.F.R Part 84), implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U .S.C 794). Section 504 states, in part, that "no otherwise qualified disabled individual .... shall solely by reason of his /her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving

Federal financial assistance ... "

The law and regulation may be examined in the Office of the Superintendent of Schools, 2101 Roselawn Avenue, Monroe, Louisiana (318-325-0601), who has been designed to coordinate the efforts of MCSB to comply with the regulations.

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly described the disciplinary act.
2. A complaint should be filed in the office of the Section 504 Coordinator within 30 days after the person filing the complaint becomes aware of the alleged discriminatory act.
3. The Superintendent of Schools, or designee, will investigate the complaint. The investigation will be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
4. The Superintendent of Schools shall issue a written decision determining the validity of the complaint no later than 30 days after its filing.
5. The Section 504 Coordinator shall maintain the files and records relating to all complaints filed. The Section 504 Coordinator may assist persons with the preparation and filing of complaints, participate in the investigation of complaints, and advise the Superintendent of Schools concerning their resolution.
6. An individual who files may pursue other remedies. This includes filing with:

United States Department of Education
Office of Civil Rights, Southern Division, Dallas Office
1999 Bryan Street, Suite 2600
Dallas, Texas 75201-6810
214-880-2459

7. These rules shall be liberally constructed to protect the substantial rights of interested persons to meet appropriate due process, standards and assure the Monroe City School Board's compliance with Section 504 and the regulations.

FILE: GAMIA
Cf: EFA, GAMC, GAMI
Cf: IFBGA, JCDAE

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

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

student and parent.

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

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

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

DEFINITIONS

1. *Electronic Communication* includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including but not limited to Internet-based social networks. It shall also include transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature in whole or in part by wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. *Electronic mail* – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
3. *Computers* – pertains to any and all computers.
4. *Social networks* – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social networks sites available on the internet.
5. *Improper or inappropriate communications* – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

NOTIFICATION

The School Board shall ensure that at the beginning of each school year each employee, student, and parent, or other person responsible for a student's attendance, be notified of the provisions of this

policy and any related procedures or practices regarding communications between employees and students.

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

INAPPROPRIATE COMMUNICATIONS

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

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

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

Violations

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

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

Revised: November, 2012

Ref: La. Rev. Stat. Ann. §§14:40.3, 17:81, 17:239

Board minutes, 3-12-13 Monroe City School Board

FILE: JR
Cf: IFDA

STUDENT RECORDS

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

completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, and psychological tests, and health data.

ANNUAL NOTIFICATION

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

DIRECTORY INFORMATION

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

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

ACCESS TO RECORDS

1. The parent or legal guardian of a student will have access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of the request.
2. If the student is eighteen (18) years or older, only the student has the right to determine who, outside the school system, has access to his/her records.
3. The parent, legal guardian or student, if the student is eighteen (18) or over, will, upon written request to the principal maintaining those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by Board policy will be followed.
4. *School personnel having access to those data* shall be defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

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

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

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

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

5. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.

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

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

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

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

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

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

REVIEW OF STUDENT RECORDS BY THE PARENT

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

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

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

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

   A. The principal or his/her designee attending the review shall:

      1. Explain the recordkeeping system of the school, noting the types of records and why they are kept.

      2. Provide the parent or guardian the opportunity to examine each record. Records which shall be included are:
         a. Cumulative Record
         b. Application for Admission
         c. Immunization Records, if applicable
         d. Attendance Records
         e. Class Grade Record
         f. Any other records maintained by the School District

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

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

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

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

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

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

5. At the review hearing:

A. The Superintendent or designee shall preside;
B. The parent of guardian and the principal shall be present. The student shall be present If requested by the parent or guardian or school official;

C. The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;

D. The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student's cumulative folder.

DESTRUCTION OF RECORDS

1. When the parent, guardian, or student eighteen (18) years of age or older requests the destruction of their student record, a formal written request shall be provided by the parent, guardian, or student to the Superintendent prior to the destruction of the record.

2. When information on a child is no longer needed for the provision of educational services, the parent, legal guardian, or child eighteen (18) years of age or older must be informed and their written consent provided prior to the destruction of the record. A permanent record of the student's name, address, phone number, grades, attendance record, classes attended (including annual IEP), grade level completed, and year completed may be maintained without time limitation.

3. Once the aforementioned criteria have been met, the files shall be shredded by appropriate education personnel in the presence of two (2) witnesses.

Ref: 20 USC 1232 (g-i) (*Family Educational Rights and Privacy Act*)

20 USC 7908 (*Armed Forces Recruiter Access to Student Information*)

34 CFR 99.1-99.67 (*Family Educational Rights and Privacy - Federal Regulations*)

La. Rev. Stat. Ann. §§9:351, 17:81 , 17:112

Monroe City School Board

NOTICE OF
SCREENING AND INTERVENTION

Monroe City Schools will be conducting universal screening of students in grades K-8 in the areas of social-emotional functioning and behavior as a part of our efforts to best identify and meet the needs of the children in our school system. This will be done through teacher rating scales. These are researched based, standardized instruments designed to measure both acting out and internalizing behaviors. District-wide screenings will be conducted at each school by the Office of Student Support Services. These instruments use teacher ratings and interviews; direct involvement with students is not a part of the screening process.

Results of the screening will be shared with the school's administration and student support team(s). Parents will be notified if the committee determines that emotional and/or behavioral interventions are needed for their student. Interventions for at-risk students will be implemented once parent(s) have been notified and/or parent permission has been received. Social-emotional and behavioral interventions may be implemented by classroom teachers, school personnel, and/or Office of Student support Services personnel. Research based interventions are chosen based on the student's identified risk level and area(s) of need.

All screening information and documentation will be kept confidential and shared only with those individuals who work with the student and the student support team(s).

2012 Louisiana Laws
Children's Code
CHC 730 — Grounds

Universal Citation: LA Child Code 730

Art. 730. Grounds

Allegations that a family is in need of services must assert whether the child is currently under the supervision of any state or local entity including, but not limited to, the Department of Children and Family Services or the Department of Public Safety and Corrections, youth services, the office of juvenile justice, and assert one or more of the following grounds:

(1) That a child is truant or has willfully and repeatedly violated lawful school rules.

(2) That a child is ungovernable.

(3) That a child is a runaway.

(4) That a child has repeatedly possessed or consumed intoxicating beverages, or that he has misrepresented or deceived his age for the purpose of purchasing or receiving such beverages from any person, or has repeatedly loitered around any place where such beverages are the principal commodities sold or handled.

(5) That a child has committed an offense applicable only to children.

(6) That a child under ten years of age has committed any act which if committed by an adult would be a crime under any federal, state, or local law.

(7) That a caretaker has caused, encouraged, or contributed to the child's behaviors enumerated in this Article or to the commission of delinquent acts as defined in Title VIII.

(8) That, after notice, a caretaker has willfully failed to attend a meeting with the child's teacher, school principal, or other appropriate school employee to discuss the child's truancy, the child's repeated violation of school rules, or other serious educational problems of the child.

(9) That a child has been found incompetent to proceed with a delinquency matter under Article 832 et seq.

(10) Repealed by Acts 2012, No. 730, §2.

(11) A child found to have engaged in cyberbullying.

Acts 1991, No. 235, §7; Acts 1994, 3rd Ex. Sess., No. 45, §3; Acts 1995, No. 444, §1, eff. June 17, 1995; Acts 1999, No. 784, §1; Acts 1999, No. 1313, §2; Acts 2004, No. 485, §1, eff. Jan. 1, 2005; Acts 2010, No. 989, §1; Acts 2012, No. 660, §1; Acts 2012, No. 730, §2.

2012 Louisiana Laws
Children's Code
CHC 731 — Complaint

Universal Citation: LA Child Code 731

Art. 731. Complaint

A. A caretaker, other adult family member, any representative of an agency having the responsibility or ability to supply services to a family, or any other person authorized by the court may file a complaint which alleges one or more of the grounds enumerated in Article 730. Referring entities shall utilize all appropriate and available resources prior to filing a complaint and provide documentation of all steps taken at the time the complaint is filed. If the referring entity is a school, it shall at a minimum document meetings with the child, meetings with the child's caretaker, and referral of the child to school behavior support personnel.

B. The complaint shall be in writing but may make allegations of fact on information and belief.

C. The complaint shall set forth with specificity:

(1) The name, date and place of birth, sex, race, address, and present location of the child.

(2) The name, age, sex, and current address of the child's parents or other caretakers.

(3) The name, age, and sex of any other family members living within the child's home.

(4) The name of any public institution or agency having the responsibility or ability to supply services alleged to be needed by the family.

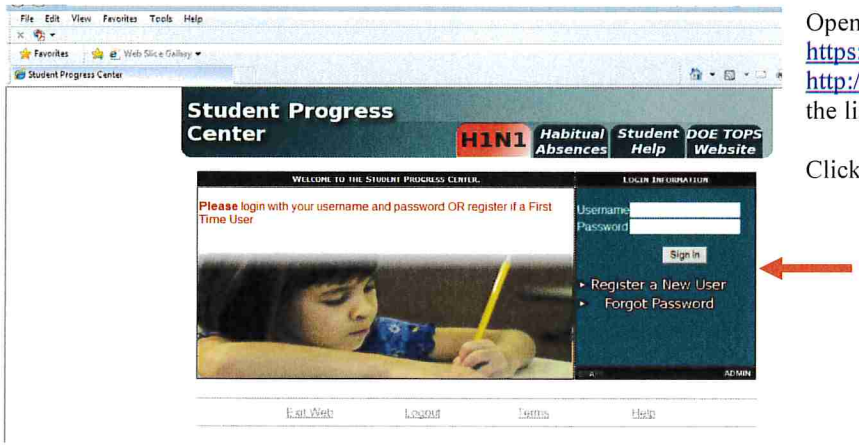
(5) Whether the child is currently under the supervision of any state or local entity, including but not limited to, the Department of Children and Family Services or the Department of Public Safety and Corrections, youth services, or the office of juvenile justice.

D. If any of the information required by Paragraph C of this Article is unknown, the complaint shall so allege.

Acts 1991, No. 235, §7; Acts 1997, No. 612, §2; Acts 2012, No. 660, §1.

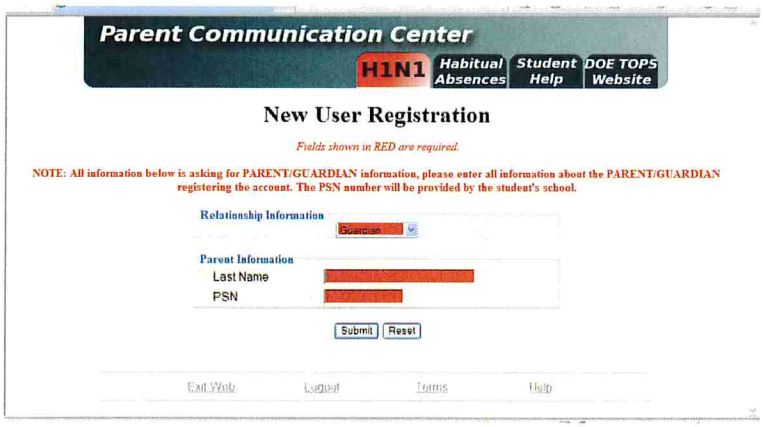
Parent Command Center
INSTRUCTIONS FOR PARENTS & GUARDIANS

REGISTRATION – CREATE USERNAME

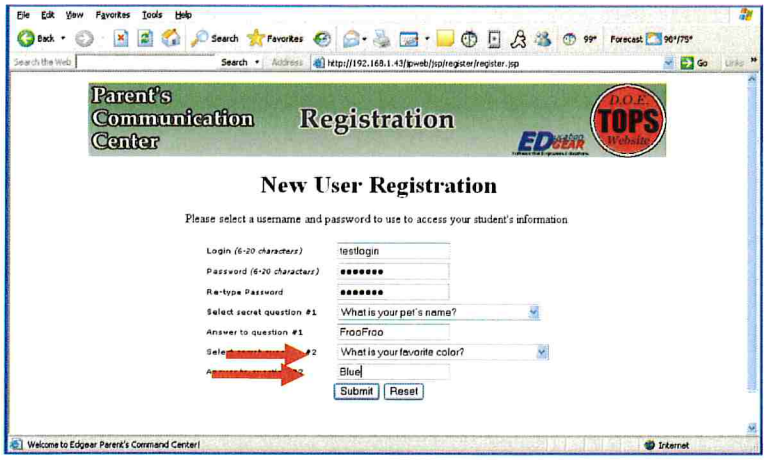


Open your internet browser and go to https://jgrade.mcschools.net/jpweb or http://mcschools.net (you will find it in the list on the left side of the screen)

Click on **Register a New User.**



Note that the fields below in RED are **REQUIRED** fields along with the Relationship Information. The PSN is usually the last five numbers of your student's social security number.



Create a login and password for the student(s). There are security questions that the parent must answer if they forget their password. Parents can select their own security questions. **Be sure to click the SUBMIT button when finished.**

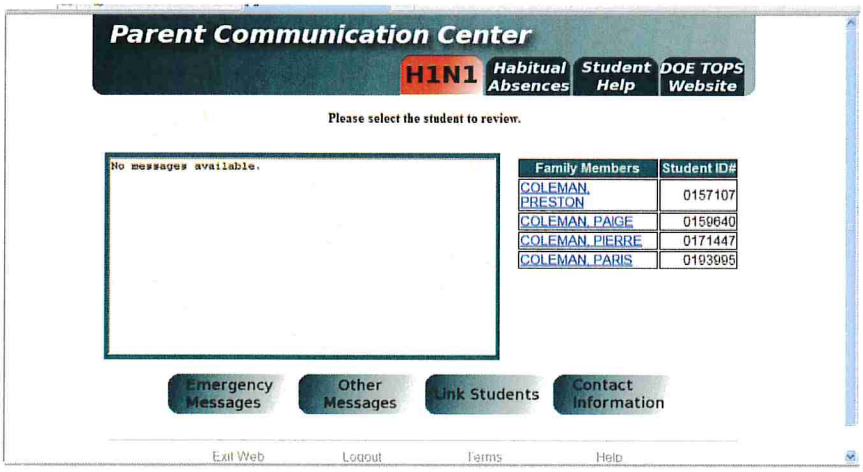


Click on **LOGOUT.** The account has been created.

USING/VIEWING STUDENT INFORMATION

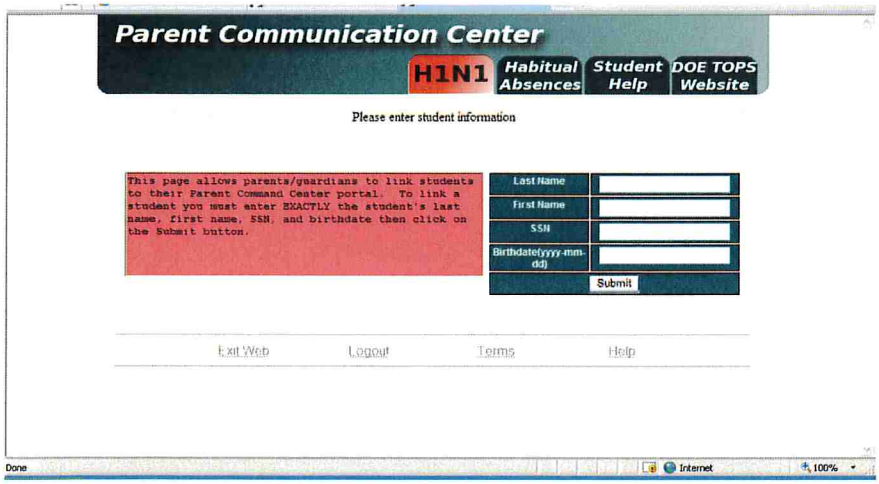


Enter the User Name and Password. Click on Sign In.

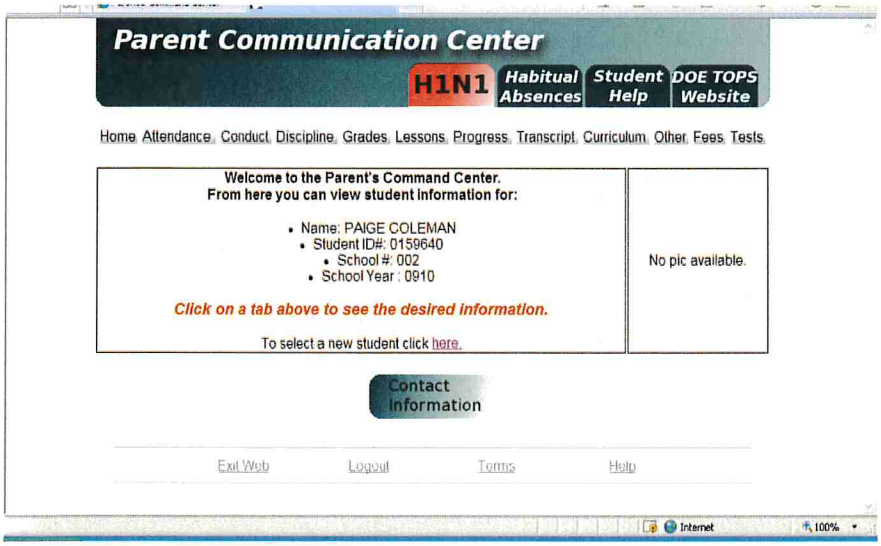


Click on the student's name to see his/her information (grades, attendance, etc.).

Use the 'Link Students' button at the bottom to add other family members to this account.



Follow the instructions in the red box. Remember that you use the ***entire*** social security number for this family member.



Click on any of the categories on the Menu to get the information that you would like to see regarding this student.

Click "To Select a New Student Click Here" to change back to student selection. However, if you are on one of the other screens like Grades, you must click Home on the Menu to see this screen.

MONROE CITY SCHOOLS

Division of Student Support Services

P. O. Box 4180 * 300 Sherrouse Avenue * Monroe, Louisiana 71211-4180 * Telephone (318) 388-3747 * Fax (318) 387-2090 or (318) 388-3760

We know that you care about your child! We do, too!

Every child is Unique. Every child is different.

Differences are wonderful, but some can cause problems in school.

Monroe City Schools are ready to help all children learn.

We search for children who may:

- Have academic problems
- Not hear/see well
- Have trouble following directions
- Have discipline problems
- Have any other problem that makes school a difficult experience.

We also look for preschool children who may:

- Have chronic illnesses
- Not have walked or talked on time
- Have other developmental problems

If you feel your child has a problem that affects his/her ability to learn, and you would like to schedule a conference with your child's teacher, please complete this form and return it to the school's principal. At this conference the teacher will discuss with you your concerns and the option to refer your child to the School Building Level Committee (SBLC). The SBLC is a team of teachers, administrators and other school personnel who find ways to help your child with his/her problem.

Child's Name _____Grade: _____ Teacher: _____

My concerns are: _____

_____

_____

Parent's Name: _____ Date: _____

Address: _____ Phone: _____

If you need any further information, you may contact Sharon Frith at 318-388-3747 Ext 5217 or sharon.frith@mcschools.net.

Monroe City School District
2006 Tower Drive
Monroe, LA 71201

Google Apps for Education/Online Resource Opt Out Form

Dear Parents/Guardians,

In order for schools within the Monroe City School District (MCSD) to continue to be able to provide your student(s) with the most effective web-based tools and applications for learning, our district utilizes several computer software applications and web-based services, operated not by this district, but by third parties. MCSD will be utilizing Google Apps for Education and other web based resources (i.e. Prezi, Edmodo, and Lucid Charts for students. As with any educational undertaking, a strong partnership with families is essential to a successful experience.

In order for our students to use these programs and services, certain personal identifying information -- generally the student's name and email address -- must be provided to the web site operator.

Under federal law entitled the Children's Online Privacy Protection Act (COPPA) these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits school districts such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. A list of the possible sites to be used in our classrooms, with links to their privacy policies and terms of services can be obtained by clicking on the following link.

http://www.Monroe.k12.wi.us/families/COPPA_websites.cfm#d376895

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Below are some links to the sites that govern the districts privacy measures as they pertain to your child's information:

Child Internet Protection Act (CIPA) The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. CIPA http://fcc.gov/cgb/consumerfacts/cipa.html

Children's Online Privacy Protection Act (COPPA)
COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Monroe City School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes.
–COPPA – http://www.ftc.gov/privacy/coppafaqs.shtm

Monroe City School District
2006 Tower Drive
Monroe, LA 71201

Family Educational Rights and Privacy Act (FERPA)
FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form. --FERPA – http://www.ed.gov/policy/gen/guid/fpco/ferpa

Guidelines for the responsible use of Google Apps for Education and other online resources by students:

1. **Prohibited Conduct.** Please refer to the Acceptable Use Policy.
2. **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Monroe City School District. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and disciplinary action.
3. **Security.** The School District cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
4. **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. Monroe City School District and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access the Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

I confirm that I have read and understand the following:
If you **DO NOT** want your student to access Google Apps or any other online resource, please complete, sign, and return this form to your child's school. If, at any time during the school year, you would like to rescind your decision and change your permission, you must let the school know in writing.

I **DO NOT** want my student to be allowed access to Google Apps or other online resource.

Student Name: (Print) _____

Grade: _____

Parent/Guardian

Signature: _____ Date: _____

Please complete ONE form for EACH student in PreK – 12th grade you would like to OPT OUT of Google Apps or other online resource. Please return to your child's school.

MONROE
CITY SCHOOLS

PBIS Parent/Student Request for Assistance Form

Student Name _____ Grade _____

School Name _____ Date _____

Name of person completing form: _____

Relationship to the student: parent guardian family member self(student)

Best number(s) to contact you: _____

Email address: _____

Does the student have an IEP? yes no

Does the student have an IAP(504 plan)? yes no

What are the areas of concern? *Check all that apply.*	Please describe your reason for the request below.
---- behavior --- social ---- emotional ---- other*(indicate below)* _____ _____	_____ _____ _____ _____ _____ _____

Would you be interested in receiving a list of local behavioral health/counseling services? yes no

----------SCHOOL USE ONLY----------

Date received: _____ Received by: _____

Date received by PBIS team: _____ Date discussed by PBIS Team: _____

Outcomes: _____

_____

_____

Date parent contacted: _____

NOTES: