



caddo
parish public schools



The Caddo Parish School Board



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Superintendent



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District 4



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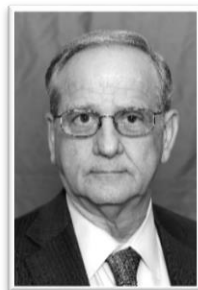
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District 12

All policies in this handbook are subject to change due to the actions of the Louisiana Legislature, the Board of Elementary and Secondary Education, the state and federal courts, the Caddo Parish School Board, and the district administration. For the latest updates and information go to

www.caddoschools.org

1961 Midway Street • Shreveport, Louisiana 71108
Telephone 318.603.6300 • Fax 318.631.5241



CADDO PARISH SCHOOL BOARD

POST OFFICE BOX 32000 • 1961 MIDWAY STREET • SHREVEPORT, LOUISIANA 71130-2000
AREA CODE 318 • TELEPHONE 603-6300 • FAX 631-5241

To Students and Parents:

Welcome to school year 2016-17! For some, this is your first year with Caddo Parish Public Schools while for others this year will be your last as you prepare to move on to college and career. Wherever you are in Caddo, please know that as a school system we recognize education to be a collaborative effort in which students, parents, teachers, staff and community members come together to make this a successful year for our students.

This school year promises to bring dynamic and engaging instruction taught by high quality, nationally renowned educators to every child in Caddo's classrooms.

The Caddo Parish Public Schools Student Handbook is a resource designed with you in mind to serve as a guide for basic information you and your child may need during the school year. Inside you will find details including our school calendar, graduation schedule and essential information pertaining to the child nutrition program and immunization requirements. Upon further review, this guide also outlines Caddo Parish School Board policies and procedures including discipline policies and anti-bullying and hazing information. As the Board amends and adds policies, so too will this document be updated in order to provide you the most current information available.

As you read, please be aware that the term "parent," unless otherwise noted, may be used to refer to a parent, legal guardian, or any other persons who have agreed to assume school-related responsibilities for a child.

District staff encourages both students and parents to become familiar with Caddo Parish School Board policies, which may be found on the district's website at www.caddoschools.org.

If you or your child has questions regarding any material in this handbook, please contact your school's administration.

Thank you for entrusting our school system with your child and we appreciate your continued support of our district throughout the 2016-17 school year.

We are strong. We are one. We are Caddo!

Sincerely,

T. Lamar Goree, Ph.D.
Superintendent
Caddo Parish Public Schools

READ, SIGN AND RETURN



CADDO PARISH SCHOOL BOARD HANDBOOK VERIFICATION LETTER

By signing this form, you acknowledge that you are aware of the contents of the **Caddo Parish Schools Student Handbook** that includes:

1. School Calendar for 2016 – 2017
2. JG Discipline Policy
3. JG-R Possession/Use of Electronic Telecommunication Devices
4. GBN/Internet Use Policy
5. School Bus Conduct & Safety Instructions
6. Bullying and Anti Hazing (Policy JCDAF)
7. Grading Scale & Updated Information
8. Graduation Requirements (Policy IKFB)
9. Bring Your Own Device (BYOD) Responsible Use Agreement

NOTE: Failure to return this verification letter will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the Caddo Parish School Student Handbook.

Please answer both statements below by checking Yes or No:

1. My child may use e-mail and the Internet while at school according to the rules outlined.
 Yes No
2. My child's school work can be published on the Internet and photographs of my child can be published in print and/or electronic form including but not limited to yearbooks and directories.
 Yes No

The Caddo Parish School Board is requiring you to check the appropriate boxes and sign the Handbook Verification Letter. Your signature indicates review of the handbook, which includes the Discipline Policy, Use of Electronic Telecommunication Devices, Bring Your Own Device Policy, Internet Use Policy, School Bus Conduct and Safety, Bullying and Anti-Hazing Policy, Graduation requirements, Yearly Calendar and Grading Policy. Additionally, we request that you discuss these policies with your child, thereby maximizing the benefits of your child's educational experience. If you have questions throughout the school year, please contact your child's school principal. Please detach this signed page and return it to your child's homeroom teacher no later than September 30, 2016.

**SIGNATURE
REQUIRED**



Print Name of Student Enrolled in Caddo

Homeroom Teacher / School Name

Date

Signature of Parent or Guardian

Date

Signature of Student

Table of Contents



Section 1: General Information **pages 1-10**

Registration
Change of Address/Telephone Number
Emergency Closure of Schools
Visitors to the School Building
Withdrawal from School
Caddo Parish Schools Calendar
Graduation Exercises
2017 Graduation Schedule

Section 2: Attendance Policies **pages 11-19**

School Attendance and the Law
Truancy
Suspension of Driver's License
Attendance Policies
Tardiness in Schools
Check In and Check Out Procedures

Section 3: Academics **pages 20-31**

Grading Systems
Grading Policy
Homework Assistance Service
Progress Reports & Report Cards
Graduation Requirements
Assessment Calendar
TOPS/Louisiana Office of Student Financial Assistance/Personally Identifiable Information

Section 4: Child Nutrition **pages 32-35**

Applying for Free and Reduced Price Meals
Paying Lunch Money
Breakfast & Lunch Prices

Section 5: Transportation **pages 36-37**

School Bus Conduct and Safety Instruction
Bus Stop Locator

Student Behavior Policy
Infraction Chart
Student Dress Code
Guidelines for Corporal Punishment
Anti-Hazing Policy and Anti-Bullying Policies

Section 1: General Information



Registration

Registration requirements for students transferring within the school district are listed below:

1. Verification of parent/legal guardian address
 - a. an acceptable bill includes a current utility bill in parent's name (i.e., gas, water, or electric)
 - b. current lease in parent's name
 - c. proof of home ownership
2. Birth certificate
3. Social security card
4. Immunization records
5. Drop papers from previous school
6. Report card or transcript from the last school

If coming from a public or private school outside of Caddo Parish Public Schools, the following documents are required:

1. Verification of parent/legal guardian address
 - a. an acceptable bill includes a current utility bill in parent's name (i.e., gas, water, or electric)
 - b. current lease in parent's name
 - c. proof of home ownership
2. Birth certificate
3. Social security card
4. Immunization records
5. Drop papers from previous school
6. Report card or transcript from the last school

For parents who do not have a bona fide residence
(parent and student(s) are living with someone else)

1. Submit a **notarized statement** from the primary occupant (homeowner or renter) and the parent/guardian verifying that the **parent and the student(s)** reside at that address. (Parent and homeowner must appear before notary together.)
2. Submit a **copy of a current utility bill** in the homeowner/renters' name (**gas, water, or electric only**).
3. Submit **two (2) additional forms of documentation to link parent to new address** (i.e. driver's license, cell phone bill, eviction notice, utility disconnect, social services form, other mail, etc.)

Change of Address/Telephone Number

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Emergency Closure of Schools

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if school has been canceled or closed early. The school district also will make use of other communication channels such as the district website and official social media accounts to announce such closures and/or cancellations. Whenever possible, the district also will utilize the "J Call" notification system. To sign up for automated telephone calls or text-messaging notifications, visit the district's website.

Visitors to the Building

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance to allow the building principal to set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Visitors must report to the office for a visitor's badge. Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

Withdrawal from School

Parents of children who are leaving the District or are moving to another school attendance area within Caddo Parish should notify the school a few days prior to the last day of attendance. Library materials, textbooks and other school property must be returned before a transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

Caddo Parish Public Schools 2016-2017 School Calendar

August 8 - 10	New Teacher Inservice
August 11 - 12	All Teachers - Professional Development Days (Teacher/Staff Only)
August 15	All Students Report 1st Reporting Period Begins
September 5	Labor Day (Schools Closed)
October 13	1st Reporting Period Ends (43 Days)
October 14	Professional Development Day (Teacher/Staff Only)
October 17	2nd Reporting Period Begins
November 7 - 8	Fall Break (Schools Closed) *Nov. 8 th is Election Day
November 21 - 25	Thanksgiving Holiday (Schools Closed)
December 15-16 and 19-20	Semester Exams
December 20	2nd Reporting Period Ends (40 Days)
December 21 - January 6	Christmas Holiday (Schools Closed)

End of Fall Semester (83 Days)

January 9	Students Return to School
January 9	3rd Reporting Period Begins
January 16	Martin Luther King Day (Schools Closed)
January 17	Professional Development Day (Teacher/Staff Only)
February 20	Presidents' Day (Schools Closed)
March 9	3rd Reporting Period Ends (41 Days)
March 10	Professional Development Day (Teacher/Staff Only)
March 13	4th Reporting Period Begins
March 27 - 31	Spring Break
April 14 - 17	Easter Holiday
May 1 - 4	Senior Exams
May 5	Senior Last Day
May 15 - 18	Final Exams
May 19	Last Day for Students and Teachers 4th Reporting Period Ends (43 Days)

End of Spring Semester (84 Days)

Senior Graduations May 9 - 13
 Summer Graduation August 2017
Student Days 167
Teacher Days 172

Professional Development and Teacher Work Days

August 8 - 10, 2016 (*New Teacher Inservice*)
 August 11 - 12, 2016
 October 14, 2016
 January 17, 2017
 March 10, 2017

Grading Periods kb

1st August 15 - October 13
 2nd October 17 - December 20
 3rd January 9 - March 9
 4th March 13 - May 19

GRADUATION EXERCISES

The Caddo Parish School Board recognizes the importance of the graduation ceremonies. Only Caddo Parish School System students who have fulfilled all necessary requirements and qualify for an appropriate state-approved diploma and/or a state approved certificate of achievement for special education shall be allowed to have active participation in the school graduation ceremony.

There shall be two high school graduation ceremonies. One will be held in May of each year for those students who meet all the requirements, and there will be a summer graduation program in August of each year for students who did not meet the requirements of Policy IKFB before their class graduation date. When these students meet the requirements, the senior counselor will notify the student with confirmation of passing all requirements for graduation and the student shall be allowed to have active participation in the summer graduation.

Adopted: May 2, 1990
Revised: February 15, 1995
Revised: June 18, 2002
Revised: April 22, 2008
Revised: August 21, 2012

Caddo Parish Public High Schools 2017 Spring Graduation Schedule

<u>School</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
North Caddo	Tuesday, May 9, 2017	7:30 p.m.	North Caddo Stadium
Green Oaks	Wednesday, May 10, 2017	5:00 p.m.	Convention Center
Southwood	Wednesday, May 10, 2017	7:30 p.m.	Convention Center
Fair Park	Thursday, May 11, 2017	5:00 p.m.	Convention Center
Northwood	Thursday, May 11, 2017	7:30 p.m.	Convention Center
Woodlawn	Friday, May 12, 2017	5:00 p.m.	Convention Center
Captain Shreve	Friday, May 12, 2017	7:30 p.m.	Convention Center
Caddo Magnet	Saturday, May 13, 2017	9:00 a.m.	Convention Center
Huntington	Saturday, May 13, 2017	12:00 noon	Convention Center
BTW	Saturday, May 13, 2017	3:00 p.m.	Convention Center
C.E. Byrd	Saturday, May 13, 2017	6:00 p.m.	Convention Center

Section 2: Attendance Policies



SCHOOL ATTENDANCE AND THE LAW

The Compulsory School Attendance Law (R.S. 17:221) is designed to protect and guarantee the rights of children to take advantage of educational opportunities provided by the State of Louisiana. The basic responsibility for regular attendance is assigned by law to the parents of the child. The school board is keenly aware that it shares with parents or guardians this responsibility. The school board recognizes that each day's absence interrupts the learning process and results in delays and deficiencies in the child's attainment of skills and knowledge. (R.S. 17:221 requires that children attend school each day scheduled by the school system).

EXEMPTIONS

The following exemptions from school attendance, in accordance with R.S. 17:226, State of Louisiana are:

1. Children mentally, physically or emotionally incapacitated to perform school duties.
2. Children temporarily excused for personal illness, serious illness in the family substantiated by a parish supervisor of child welfare and attendance or a certificate from a practicing physician, death in the immediate family, and certain recognized religious holidays.
3. Children exempt by statute.

Truancy

A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the **fifth unexcused absence or fifth unexcused occurrence of being tardy** within any school semester.

The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned.

The parent or legal guardian of any student **age 7 through age eighteen** who is considered habitually absent or habitually tardy shall be punished by a court of competent jurisdiction.

Suspension of Driver's License

If a **student is less than eighteen years of age** and is habitually absent or tardy, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.: La. Rev. Stat. Ann. § 17:221; 17:233

Attendance Policy for Elementary, Middle, and High Schools (Bulletin 741- Louisiana Administrative Code)

Elementary students shall be in attendance a minimum of 167 six hour days or 60,120 minutes a school year. In order to be eligible to receive grades, high school students shall 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.

FLOW CHART FOR ATTENDANCE

Truancy: *A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the third (3) and fifth (5) unexcused absence or unexcused occurrence of being tardy within any school semester.*

Step 1: School's Designee makes contact with parent/guardian for daily absences

- School's Designee collects and records any doctor's excuses and/or parent notes for illness* (per State Law). The reasons for the student's unexcused absences are to be recorded on the *3 Day Absences* Form. Forms are to be maintained at the school level if needed for any future Truancy proceedings.
- JCAMPUS calls and generates attendance letters to parents/guardians of students with a minimum of three (3) unexcused absences and again with five (5) unexcused absences notifying family of the Truancy Policy/Laws. Attendance clerks will also attempt to make contact with parents/guardians regarding absences and document these attempts in the student record.

Step 2: Attendance Facilitators pull audit of a School's attendance record for all students and identify students with a minimum of six (6) unexcused absences.

Step 3:

- Contact of parent/guardians with student(s) that have a minimum of six (6) unexcused absences and excessive tardies will be made through phone calls, letters, and conferences by school personnel.
- Attendance Facilitators will make contact with Attendance Clerk of the School to determine what information has been obtained in reference to student's attendance and make home visits as requested and/or needed.

Step 4: If doctor excuse(s) or parent/guardian notes for illness are not turned in, a *Court Referral* will be filed on the student.

- If a *Court Referral* has already been filed for that student and he/she continues to accumulate unexcused absences, a *Mandatory Conference* will be filed at approximately ten (10) unexcused Absences by the Attendance Facilitator and written documentation will be provided to the Supervisor of Child Welfare and Attendance.
- A *Court Petition* will be recommended to the Supervisor of Child Welfare and Attendance at approximately 15 unexcused absences
- If a student has a Probation Officer, the Probation Officer will be notified of his/her unexcused absences by Volunteers for Youth Justice (VYJ).

Step 5: Court Referrals and Mandatory Conference Referrals are delivered to VYJ on Friday of each week.

Step 6: Parent/guardian is notified by VYJ of Mass Conference date(s) and time(s) to appear and Mandatory Conference date(s) and time(s) to appear.

- At Mandatory Conference, parent/guardian must sign a contract that is monitored for six months.
- If a *Court Petition* is filed, the family must appear before the Juvenile Court Judge regarding the child's attendance.

Revised 10/6/14

STUDENT ABSENCES DUE TO PERSONAL ILLNESS AND/OR SERIOUS ILLNESS IN THE FAMILY

- A. The days absent for elementary and secondary school students shall include non-exempted, excused; exempted, excused, unexcused absences and suspensions.
- B. Non-exempted excused absences are absences due to personal illness or serious illness in the family (documented by acceptable excuses, including a parent 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.

Parent/guardian notes shall be evaluated and timely recorded in the JCAMPUS system by the attendance clerk, which signifies that the day is excused and will not count toward truancy. Parent/guardian notes will be accepted by school administration for no more than three (3) consecutive days at a time. If a student is absent more than three (3) consecutive days at a time a physician's excuse must be presented or the parent/guardian note must be presented to the Director of Attendance or his/her designee for a determination as to whether the parent/guardian note is valid or not. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

School administration shall contact the Director of Attendance and/or his designee for a determination as to whether the absence will be excused if school administration believes that:

- (1) A parent/guardian note is forged;
- (2) The note is not being provided by a parent/guardian is due to personal illness of the student or serious illness in the family; or
- (3) If the student has a pattern of habitual absences.

The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

In addition, failure to provide a parent/guardian note within three (3) days of a student's return to school will result in the day(s) being counted as unexcused and counted toward truancy. Otherwise, the parent/guardian must appeal the school's decision to the Director of Attendance within five (5) school days of the school's decision. The decision of the Director of Attendance and/or his designee shall be final and not subject to appeal.

- C. Exempted, Excused Absences are absences which are not considered for purpose of truancy and are not considered when determining whether or not a student is eligible to make up work and test, receive credit for work completed, and receive credit for a course and/or school year completed.
- D. Unexcused Absence is 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 parent/guardian 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.
- E. Suspensions are non-exempted absences in which a student is allowed to make up 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 or not a student may or may not be promoted, but is not considered for purposes of truancy. Student absence from school as a result of any suspension shall be counted as absent.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:226, R.S. 17:235.2, and R.S. 17:416; Bulletin 741 section 1105

*In instances where a child/student has a chronic illness that frequently causes him/her to miss school, a parent/guardian may submit a "Chronic Illness Letter" to the office of the school. When a Chronic Illness Letter is on file, the parent/guardian must **also** call the school each day the student is absent due to the chronic illness **and** provide a written note upon return. This letter must be renewed each school year.*

**CADDO PARISH PUBLIC SCHOOLS
Attendance & Census Department**

1638 Murphy Street Shreveport, Louisiana 71103
(318) 603-6308 Office • (318) 424-8184 FAX

CHRONIC ILLNESS / MEDICAL CONDITION

DATE: _____

STUDENT: _____ DATE OF BIRTH: _____

PARENT/GUARDIAN: _____ PHONE #: _____

Chronic illnesses and medical conditions must be certified in writing by a physician and updated each year. The original of this document must be provided to the child's school each year, and the **Parent/Guardian must call the school each day the child is absent to notify the attendance clerk that the child is absent as a result of the documented chronic illness or medical condition and upon the child's return provide a written note.**

DIAGNOSIS:

The above named student is under my care for a chronic illness/medical condition. This illness/condition may require him/her to be absent in excess of the total number of days allowed per school year.

PHYSICIAN Signature

PHYSICIAN NAME (PRINTED)

OFFICE ADDRESS

CITY STATE ZIP

OFFICE PHONE NUMBER

Truancy and Assessment Service Centers (TASC)

The purpose of the Truancy and Assessment Service Center (TASC) is to provide early identification and assessment of truant children in grades K-5 and the prompt delivery of coordinated interventions to prevent continued unauthorized school absences.

Key features of the TASC centers include:

- Early identification of truant children and appropriate assessment.
- Rapid, coordinated, targeted service response to identified needs.
- Consistent, timely monitoring and revising of service plans as needed.
- Attention to family environmental factors affecting the child.
- Appropriate use of the Family in Need of Services (FINS) process, including sanctions to ensure parental cooperation and behavioral change.

TASC REFERRAL PROCESS

Once the Attendance Clerk at a K-5 school has documented that a student has accumulated five (5) unexcused absences, a referral is made to TASC.

The following documents are faxed to the TASC office:

1. TASC Complaint form (completed by attendance clerk or designee)
2. Risk Survey (completed by child's teacher)

ACTIONS AFTER RECEIVING REFERRAL

1. The TASC office will stamp the referral "received" and enter the information into the TASC Data Base.
2. A programmed scale will calculate and submit a score:
 - a. A score of 26 or below on the Risk Survey I Form will render the referral to be categorized as a Level I case.
 - b. A score of 27 or higher on the Risk Survey I Form will render the referral to be categorized as a Level II case.
3. Level I actions:
 - a. A letter on District Attorney Letterhead signed by the District Attorney and TASC director will be mailed to the parent/ guardian of the child. The same letter is faxed to the school to be sent home with the student.
 - b. The TASC Officer will follow up with a phone call to the parent/guardian; if a contact cannot be made, the TASC Officer will make a phone call to the numbers listed in JCAMPUS.
 - c. The TASC Officer will monitor the child's attendance for the entire school year. At any time a Level I, case can become a Level II case if absences continue or worsen.
4. Level II actions:
 - a. The TASC Officer will schedule a date and time for an Informal Family Conference with the parent/ guardian of the referred child/ children as soon as possible (to take place within 20 days of referral).
 - b. A "Notice to Appear" letter will be faxed to the child's school to be sent home with the child in a sealed envelope as well as mailed to the parent/guardian.
 - c. The preferred site of the conference will be at the child's school. TASC Officers will work with parent/guardian if location needs to change to ensure participation. TASC makes home visits, visits to work places, etc.
 - d. The TASC officer will collect detailed background information, access the needs of the child/family and make appropriate community service

- recommendations to help resolve attendance problems.
- e. An Informal Family Service Plan Agreement (IFSPA) will be developed and signed by the TASC Officer, the parent/guardian, and child.
- f. The TASC Officer intensely monitors attendance, monitors compliance on terms of IFSPA, and documents progress of the case.
- g. If the child/ and or family does not comply with the terms of the IFSPA and problems still exist, the child and family are referred to Truancy Court held once a month at the Juvenile Parish Courthouse.
- h. In cases of the most egregious nature that cannot be resolved in Truancy Court, the TASC Officer will request the District Attorney to petition the case to the Caddo Parish Juvenile Court for formal proceedings. (also considered at 5 months of monitoring if no real progress is being made)

Attendance Policy

Exceptions can be made when substantiated by a practicing physician in the event of temporary or extended personal illness and serious illness in the family. Other exceptions are death in the immediate family, with appropriate verification, children whose religious faith requires absence for the observance of recognized holidays of the child's own faith (verified with a letter from the religious leader), natural catastrophe and/or disaster, attending school selected or approved activities or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance in consultation with the school principal. The student shall present the excuse in writing upon return to school. Days suspended shall be considered unexcused, however, the student is able to make up work for credit determined by the school of not less than fifty (50%). For any other extenuating circumstances, parents shall have the right to appeal to the Attendance Appeal Committee.

Based on state and local policies, the student shall accept responsibility for absences. When a student returns to school after an excused absence, the student has the number of days equal to the number of days of consecutive absences, following the return to class to make up work. Make-up work shall be permitted only when written excuses from parent(s) or guardian(s) have been received in accordance with this policy.

TARDINESS TO SCHOOL

Students are expected to be in their seats when the tardy bell rings. This practice preserves instructional time and is necessary for schools maintaining an orderly environment conducive to learning and educational accountability. School shall follow the stated guidelines concerning unexcused tardiness to school developed by the Caddo Parish School Board.

Elementary Schools

- 1st Tardy: Parent check-in with student and a verbal warning is issued.
- 2nd Tardy: Parent check-in with student and a verbal warning is issued.
- 3rd Tardy: Parent check-in with student receiving a standard tardy letter.
- 4th Tardy: Parent check-in with student along with a conference with the counselor or coordinator.
- 5th Tardy: Parent check-in with student with an administrative conference.
- 6th Tardy: Parent check-in with student and issued one-day recess detention
- 7th Tardy: Parent check-in with student and issued two days recess

- detention.
- 8th Tardy: Parent check-in with student and issued one day ISS or its equivalent.
- 9th Tardy: Parent check-in with student and issued two days ISS or its equivalent.
- 10th Tardy: Student is placed in ISS pending a CPSB administrative conference from the Attendance Department.

Accumulated tardies will terminate at the end of each semester. Each school administration and school improvement committee shall develop penalties for repeated tardiness to assigned classes. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication. Parental contact must be made and documented prior to an out of school suspension for tardies.

Middle and High Schools

- 1st Tardy: Warning from the classroom teacher and recorded.
- 2nd Tardy: Parental contact with documentation from the classroom teacher.
- 3rd Tardy: Refer to the administration or designee for a warning and parental contact.
- 4th Tardy: One day After School Detention or its equivalent with parental contact.
- 5th Tardy: Two days After School detention or its equivalent with parental contact.
- 6th Tardy: Suspension with a parent return.
- 7th-9th Tardy: One day suspension
- 10th Tardy: Suspended pending a hearing.

Accumulated tardies will terminate at the end of each semester. Each school administration and school improvement committee shall develop penalties for repeated tardiness to assigned classes. This shall be provided to the superintendent or designee for review and approval prior to implementation and publication. Parental contact must be made and documented prior to an out of school suspension for tardies.

Check In Procedures

Students arriving to school after the school day has begun must report to the office with a parent or guardian. A medical excuse or other documentation shall be presented for excusal consideration.

Check Out Procedures

Elementary School

Student may be checked out by parent or legal guardian no later than 2:30 p.m. A valid photo identification must be shown upon request.

Middle School

Students may be checked out by a parent or legal guardian no later than 2:00 p.m. A valid photo identification must be shown upon request

High School

Students may be checked out by a parent or legal guardian no later than

3:00 p.m. A valid photo identification must be shown upon requests.

It shall be the policy of the Caddo Parish School Board that each school will have a written procedure dealing with student checkouts. All staff responsible for checking students out will receive training on the procedure and training will be documented. The procedure shall contain a minimum of the following:

1. Person checking student out shall show a picture I.D.
2. Person checking student out shall be listed on student information sheet that has been completed and signed by parent/guardian.
3. If official paperwork is received that changes custody or does not allow a parent access to the child, that information shall be listed on student information card and JCAMPUS. Official court papers must be signed by a judge.
4. If school receives a phone call to allow student to be checked out, a verification call must be made to parent/guardian from phone numbers listed on student information form.
5. If there is any doubt as to whether the person checking the student out has the appropriate authorization please contact the security office for assistance.

Section 3: Academics



Grading Systems (Policy IKA)

(Partial Credit for Missed Work – Suspension/Unexcused Absence)

Whenever a student is suspended, removed from a classroom due to disorderly conduct, or when the student's absence is unexcused, the teacher shall assign school work missed and the student shall receive either full or partial credit as recommended by the teacher as follows:

1. Teacher shall assign school work missed and designate the time for completion of the assignment;
2. Once the assignment is completed, the teacher shall:
 - a) Determine if the assignment is completed and turned in on time;
 - b) Determine if other students (those not suspended, removed from the class, or with an excused absence) received credit for the same or similar work;
 - c) Determine if other students received points for the work missed in statement 2b above, then the teacher shall grade the assignment and provide the student with an appropriate raw score of not less than 50% of the total points earned for the assignment.
3. If the student believes the teacher improperly assigned the grade for the assignment missed, the student may appeal to the school principal. The principal or his/ her designee may only review to determine
 - a) If other students received credit for the same or similar assignment missed;
 - b) If the student turned in the assignment timely in accordance with the teacher's directive;
 - c) Whether the teacher assigned the total points in accordance with policy; and
 - d) Whether an obvious error was made in the calculation of grade or the assignment of points, to which the principal shall refer to teacher for correction and/or revision of grade.

Adopted: January 6, 2010

Grading Policy

All Caddo Schools shall use the Regular Courses Grading Scale for students enrolled in regular coursework. Schools shall use the Advanced Courses Grading Scale for students enrolled in honors, gifted, dual enrollment, advanced placement, international baccalaureate, enriched, or other coursework for which special grading exists.

Kindergarten: At the kindergarten level, students are not assigned grades. Reporting to parents is provided with the following: **Satisfactory, Needs Improvement, or Unsatisfactory.**

Regular Courses	
Grade	Percentage
A	100-93
B	92-85
C	84-75
D	74-67
F	66-0

Advanced Courses	
Grade	Percentage
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Homework Assistance Service

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

Progress Reports

Progress Reports are sent to parents during the fifth week of the nine week period. Parents are to sign the progress report and return it to school. Daily school attendance, consistent effort and individual goal-setting with regard to learning should be emphasized by parents.

Report Cards

Parents/legal guardians may access student grades and attendance through the online Parent Portal system. Report cards are issued to students at the end of each nine-week period. Final report cards are mailed to the address of record. Questions and comments related to grades should be directed to the teacher(s) and counselor of the student.

Graduation Requirements

Diploma Requirements for Students Graduating in 2016 and 2017

Two types of high school diplomas, a College and Career Diploma or a Career Diploma, can be pursued by students graduating in May 2016 or May 2017.

Subject	Credits for LA Core 4	Credits for Basic Core	Credits For Diploma
English	4	4	4
Mathematics	4	4	4
Science	4	3	3
Social Studies	4	3	3
Physical Education	1.5	1.5	1.5
Health	0.5	0.5	0.5
Foreign Language	2	-	-
Art	1	-	-
Electives/Jump Start	3	8*	7**
Total	24	24	23

*Students who pursue a Basic Core course of study must complete six credits in a career area of concentration.

**Students who pursue a Career Diploma must complete seven credits in a career area of concentration.

Diploma Requirements for Students Entering High School During the 2014-2015 School Year and Beyond

Subject	College Diploma	Jump Start Diploma
English	4	4
Mathematics	4	4
Science	4	2
Social Studies	4	2
Physical Education	1.5	1.5
Health	0.5	0.5
Foreign Language	2	-
Art	1	-
Electives/Jump Start	3	9
Total	24	23

Detailed information can be obtained from the school counselor or from the Louisiana Department of Education (LDOE) website at www.louisianabelieves.com.

Disclaimer: Information obtained from the Louisiana Department of Education (LDOE) website (www.louisianabelieves.com) on July 22, 2015.

Assessment Calendar – Revised: 6/27/2016

Louisiana Assessment Calendar 2016-2017 Testing Schedule				
TEST	Grade Level	Content	Delivery	Test Dates
LEAP	3-8	ELA, Math	Paper & Pencil *(Grades 3,4)	May 1-5
		ELA/Math Social Studies	Computer (Grades 3-8)	April 3- May 5
LEAP Science	3-8	Science	Paper & Pencil	May 4
EOC	9-12 (also high school courses taken in middle school as applicable)	Algebra 1 Geometry English 2 English 3 Biology U. S. History	Computer	Fall Window Nov. 28-Dec. 14 Spring Window April 24-May 19 Summer Window June 19-June 23
ACT	11	ACT	Paper & Pencil	March 21 Makeup: May 3 Accommodation Testing: March 21 – April 4
WorkKeys	11 (as applicable)	WorkKeys	Computer	Must be completed by May 12
			Paper & Pencil (Accommodation Testing)	March 22–April 5
CLEP	9-12 (as applicable)	Variety of subjects	Computer	Open Window: Complete by May 13
AP	9-12 (as applicable)	Variety of subjects	Paper & Pencil	May 2-13
NAEP	Selected Schools		Computer	January 23- March 3
LAA 1	3,8,10	ELA, Math	Paper & Pencil	February 6- March 17
	4,8,11	Science	Paper & Pencil	
ELDA	K-12		Paper & Pencil	February 6- March 17
GEE (district level)	12 (re-testers only)		Paper & Pencil	TBD
LAA 2 (district level)	10-12 (students who entered school prior to Fall 2014)		Paper & Pencil	TBD

*Delivery method for grades 3-4 English, Math TBD by district.

AP: Advanced Placement (depends on courses offered)

CLEP: College Level Examination Program (depends on courses offered)

ELDA: English Language Development Assessment

EOC: End-of-Course Exam

GEE: Graduate Exit Exam

LAA 1 & 2: LEAP Alternative Assessment Level 1,2

LEAP: Louisiana Education Assessment Program

NAEP: National Assessment of Educational Progress

**PBT: Paper Based Test **CBT: Computer Based Test

Student Use of Electronic Telecommunication Devices

- A. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom,

or electro-mechanical paging system in any public elementary or secondary school building during the academic school day unless authorized to use by the teacher or principal for academic purposes under the Bring Your Own Device policy.

- B. No student shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, cellular phone, intercom, or electro-mechanical paging system on any school bus unless the device is maintained in the silent mode; if a student's use of a cellphone is disruptive, the bus operator may require that the student(s) refrain from using the cellphone.
- C. Nothing in this policy shall prohibit the use or operation of any electronic telecommunication device by any person, including students, in the event of an emergency. An emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student who violates this policy may be disciplined in accordance with policy JG, policy GBN or any other applicable policy. School administrators shall, however, be allowed to hold a device for up to three (3) days with a parent return when the administrator deems it appropriate for violations of policies.

Adopted: September 16, 2003
Amended: August 17, 2004
Amended: December 18, 2007
Amended: August 18, 2009
Amended: June 16, 2015

LSA R.S. 17:239
La. Attorney General Opinion No. 03-0351
La. House Concurrent Resolution No. 172 of 2004

The Use of Computers, Caddo Parish School Board Electronic Communication System Informed Consent Agreement for Students (POLICY GBN/JP)

The Caddo Parish School Board is pleased to offer students access to a computer network for electronic educational resources and the Internet. To gain access to these electronic services and the Internet, all students must obtain parental permission as verified by the signatures on the form on page 1. Should a parent prefer that a student not have such access, use of the computers is still possible for more traditional purposes such as educational software or word processing.

What is possible?

Access to networked electronic resources on the Caddo Public School Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use all networked electronic resources for constructive educational goals, students may find ways to access other materials.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Caddo Parish School Board policies for student behavior and discipline as well as general school rules for behavior and communications apply. It is expected that users will comply with district policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the district's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy

Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will insure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or any other person.

No individual student shall be permitted to have an e-mail account except as required as an element of an instructional program under the direct supervision of the teacher or other professional designated by the teacher. Otherwise, only teachers and classes as a whole may be permitted to use e-mail.

Storage Capacities

Students are expected to remain within allocated disk space and delete other material that take up excessive storage space. Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Electronic Communications between Employees and Students at their Schools (GBN Policy GBN-R)

If an employee believes that it is necessary to electronically communicate with a student enrolled at the school where he/she works, the employee shall follow the rules:

A. Definitions:

Employee shall mean any person employed by the Caddo Parish School Board.

Student shall mean any person who attends school within Caddo Parish Public Schools. School for the purposes of this policy shall mean the facility where both the employee is assigned and the student receives instruction.

Electronic Communications shall mean the multiple means available for making such contacts, including those that facilitate direct communication, including but not limited to voice or text-based telecommunication devices, or both, and computers, and those that facilitate indirect

communication using an intermediate method, including but not limited to Internet-based social networks (Facebook, Instagram, Twitter, etc.).

B. Use of Caddo Parish School Board Equipment for Electronic Communications and Special Use of Personal Electronic Equipment.

All electronic communications by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for educational purposes. The CPSB recognizes the limitations of its communication system and the convenience associated with Employees utilizing their own personal electronic communication devices for relaying information and assignments to their students. The CPSB allows its employees to use their own personal electronic communication devices for communications between the employee and the employee's students if the communications are for an educational purpose and the communication is timely reported to the building administrator. The CPSB prohibits the use of electronic communications between employees and students for a purpose not related to educational services.

C. Reporting

The occurrence of any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by the school system shall be reported by the employee to the building administrator within one week (1) of the communication. Records of any such reported communication shall be maintained by the building administrator for a period of at least one year.

D. Failure to Comply

If an employee violates this policy, the employee will be subject to disciplinary action up to and including termination of employment.

E. Violations of Policy Investigation

Violations of this policy shall be investigated and acted upon in accordance with Policy JGA-R--Impermissible Corporal Punishment.

F. Notification to Parent

This policy shall be published on the Caddo Parish School Board website and annually in the student handbook. A parent or other person responsible for a child's school attendance may request that the 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.

G. Policy Publication

This policy shall be published on the Caddo Parish School Board website, at the Central office, at all school sites and annually in the student handbook.

H. Mandatory Reporting

Notwithstanding this policy, nothing in this policy shall prohibit or deter the employee's mandatory reporting duties for abuse/neglect as provided under CPSB policy JO-R, state, and/or federal law.

Adopted: November 17, 2009; Revised: December 15, 2009; Legal References: LSA-RS 17:81Q

Bring your Own Device (BYOD) Responsible Use Agreement

PURPOSE

Caddo Parish School Board (CPSB) is committed to creating a 21st century learning environment to provide equitable access to technology that will aid our students in becoming self-directed learners, collaborative team players, and information producers as well as information consumers. As part of this vision, CPSB is now allowing students to access our filtered wireless network using their own technology device (netbooks, laptops, smart phones, and tablets) for personal use at the following specified times during the school day: before/after school and in the classroom when specifically permitted by the classroom teacher. Utilization of personal technology devices to enhance learning in the classroom, will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. The classroom teacher must specifically authorize utilization of personal devices, otherwise devices must remain off and put away.

Many CPSB teachers and their students utilize Teacher Web, Edmodo, Google Applications and other online resources for personal productivity and academic purposes. Allowing the use of personal technology devices will facilitate timely accessibility for these users to their resources, enhancing the opportunity for productivity and success. Principals are required to have copies of lesson plans or instructional material that utilize these online resources.

While users may operate their own device to access the Internet, they must do so by placing their device in Airplane Mode and utilizing the CPSB's filtered wireless connection. Users of CPSB wireless network have filtered Internet access just as they would on a district-owned device. The use of private (3G/4G) network access on school grounds is strictly prohibited. Users may not disable, override or circumvent district technology filters and protection measures.

AVAILABILITY OF ACCESS

Students may bring their own technology device (BYOD) to school campuses. Access to CPSB electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct (Policy JG), as well as all Board policies, particularly Network Acceptable Use and Internet Safety (Policy GBN/JP).

Furthermore, the student and parent must agree to the following conditions:

- The student takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The technology must be in silent mode while on school campuses and while riding school buses.

- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum.
- The student complies with teachers' request to shut down the device or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the acceptable use policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the acceptable use policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- The student and parent submit the signature page of this agreement.

Noncompliance with the applicable regulations may result in limitation, suspension, or termination of privileges, and other disciplinary action consistent with appropriate CPSB policies. **Students and parents agree that devices that are used in violation of school board policy shall be relinquished to school administrators and held for up to 3 days, only to be returned to the parent or guardians.**

Violations may result in criminal prosecution as well as disciplinary action by CPSB.

WIRELESS INFORMATION

When a student brings his/her own technology device onto the campus, it is mandatory that these devices are placed in Airplane Mode and utilize the CPSB filtered wireless network for students, only! Once on the CPSB network, all users will have filtered Internet access on their personal equipment in compliance with the Children's Internet Protection Act (CIPA), just as they would on district devices.

Parent and Student Signature Page for Participation in B.Y.O.D.

Any parent permitting their child to use a personally owned technology device in accordance with this agreement on CPSB property, must read, sign, and return this agreement to the school.

1. The student is responsible for keeping his or her device in their possession securing it, at all times. CPSB personnel are not responsible for the security or condition of student's personal devices.
2. The student is responsible for the proper care of personal technology devices, including all maintenance and repair, replacement or modifications, and software updates necessary to effectively use the device.

3. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school. Students cannot charge devices at school.
4. CPSB reserves the right for an administrator to confiscate and/or inspect personal technology devices if there is a reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
5. The student must comply with the teachers' request to refrain from using a device, verify/display the device screen, or to power down (turn off) the device.
6. The student may not use any devices to record, transmit or post photos or video of a person without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district faculty member.
7. The student should only use personal technology devices with consent and under the direct supervision of a district faculty member.
8. The student may not use personal electronic devices at any time in locker rooms, restrooms, and administrative offices.
9. The student is required to place their device in Airplane Mode and utilize CPSB filtered wireless network connection to access the Internet and will not attempt to bypass the network restrictions by using 3G or 4G network.
10. The device must be in silent mode while on school campuses and while riding school buses
11. Violations may result in the loss of privilege to use personal technology in school, and/or disciplinary and legal action, as appropriate.
12. Violations of school board policy may result in the device being relinquished to school administrators and being held for up to 3 days, only to be returned to the parent or guardian.

Student Responsibility

I understand and agree to abide by the BYOD agreement and applicable policy and guidelines. I further understand that violations may result in the loss of my network and/or device privileges, and possibly other disciplinary or legal action.

Parent Responsibility

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed this with him/her and they understand the responsibility they have while using their personal devices. In the event that he/she violates this agreement, the district may confiscate and inspect the device, and appropriately discipline my child.

Taylor Opportunity Program for Students (TOPS) Bulletin

Taylor Opportunity TOPS (Taylor Opportunity Program for Students) is a program of state scholarships for Louisiana residents who attend either one of the [Louisiana Public Colleges and Universities](#), schools that are a part of the [Louisiana Community and Technical College System](#), [Louisiana approved Proprietary and Cosmetology Schools](#) or institutions that are a part of the [Louisiana Association of Independent Colleges and Universities](#).

The four different award components of the TOPS Program are: [TOPS Opportunity Award](#), [TOPS Performance Award](#), [TOPS Honors Award](#), and [TOPS Tech Award](#). To access your TOPS and other LOSFA-administered award information, [click here](#) to register for the [Louisiana Award System](#). Additional information can be found information can be found at <https://www.osfa.la.gov/schgrt6.htm>

Section 4: Child Nutrition



The goal of the Caddo Parish Child Nutrition Programs is to serve nutritious, appetizing and affordable meals to our children. Every child has the right to a nutritious breakfast and lunch at the lowest possible price.

All meals served meet patterns established by the U.S. Department of Agriculture. However, if it has been determined by a physician that a special dietary need or a condition that prevents you from eating the regular school meal, your school will make any substitutions prescribed by a doctor. If a substitution is needed, there will be no extra charge for your meal. If you believe you need substitutions, please get in touch with us for further information.

Children need healthy meals to learn. All schools offer healthy meals every school day. Elementary children may buy breakfast for \$1.00 and lunch for \$1.75. Middle and senior high children may buy lunch for \$2.00 and breakfast for \$1.00. Your child may qualify for free or reduced price meals. Reduced price meals are 30 cents for breakfast and 40 cents for lunch. To apply for free or reduced price meals, use the Free and Reduced Price School Meals Application. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the application to the school, or Central Office, room 215. To save time, submit your application online at www.myschoolapps.com.

Until your application is processed, lunch money must be provided for your child. If you questions call Wayne Jackson at 318-603-6337.

Paying Lunch Money

MySchoolBucks is an online payment site to make lunch money payments convenient and easy. With **MySchoolBucks**, you can add money to your child's lunch account, view account balances and recent purchases, and set up notifications for upcoming payments. Create an account today by visiting <http://www.MySchoolBucks.com> from your home, office, or on-the-go with the **MySchoolBucks** mobile app.

Breakfast and Lunch Prices

COST AND PAYMENT REQUESTS

STUDENTS	BREAKFAST		LUNCH	
	FULL PRICE	REDUCED PRICE	FULL PRICE	REDUCED PRICE
Elementary	\$1.00	.30	\$1.75	.40
Secondary	\$1.00	.30	\$2.00	.40
EMPLOYEES	\$2.00		\$4.15	

CHARGES FOR EXTRA ITEMS

	BREAKFAST		LUNCH	
WITH MEAL	Entrée	\$1.00	Meat	1.25
	(Meat and/or Bread)		Dessert	.50
			Fruited Yogurt	1.00
			Vegetable/Fruit	.50
			Bread	.50
			Frozen Novelties	.75
WITH OR WITHOUT MEAL	Milk, 8 oz.	.50		
	Juice, 4 oz.	.50		
	Bottled Water	.50		

Frequently Asked Questions about Free or Reduced Meals:

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

All children in households receiving benefits from **(State SNAP), (the Food Distribution Program on Indian Reservations (FDPIR) or (State TANF)**, are eligible for free meals. **Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.**

Children participating in their school’s Head Start program are eligible for free meals.

Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on the income guidelines chart.

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail **Kimberly Capers at 318-603-5583 or e-mail her at kcapers@caddoschools.org.**

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?

No. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Central Office, 1961 Midway Avenue, Shreveport, LA 71130-2000.**

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter you got carefully and follow the instructions. If any children in your

household were missing from your eligibility notification, contact **Wayne Jackson, 318-603-6337 or email wjackson@caddoschools.org** immediately.

5. **CAN I APPLY ONLINE?** Yes! You are encouraged to complete an online application instead of a paper application if you are able. The online application has the same requirements and will ask you for the same information as the paper application. Visit **www.myschoolapps.com** to begin or to learn more about the online application process. Contact **Wayne Jackson at 318-603-6337 or email at wjackson@caddoschools.org if you have any questions about the online application.**
6. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?** Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
7. **I GET WIC. CAN MY CHILDREN GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
8. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
9. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: **Jeff Howard, 1961 Midway Avenue, Shreveport, 71130-2000, 318-603-6316.**
11. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?** Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
14. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, or receive Family Subsistence Supplemental Allowance payments, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
15. **WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?** List any additional household members on a separate piece of paper, and attach it to your application. Contact **Wayne Jackson 1961 Midway Avenue, Shreveport, LA 71130-2000 or email wjackson@caddoschools.org to receive a second application.**
16. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **(State SNAP)** or other assistance benefits, contact your local assistance office or call **(1-888-524-3578).**

Section 5: Transportation



School Bus Conduct and Safety Instructions

Safety Instructions and Behavior Rules for School Bus Riders

School bus transportation is a PRIVILEGE. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

1. The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.
2. Students must BE ON TIME AT THE BUS STOP or loading stations. The BUS WILL NOT WAIT for those who are tardy. DO NOT run after the bus if rider is late. Drivers will NOT STOP for anyone running after a bus.
3. Wait for the bus to come to a COMPLETE stop before trying to get on or off the bus. If student must CROSS THE ROAD, wait for the DRIVER TO SIGNAL student across with his/her hand when he/she has determined all traffic has stopped. ALWAYS cross at least ten (10) feet in front of the bus, whether boarding or departing.
4. After boarding the bus, sit down and remain seated until the bus reaches student's stop. THE DRIVER WILL ASSIGN SEATS and students shall sit in the seats assigned to them.
5. NO fighting, pushing, tripping, kicking, bullying or sexual harassment, etc. will be tolerated on the bus.
6. NO student will be allowed to use tobacco, drugs, alcohol, or light matches or lighters on the bus.
7. NO loud or boisterous speech, swearing or shouting on the bus or out the windows will be allowed. Rude and abusive language will not be tolerated.
8. DO NOT sit with more than the proper number in one seat.
9. DO NOT extend any part of student's body out of the bus windows.
10. DO NOT throw anything in or out of the bus window. Any damages or costs incurred by a student throwing an object out of the bus will be the responsibility of the student's parents or guardians and not the Caddo Parish School Board.
11. DO NOT eat or drink on the bus; eating or drinking may be allowed during special activity trips with trip sponsor pre-approval.
12. DO NOT bring live animals, reptiles, insects, etc. on the bus.
13. DO NOT bring firearms, knives, explosive devices, firecrackers, glass objects other than eye glasses, or other dangerous materials aboard the bus. Such ITEMS WILL BE CONFISCATED and appropriate discipline will follow.
14. TREAT THE BUS WITH RESPECT. THE STUDENT OR HIS/HER PARENTS WILL PAY FOR ANY DAMAGES TO THE BUS.
15. Keep the aisle clear. Personal items should be stored on your lap or under the seat.
16. Keep the bus clean.
17. USE HANDRAILS when boarding or departing the bus.
18. In the morning, students will be discharged ONLY at their regularly designated school stop. NO student will be allowed to get off at ANY OTHER PLACE.
19. In the afternoon, students will be discharged ONLY at their regularly designated stops. If other arrangements must be made, a NOTE OF PARENTAL PERMISSION must be presented to the PRINCIPAL prior to such needed change. The PRINCIPAL will then notify the bus driver in writing. Space must be available on the bus.
20. Students transported to an athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by school administration.

21. The primary focus of the bus driver is to operate the bus safely.
22. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore, the board encourages all students and parents to report inappropriate behavior such as bullying or sexual harassment to the bus driver or an administrator at the school immediately.
23. No cell phones or electronic communication devices are to be used on the bus except as authorized by board policy.
24. In summary, no distracting or dangerous activity will be allowed on the bus.

Bus Stop Locator

Bus stop information can be obtained by visiting the Caddo Parish Public Schools website at www.caddoschools.org and clicking on the **Transportation Bus Stop** icon. Bus stops are assigned based on the address of record.

Section 6: Discipline Policies



STUDENT BEHAVIOR POLICY (POLICY JG)

I. PHILOSOPHY OF DISCIPLINE

Every student is entitled to an education which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life.

Every child shall comply with all rules and regulations of both the state and the Caddo Parish School Board having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on observance of certain rules and regulations. It should be made very clear that any student, by his own failure to comply with school regulations, may lose his right to a public education.

Each teacher in Caddo Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his maximum potential. The home shares responsibility in the education of the youth and the attitude of home toward school is reflected by the student.

II. DEFINITION OF DISCIPLINE

Discipline is a standard of behavior, which is demonstrated by appropriate conduct in all situations. Any student whose behavior is not conducive to a viable learning environment shall be subject to disciplinary action in accordance with the policies, methods, and procedures hereinafter set forth.

III. DEFINITION OF DISCIPLINARY ACTION

Disciplinary action is the method and process whereby appropriate and acceptable standards of conduct and order are maintained. It involves the acts of correcting, restricting, and withholding of privileges and the administration of other penalties and punishments commensurate to the particular infraction of rules and/or regulations.

Responsibilities of the Student

In fulfilling one's obligations each student should:

1. Comply with all regulations of the Caddo Parish School Board discipline policy.
2. Provide classroom teachers with accurate personal data, including address and phone numbers, both home and emergency.
3. Respect the authority of all teachers and other school personnel as well as the rights of other students.
4. Attend school on a regular basis reporting to all classes on time.
5. Follow the school's dress code.
6. Abide by regulations set by the school and the Transportation Department concerning travel to and from school, at bus stops, on school buses, and travel to and from school-sponsored events.
7. Comply with the regulations pertaining to use and operation of private vehicles on the school grounds as follows:
 - a) Private vehicles must be registered with the school and parked in the student lot.

- b) Automobiles are to be vacated immediately on arrival and should be reentered only at the time of authorized departure.
 - c) The parking of privately owned vehicles on school campuses by students constitutes consent by the students to the search of such vehicles by the school principal or designee(s).
8. Cooperate with searches using metal detectors by the principal or designee(s).
 9. Complete all assignments.

Responsibilities of the Parent or Guardian in the School and Community

Parental visits to the schools are encouraged. Visitors must receive authorization from the principal or designee. A parent should:

1. Recognize and understand that the teacher must enforce school rules and regulations.
2. Teach the child to have respect for the law, authority, and the rights of others, for private and public property.
3. Communicate with teachers regarding their child's academic and behavioral progress.
4. Ensure prompt and regular school attendance and compliance with attendance policies and procedures.
5. Provide current address and phone numbers to school personnel for parental contact.
6. Maintain the child's physical and mental health by providing periodic health examinations.
7. Attend conferences with teachers and other school personnel as required by Louisiana Law. A parent who willfully refuses to attend a conference, meeting or hearing shall be referred to a court exercising juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731.
8. Show an interest in school by attending school functions and participating in the Parent-Teacher Association and other school- related organizations.
9. Arrange time for study at home and work with the school by implementing recommendations made in the best interest of the child.
10. Encourage the child to respect the diversity of others.
11. Emphasize the importance of being prepared for school by providing materials and supplies.
12. Respect and support school rules.

Alternatives to Suspension or Expulsion Program

Since academic achievement is associated with the amount of instructional time received by the student, the utilization of alternatives to suspension or expulsion is encouraged. Alternatives which may be used include the following: communication with parents, referral for counseling services, behavioral contracts, detention centers, using a team approach, corporal punishment (elementary and middle school), in-school suspensions, the time-out room, supervised work assignments and placement in approved alternative educational programs.

VII. PROCEDURAL POLICIES FOR DISCIPLINE CASES

Hearing by Principal

1. An informal hearing shall be conducted by the principal or designee prior to the suspension of any student unless the student's presence in the school endangers persons or property or threatens disruption of the academic process. The principal shall be authorized to have the student immediately removed from the school. When necessary to determine responsibility for alleged misconduct, the principal or designee may suspend a student from school for a period of three (3) days pending an investigation. If the investigation determines that the student is not responsible for the misconduct, the suspension is rescinded.
2. The informal hearing between the principal or designee and the student shall take place immediately.
3. The school principal or designee shall advise the student in question of the particular misconduct of which the student is accused, as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts. The principal or designee will call witnesses requested by the student.

Witnesses are not required to be sworn in, and the proceedings shall be conducted informally, but subject to the control and direction of the principal or designee. The principal or designee should make every reasonable effort to reach a fair determination of the issue.

4. If the principal imposes a suspension of nine days or less, or a disciplinary action other than a recommendation for expulsion, no further hearing shall be required. A student must have a hearing with the superintendent or designee if recommendation is for ten (10) days or more.
5. Telephone contact shall be made or a letter sent to the parents or guardian responsible for the student when suspended or expelled. Following the suspension, a conference with the parents is required to consider readmission. The principal may allow a student to return without a parent conference if it is determined that readmitting the student is

in the best interest of the student. A parent or guardian who willfully refuses to attend a conference, meeting or hearing regarding a student's behavior shall be referred to a court exercising juvenile jurisdiction pursuant to Children's Code Article 730 (8) and 731. Exception to these guidelines can be made where a student's continued presence poses a significant threat to the welfare of others or to the educational atmosphere of the school.

6. In the event the suspension is for damages to property owned by the school system or property contracted by the school system, the notice shall advise the parent or guardian is required to pay for damages.

7. Student with disabilities. The Individuals with Disabilities Education Act of 2004 (IDEA '04) clarifies the authority of school officials to take disciplinary action, including ordering a change in a student's placement to an appropriate interim alternative educational setting, another setting, or suspension. This section contains requirements regarding the discipline of students with disabilities. All behavior incidents involving students with disabilities must be addressed using only the requirements of IDEA '04. (See also Discipline Continuum Checklist contained in Caddo Parish Special Education Disciplining Students with Disabilities Administrator's Guide).

A change in placement occurs if a student with a disability is removed (suspended/expelled) from the student's current placement for more than ten (10) consecutive school days and/or if a student is subjected to a series of removals that constitute a pattern, which cumulate to more than ten (10) school days in a school year. In school suspensions (ISS) shall not be counted in this ten (10) days if Free Appropriate Public Education (FAPE) is provided.

Authority of School Personnel

To the extent removal (suspension/expulsion) would be applied to children without disabilities, a school official may:

Remove a student with disabilities to an appropriate interim alternative educational setting, another setting or suspension for not more than ten (10) consecutive school days for any violation of school rules.

Special Circumstances

School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or a school function.

1. The terms "weapon," "illegal drugs," and "controlled substance" are defined in Louisiana Bulletin 1706, Section 519; serious bodily injury is defined as bodily injury which involves a substantial risk of death, extreme physical pain,

protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

2. If the removal is for more than ten (10) consecutive days or if the student is subjected to a series of removals that constitutes a pattern, which cumulates to more than ten (10) school days in a school year, only the Individualized Education Plan team has the authority to determine the interim alternative educational setting which must be selected so as to enable the student to continue to progress in the general curriculum and to continue to receive the services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in the IEP.
3. The interim alternative educational setting must also include services and modifications designed to address the behavior and prevent the behavior from recurring.
4. Free Appropriate Public Education (FAPE) must be provided which includes: access to the general education curriculum; implementation of the student's current IEP; iLEAP/LEAP 21/EOC preparation and remediation.

IEP Team Involvement

If a suspension exceeds ten (10) consecutive or cumulative school days, it will be considered to be a change of placement and the district must schedule an IEP team meeting immediately. The following procedural safeguards must be met:

1. A Manifestation Determination Review (MDR) must be conducted to determine if the behavior subject to disciplinary action is a manifestation of the student's disability.
2. A Functional Behavioral Assessment must be conducted to determine why the behavior occurred.
3. A decision regarding the provision of FAPE must be made and the student must be provided services set up by the IEP team so that IEP goals can be reached.
4. A Behavioral Intervention Plan must be developed. If a behavior plan currently exists, the IEP team must review and revise the behavior plan to address the behavior violation so that it does not recur. Those revisions must include strategies, supports, and other instructional programming to address the behavior.

Manifestation Determination Review (MDR)

The manifestation determination review process is required whenever an action involving a removal of a student with a disability from his or her current placement is being contemplated due to a violation of the code of student conduct.

The local educational agency, the parent, and relevant members of the IEP Team (as determined by the parent and the local educational agency) shall immediately review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine –

1. if the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. II. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the local educational agency, the parent, and relevant members of the IEP Team determine that either sub clause (I) or (II) above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability. With the exception of the special circumstances described in paragraph B ii above, if it is determined that the conduct was a manifestation of the child's disability, the child shall be returned to the placement from which he was removed, unless the parent and the local educational agency agree to a change of placement for programming benefits.

Notifications

Not later than the date on which the decision to take disciplinary action is made, the district shall notify the parents of that decision, and of all procedural safeguards.

Special Education Dispute/Complaint Procedures

If a parent/legal guardian of a student with a disability has a dispute or complaint with the school about the child's special education services, the parent/legal guardian may contact Caddo Parish Schools Department of Exceptional Children Compliance Department at 318-603-6711. For further information, please refer to the Louisiana Educational Rights of Children with Disabilities Booklet at www.louisianabelieves.com.

Protections for Children who have not been determined to be eligible for Special Education and related services

A child who has not been determined to be eligible for special education and related services and who has engaged in behavior that violated any rule or code of conduct of the local educational agency may assert any of the protections provided for in IDEA if the district had knowledge (as determined in accordance with Paragraph (a) of this section) that the child was a child with a disability before the behavior that precipitated the disciplinary action occurred.

Basis of knowledge

A district shall be deemed to have knowledge that a child is a child with a disability if before the behavior that precipitated the disciplinary action occurred the parent of the child has expressed concern in writing to supervisory or administrative personnel of the appropriate educational agency, or a teacher of the child, that the child is in need of special education and related services; the parent of the child has requested an evaluation of the child; or

The teacher of the child, or other personnel of the local educational agency, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the Director of the Department of Exceptional Children or to other supervisory personnel of the agency.

Exception

A local educational agency shall not be deemed to have knowledge that the child is a child with a disability if the parent of the child has not allowed an evaluation of the child or has refused services under IDEA or the child has been evaluated and it was determined that the child was not a child with a disability who engaged in comparable behavior.

Conditions that apply if no basis of knowledge

If a local educational agency does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to disciplinary measures applied to children without disabilities.

Limitations

If a request is made for an evaluation of a child during the time period in which the child is subjected to disciplinary measures under this subsection, the evaluation shall be conducted in an expedited manner. If the child is determined to be a child with a disability, taking into consideration information from the evaluation conducted by the agency and information provided by the parents, the agency shall provide special education and related services except that, pending the results of the evaluation, the child shall remain in the educational placement determined by school authorities.

Reporting Criminal Activity

Nothing in this policy shall prohibit school officials from reporting a crime committed by a student with a disability to appropriate law enforcement authority. School officials shall ensure that copies of the special education and disciplinary records of the child as permitted by FERPA are transmitted for consideration by the appropriate authorities to whom the agency reports the crime.

Appeal from Order of Disciplinary Action

Individuals who feel that their rights may have been violated are provided the following appeal procedure.

1. The student, parents or other person responsible for the student shall first attempt to resolve the matter with the teacher or other school personnel responsible for imposing the disciplinary action. If not resolved with that person, an appeal to the principal shall be made.
2. In the event the event leads to an out of school suspension, the student, the parents or the party responsible for the student shall have the right to appeal the disciplinary action to the superintendent's designee/Attendance Director.
3. The superintendent's designee shall conduct a hearing on the merits of the case under appeal. Upon the conclusion of the preliminary hearing, the superintendent's designee shall determine whether the out of school suspension should be rescinded or amended in any manner or if another corrective or disciplinary action shall be taken. The decision of the Attendance Director shall be final.

Expulsion

1. Any student after being suspended for committing any of the offenses cited in R.S. 17:416 may be expelled, upon recommendation by the principal of the public school in which said student is enrolled. The principal shall immediately suspend a student who is found carrying or possessing a firearm, a knife the blade of which equals or exceeds two inches in length, or another dangerous instrumentality, or who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form. The principal shall immediately recommend the student for expulsion.
2. CPSB policy provides that on a fourth suspension, a student shall be recommended for expulsion.

Hearing by Superintendent or Designee

1. A hearing by the superintendent or designee shall be conducted by request of school administration for all recommendations for alternative school placement or expulsion.
2. A hearing shall be conducted by the superintendent or designee within five school days from the date the student is given notice of the recommendation of expulsion (or suspension of ten days or more made by the principal).

3. The student shall be afforded the opportunity to know the charges, be given the opportunity to defend his/her actions, and be permitted to question and present evidence. The student must be accompanied by parent or guardian and may be represented by an attorney or any other persons of the student's choice.
4. The principal and/or teacher may be represented by a person appointed by the superintendent.
5. Until the hearing takes place, the student shall remain suspended from school and all Caddo Parish School Board related school activities.
6. A hearing shall be held for special needs students when misconduct is not a manifestation of the student's disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided.
7. Upon conclusion of the hearing, the superintendent or designee shall determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken.
8. Records shall be maintained and made available upon request.

Appeal from Order of Expulsion

1. The parent or guardian may within five school days after the decision request the Director of Attendance to review the findings of the superintendent or designee.
2. The time for the hearing shall be set by the Caddo Parish School Board.
3. The Appeals Committee may affirm, modify or reverse the action previously taken.
4. The testimony may be transcribed at the cost of the person requesting (optional).
5. If the Caddo Parish School Board affirms the action of the Appeals Committee, the parent or guardian may within ten days appeal the decision to the First Judicial Court for Caddo Parish.

Direct Expulsion by the School Board

Any student convicted of a felony or who is incarcerated in a juvenile institution for an act which if committed by an adult would have constituted a felony may be expelled by the Caddo Parish School Board for a period of time as it may determine, provided any such expulsion shall require the vote of two-thirds of the elected members of the school board. A student committing such an act inside this state or outside may be sufficient cause for the superintendent to refuse admission to any school except upon review and approval of the majority of the elected members of the school board when a request for admission is made to the board.

Other Actions-Suspension of Student's Driver's License

The principal shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of sixteen and eighteen who has been disciplined by suspension or expulsion from school or assigned to an alternative educational setting for ten or more consecutive days for any of the following infractions:

1. Sale or possession of drugs, alcohol, or any other illegal substance;
2. The possession of a firearm; or
3. An infraction involving assault or battery on a member of the school faculty or staff. The principal shall complete and send Form JG-F no later than 30 days after the disciplinary action has become final and all delays for appeals have passed.
4. A student who is habitually absent or tardy may have his/her driver's license suspended.

Student Dress Code (POLICYJFCA)

The basic responsibility for the appearance of the students of Caddo Parish Schools rests with the parents and the students themselves. Parents have the obligation, and within certain prescribed bounds, the right to determine their student's dress. Students are to dress in apparel that is modest, tasteful, and that does not interfere with or distract from the educational process or rights of others. Students and their clothing should be neat, clean and well-groomed and must meet the following guidelines:

1. Attire must not be destructive to school property.
2. For health reasons, shoes must be worn.
3. Only tops designed to be worn outside of pants, shorts or skirts shall be worn in that manner.
4. Pants, shorts and skirts must be worn at the waist. No "sagging" is permitted.
5. Headwear or hair rollers are prohibited in the building.
6. Body piercing jewelry cannot be worn except in the ears.
7. Shirts, sweaters, jackets, and other tops worn over leggings must be no shorter than four inches above the knee. Skirt length should be no more than four inches above the knee.
8. Sunglasses are prohibited in the building unless they are prescribed.
9. Bare midriffs, see-through garments, white undergarment type Tee shirts, bare backs, halter tops, tank tops, tube tops and cutoffs cannot be worn. There are to be no holes or tears in clothing on school campus.
10. Loose-fitting shorts may be worn by students that are no more than four inches above the knee when standing. All shorts must be hemmed. Cutoff shorts, rolled-up jeans, sweats, athletic or spandex shorts cannot be worn. No other article of clothing can be worn beneath the shorts for viewing.
11. Obscene, profane language or provocative pictures on clothing or jewelry are prohibited.
12. Satanic, cult or gang related symbolism in any form is prohibited on school campuses.
13. Drug related symbols in any form including advertisements or promotion of alcohol or tobacco are prohibited on school campuses.

14. Principals, after consultation with their School Improvement Committee, have the discretion to adjust the dress code to fit unique situations as long as the decision does not interfere with the requirements of Title IX.
15. A teacher will also be allowed to restrict manner of dress or length of hair when it pertains to the health and/or safety of a student in that teacher's specific area.

Adopted: June 15, 1977, Revised: July 6, 1983, December 6, 1989, August 20, 1986, May 15, 1991, July 19, 1995, June 19, 2001, April 16, 2002, July 16, 2013

Guidelines for Corporal Punishment (Policy JFCF)

The Caddo Parish Public School System has as its prime function the provision of educational opportunities for the school age population of the parish. The curricular activities provided by the system call attention to the unique attributes of the individual pupils. Caddo Parish Schools attempt to provide opportunities for maximum development of all pupils. These provisions provide equal opportunity for all pupils to develop at their individual rate—mentally, physically, and emotionally.

The Caddo Parish School Board envisions schools as places where pupils have many opportunities for success. These opportunities which often result in success for pupils help develop healthy self- concepts, give them status with their peers, and open avenues to self-concepts. We accept the premise that successful experiences are bases for current and future learning.

Inasmuch as pupils react on the basis of previous experiences, we are committed to the continued quest of providing opportunities which result in patterns of behavior, not only acceptable to society, but which ultimately enable pupils to become contributing members of the democratic society in which they live. All appropriate means of developing positive behavior should be reflected through differentiated reading materials, multi-sensory aids, human resources and activities, which give pupils many opportunities to learn to accept responsibility for their own behavior.

The Caddo Parish School Board has adopted a discipline policy applicable to all students in the Caddo Parish Schools. In view of the Revised Louisiana Statutes of 1950, Section 223, Title 17, it becomes necessary for the system to outline procedures for corporal punishment in a reasonable manner.

RESOLUTION WHEREAS, Act 688 of 1976 mandates each Louisiana school board to adopt such rules and regulations as it deems necessary to implement and control any form of corporal punishment in the schools of each district. NOW, THEREFORE, BE IT RESOLVED that the Caddo Parish School Board does hereby adopt the following rules and regulations to implement and control corporal punishment in the schools of this parish.

SECTION 1

The only type of corporal punishment which may be administered to students of this school system shall be as hereinafter defined and described and may be administered only by those persons designated and only under the conditions set forth in this resolution.

SECTION 2

a) Corporal punishment for purposes of this resolution, and in this school system is defined as, and limited to, punishing or correcting a student by striking the student on the buttocks with a paddle provided by the school board a maximum of three (3) times. When such corporal punishment is administered to a student, it must be administered in a reasonable manner taking into consideration the age, size, emotional condition and health of the student. There will be only one paddle in each school; it shall be located in the principal's office. It shall be 24" by 5" by 3/8".

b) Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances in defending himself against a physical attack by a student or from using physical force reasonable and appropriate under the circumstances to restrain a student from attacking another student or employee.

SECTION 3

Corporal punishment, as defined herein, shall be administered only by a principal, assistant principal, administrative coordinator or teacher after having obtained permission from the principal or his designee in each instance. Such corporal punishment shall be administered only in the office of the professional staff of the school with a witness present. A female professional shall be present if corporal punishment is administered to a female student.

SECTION 4

a) Prior to the administering of corporal punishment as in the case with other disciplinary measures, the principal, assistant principal, administrative coordinator or teacher, as the case may be, shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his or her version of the facts prior to imposition of such corporal punishment.

b) A record of each incident of corporal punishment shall be kept which shall include the name of the student and the time, date, detail of the violation, form of discipline administered, the person administering such discipline and the witness thereto. The principal or assistant principal shall notify the parents, or person having legal custody of the student, by mailing a copy of the record of such violation and punishment in accordance with the discipline policy. A copy will also be sent to the supervisor of child welfare and attendance.

Adopted: January 21, 1976

Revised: July 6, 1983, August 17, 1983, October 3, 1984, April 1987, June 1991, June 21, 1995, October 21, 1998, February 2000, June 19, 2001, April 16, 2002, September 16, 2003, August 17, 2004, December 7, 2004, May 17, 2005, October 18, 2005, February 21, 2006, June 19, 2007, June 17, 2008, August 18, 2009, June 15, 2010

ANTI-HAZING POLICY - ANTI-BULLYING POLICY (SB 764) Act No. 861 “TESA MIDDLEBROOK ANTI-BULLYING ACT”

BULLYING AND HAZING

The Caddo Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

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

Bullying shall mean:

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

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

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

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

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year and upon entry into a Caddo Parish School, 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.

In addition, each principal or other person in charge of a building or site owned or operated by the Caddo Parish School Board, shall conspicuously post in each school building, or site the names of the persons designated to receive complaints, including a mailing address and telephone number, together with a copy of this policy.

REPORTING

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

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

Students and Parents

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

School Personnel

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

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

False Reports

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

INVESTIGATION PROCEDURE FOR BULLYING, HAZING OR SIMILAR BEHAVIOR

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

1. Timing

The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed no later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.

2. Scope of Investigation

An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together; nor shall his/her designee be able to 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 utilizing the definition of notice created by the state Department of Education. 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. If, after three (3) attempts in a forty-eight hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

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.
- F. Report all documented incidences of bullying to the state Department of Education as prescribed by rules adopted by BESE.

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.

5. APPEAL

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

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

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take (1) prompt and appropriate disciplinary action against the student, and (2) 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.

5. TRAINING

The School Board shall create a program to provide a minimum of four hours of training for new employees who have contact with students and two hours of training each year for all school employees who have contact with students, including bus drivers, with respect to bullying. The training shall specifically include the following:

1. How to recognize the behaviors defined as bullying;
2. How to identify students at each grade level in the employee's school who are most likely to become victims of bullying, while not excluding any student from protection from bullying;
3. How to use appropriate intervention and remediation techniques and procedures;
4. The procedures by which incidents of bullying are to be reported to school officials;
5. Information on suicide prevention, including the relationship between suicide risk factors and bullying.

This content shall be based on information supported by peer-reviewed research conducted in compliance with accepted scientific methods and recognized as accurate by leading professional organizations and agencies with relevant experience.

6. RETALIATION

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

7. 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.

Ref: 20 USC 1232(g-i) (Family Educational Rights and Privacy Act); La. Rev. Stat. Ann. "14:40.3, 14:40.7, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13; La.Children's Code, Art. 609, 730, 731; Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1991); Board minutes, 7-24-91, 8-17-04, 9-21-10.
Adopted: July 16, 2013

E L E M E N T A R Y D I S C I P L I N E G U I D E L I N E S

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
1	13 14	13 14	Possessing Weapons Prohibited under Federal Law (guns & explosives) Not Federally prohibited	The Principal renders due process due to the student and the student is suspended at least a minimum of three (3) days up to a maximum of nine (9) days during which time an expulsion hearing will be held. The Principal shall file charges immediately if evidence is present. In the case of a student in grades Kindergarten through Grade Five who is found carrying or possessing a knife, the blade of which equals or exceeds two inches in length, the Principal may (1), but is not required to recommend the student's expulsion			
2	70,55	23	Battery of a teacher or other school personnel.	The Principal renders due process. (Same as infraction 1)			
3	07 (D) 09 (A)	07(D) 09(A)	Possessing or using any controlled substance or alcohol.	The Principal renders due process. (Same as infraction 1)			
4	59	37	Initiating any false alarms and/or bomb threats.	The Principal renders due process. (Same as infraction 1)			
5	27	23	Threatening a teacher or other school personnel.	The Principal renders due process. (Same as infraction 1)			
6	11, 24,72	11 20 (3)	Defacing, stealing, or destroying school property.	The student is suspended for one (1) to two (2) days or it may be extended to nine (9) days with a parent return. The parent is required to pay for damages.	The student is suspended up to five (5) days or it may be extended to nine (9) days with a parent return. The parent is required to pay for damages.	The student is suspended up to five (5) days or it may be extended to nine (9) days with a parent return. The parent is required to pay for damages.	

* All Caddo Parish Public School Board expulsion hearings will be recorded *

(1) In order to discipline students, teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG – Reasonable suspension Checklist to describe observations indicating that student was under the influence of alcohol. *Program developed by Drug Education and offered at no cost to student/parent.

ELEMENTARY DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1st	2nd	3rd	4th
7	10	10	Initiating/instigating a confrontation.	The student is assigned ISS for three (3) days with a parent conference.	The student is assigned ISS for three (3) days with a parent return and referred for counseling.	The student is assigned ISS for five (5) days with a parent return and a discipline contract.	The student is suspended for nine (9) days pending an expulsion hearing.
8	16, 91	16	Participating in a fight.	The student is suspended for one (1) to three (3) days with a required parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing.	
9	45	35	Bullying or hazing students(2)	Same language as infraction 1.			
	38, 83	35	Sexual Harassment				
	77 (CB)	36	Cyberbullying				
10	89	05	Threatening a student with serious bodily harm.	Same language as infraction 1 and disciplinary actions as outlined in policy JCDAF are made.	The student is suspended for five (5) days with a parent return and referred for counseling.	The student is suspended for up to five (5) days with a parent return and a student discipline contract.	The student is suspended for five (5) days pending an expulsion hearing.
11	29	15	Possessing or using fireworks	Same language as infraction 1.			

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(2)The School Board will provide a program with a minimum of four hours of training for new employees who have contact with students, and two hours of training each year for all school employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.

E L E M E N T A R Y D I S C I P L I N E G U I D E L I N E S

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
12	08	08	Possessing tobacco, lighters, E-cigarettes, and/or matches.	The student is assigned ISS for three (3) days pending a parent conference.	The student is assigned ISS for five (5) days with parental contact and referred for counseling.	The student is suspended for three (3) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
13	08	08	Using tobacco, and/or e-cigarettes.	The student is assigned ISS for three (3) days with a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
14	44, 51, 76	01	Possession, use, operation of electronic devices	The device is confiscated for three (3) school days and returned to parent.	The device is confiscated for three (3) school days and returned to the parent; and student is assigned ISS for two (2) days after confiscation and parental contact is made.	The device is confiscated for three (3) school days and returned to parent; student will be barred from attending one (1) extracurricular activity at the discretion of the principal.	The device is confiscated for three (3) school days and returned to the parent; and the student is suspended for one (1) day with a parent return and a student discipline contract.
15	81	01	Loitering on any school campus, bus or school sponsored-events while suspended.	The principal contacts the parent and the student is released to the parent.	The principal contacts the Truancy Center and parent. The student is released to the Truancy Center or parent.	The principal contacts the SRO at the nearest high school and a citation is issued for trespassing.	The student's suspension is extended up to nine (9) days pending an expulsion hearing.
16	28	05	Participating in gambling.	The student is assigned two (2) days ISS, counseling and parental contact is made.	The student is suspended two (2) days pending a parent return.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended up to nine (9) days pending an expulsion hearing.
17	01, 97	01	Disobeying or refusing to comply with any reasonable request.	The student will receive counseling and will be placed in ISS for the remainder of the day and parental contact is made. The student will complete a reflective activity while in ISS.	The student is suspended up to three (3) days with a parent return and counseling and/or interventions are initiated.	The student is suspended up to four (4) days with a parent return and a student discipline contract.	The student is suspended for five (5) days pending an expulsion hearing.

18	21	05	Possession of an imitation weapon.	The student is suspended for three (3) days with a parent return.	The student is suspended up to five (5) days with a parent return and referred for counseling	The student is suspended for nine (9) days pending an expulsion hearing.	
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E L E M E N T A R Y D I S C I P L I N E G U I D E L I N E S

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
19	41	03	Using forged notes or forged official forms.	The student is assigned after school detention or its equivalent for one (1) day and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing
20	18	18	Leaving class/school without permission.	The student will receive counseling, and/or interventions initiated and parental contact is made.	The student is assigned ISS for two (2) days and parental contact is made. A behavior contract/plan is developed.	The student is suspended for two (2) days with a parent return.	The student is suspended for five (5) days pending an expulsion hearing.
21	31	43	Violating the parish/school dress code.	The school policy is reviewed with the student and the student is given an opportunity to change with parental contact.	The student is assigned after school detention for two (2) days or its equivalent, parental contact is made and the student is permitted to change with an unexcused absence for classes missed.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for nine (9) days with a parent return and referred to the school psychologist/counselor/ social worker/behavior intervention specialist.
22	04, 98	04	Using profanity toward school personnel.	The student is assigned two (2) days ISS or after school detention; the student will complete a reflective activity, and parental contact is made.	The student is suspended for three (3) days with a parent return; a behavior contract/plan is developed.	The student is suspended for five (5) days with a parent return and student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
23	04, 36, 68	04	Using profanity towards other students.	The student will complete a reflective activity and parental contact is made.	The student is assigned to ISS or after school detention.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/ social worker/behavior intervention specialist.	The student is suspended up to nine (9) days pending an expulsion hearing.

24	37	05	Engaging in mutual displays of affection (kissing, etc.)	The student is assigned two (2) days after school detention or its equivalent and parental contact is made.	The student is assigned two (2) days ISS pending a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor.
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* All Caddo Parish Public School Board expulsion hearings will be recorded*

E L E M E N T A R Y D I S C I P L I N E G U I D E L I N E S

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
25	05, 46	05	Committing immoral practices or acts.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
26	03	03	Making unfounded charges against school personnel.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

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MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
1			Possessing weapons or using any tool or instrument to do bodily harm.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days during which time an expulsion hearing will be held. The principal shall file charges immediately if evidence is present.			
	13	13	Prohibited under Federal Law (guns & explosives)				
	14	14	Not Federally prohibited				
2	55, 70	23	Battery of a teacher or other school personnel.	The principal renders due process ... (same as infraction 1)			
3	63	16	Group and/or Gang Fighting.	The principal renders due process ... (same as infraction 1).			
4	07 (D) 09 (A)	07(D) 09(A)	Possessing or using any controlled substance or alcohol.	The principal renders due process ... (same as infraction 1).			
5	09	09	Under the influence of alcohol.(1)	The student will receive a three (3) day suspension with mandatory counseling.	The principal renders due process ... (same as infraction 1).		
6	59	05	Initiating any false alarms and/or bomb threat.	The principal renders due process ... (same as infraction 1).			

- In order to discipline student(s), teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GCB and must utilize Form JG-Reasonable Suspicion Checklist to describe observations indicating that student was under the influence alcohol
*Program developed by Drug Education and offered at no cost to student/parent.

2. The School Board will provide a program with a minimum of four (4) hours of training for new employees who have contact with students, and two (2) hours of training each full year for all employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.

All Caddo Parish Public School Board expulsion hearings will be recorded

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
7	27	02	Threatening a teacher or other school personnel	The principal renders due process ... (same as infraction 1).			
8	11, 24, 72	11, 27 20(S)	Defacing or destroying school property. Stealing	Same as above. The parent is required to pay for damages.			
9	16, 90	10	Initiating/instigating a confrontation.	Student is subject to discretionary suspension up to three (3) days and counseling with a parent conference.	The student is suspended for five (5) days, referred for counseling and a parent conference is held on the student's return.	The student is suspended for nine (9) days pending an expulsion hearing.	
10	16	16	Participating in a fight.	The student will receive a three (3) day suspension with a parent conference and counseling. Administrative discretion will determine if charges are filed.*	The student is suspended or five (5) days with charges filed, referred for counseling and a parent conference is held on the student's return.	The student is suspended for nine (9) days with charges filed pending an expulsion hearing.	
11	45 38, 83 77 (CB)	35 35 36	Bullying, threatening, or hazing students.(2) Sexual Harassment Cyberbullying	Same language as infraction 1 and disciplinary actions as outlined in Policy JCDAF.	The principal renders due process ... (same as infraction 1).		
12	81	45	Loitering on any school campus, bus or school sponsored events while suspended.	The principal contacts the SRO-SLO, a citation is issued for trespassing and the parent is notified.	On the second infraction, the SRO-SLO is contacted and charges are filed for trespassing. The parent is notified.	The principal contacts the SRO, charges are filed and the suspension is extended up to nine (9) days pending an expulsion hearing. The parent is notified.	
13	29	15	Possessing or using fireworks.	Same language as infraction 1.			

1. In order to discipline student(s), teacher or administrator observing student must receive one (1) hour of training on alcohol misuse as described in Policy GBCB and must utilize Form JG-Reasonable Suspicion Checklist to describe observations indicating that student was under the influence alcohol

*Program developed by Drug Education and offered at no cost to student/parent.

- The School Board will provide a program with a minimum of four (4) hours of training for new employees who have contact with students, and two (2) hours of training each full year for all employees who have contact with students, including bus drivers, with respect to bullying as outlined in policy JCDAF.

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MIDDLE AND HIGH DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
14	08	08	Possessing tobacco, lighters, e-cigarettes, and/or matches.	The student is assigned three (3) days after school detention and parental contact is made.	The student is suspended for two (2) days with a parent return.	The student is suspended for three (3) days with a parent return and a student discipline contract.	The student is suspended up to nine (9) days pending an expulsion hearing.
15	08	08	Using tobacco and/or e-cigarettes.	The student is suspended for two (2) days and parental contact is made.			
16	44, 51, 76	42	Possession/use or operation of electronic devices.	The item is willingly relinquished to teacher or administration and security is called. The item is returned to parent/guardian after three (3) days.	The item is willingly relinquished to teacher or administration and security is called. The student is assigned two (2) days ISS and parent contact is made. The item is returned to parent/guardian after three (3) days.	The item is willingly relinquished to teacher or administration and security is called. The student is barred from attending two (2) extra-curricular activities at the discretion of the principal. The item is returned to parent/guardian after three (3) days.	The item is willingly relinquished to teacher or administration and security is called. The student is suspended for three (3) days and referred for counseling. The item is returned to parent/guardian after three (3) days.
17	01	01	Disobeying or refusing to comply with any reasonable request.	The student is assigned after school detention or its equivalent for one (1) day and parental contact is made. The student will come back to the classroom with a parent return.	The student is assigned to ISS and a behavior contact/plan is developed.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days pending an expulsion hearing.
18	41, 100	38	Using forged notes or forged official forms.	The student is assigned after school detention or its equivalent for two (2) days and parental contact is made.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days with a parent return and referred for counseling.	The student is suspended for nine (9) days pending an expulsion hearing.
19	18 26	18 18	Leaving class/school without permission. Skipping	The student is assigned ISS/after school detention for two (2) days and parental contact is made, a behavior contact plan is developed. The student will come back to the	The student is suspended for two (2) days with a parent return.	The student is suspended for three (3) days with a parent return.	The student is suspended for five (5) days pending an expulsion hearing.

				classroom with a parent return.			
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All Caddo Parish Public School Board expulsion hearings will be recorded

MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
20	32	43	Violating the district/school's dress code.	Student is given an opportunity to change or school personnel may determine if the student needs assistance in obtaining proper attire. Student returns to class after reviewing the policy and parent/guardian is called.	Student is assigned one (1) day of after school detention or its equivalent with a mandatory parent conference and the opportunity to change clothing.	Student is assigned up to three (3) days ISS and parental contact is made.	Student is suspended up to three (3) days.
21	17	17	Violating traffic and safety regulations.	The principal holds a conference with the student and SRO concerning traffic safety. The parent is notified of revocation on the next infraction.	The principal revokes parking privileges for five (5) school days and parent contact is made.	The principal revokes parking privileges for fifteen (15) school days with a parent conference.	The principal uses administrative discretion to revoke parking privileges up to the remainder of the school year.
22	98	04	Using profanity toward school personnel.	Same language as infraction 1.			
23	04, 36, 68	04	Using profanity toward other students.	The student is assigned ISS/after school detention for two (2) days and parental contact is made.	The student is suspended for two (2) days with a parent return; behavior contact/plan is developed.	The student is suspended for three (3) days with a parent return and referred to the counselor.	The student is suspended up to five (5) days pending an expulsion hearing.
24	28	05	Possession of dice.	The student is assigned two (2) days ISS and parent contact is made. The dice is confiscated.	The student is suspended for two (2) days with a parent return. The dice is confiscated.	The student is suspended for three (3) days with a parent return and referred to counseling. The dice is confiscated.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.

25	28	39	Participating in gambling.	The student is suspended two (2) days pending a parent return.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended up to nine (9) days pending an expulsion hearing.	
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MIDDLE AND HIGH SCHOOL DISCIPLINE GUIDELINES

INF#	JCAMPUS CODE	STATE CODE	INFRACTION(S)	1 st	2 nd	3 rd	4 th
26	37	05	Engaging in mutual displays of affection (kissing, etc.)	Student is assigned two (2) days after school detention or its equivalent and parental contact is made.	The student is assigned two (2) days ISS pending a parent conference.	The student is suspended for three (3) days with a parent return and referred for counseling.	The student is suspended for five (5) days with a parent return and referred to the school psychologist/counselor/social worker/behavior intervention specialist.
27	05	05	Committing immoral practices or acts.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			
28	03	08	Making unfounded charges against school personnel.	The principal renders due process to the student and the student is suspended at least a minimum of three (3) days and up to a maximum of nine (9) days pending an investigation. The student and parent/legal guardian are informed if the suspension is extended to include pending an expulsion hearing or rescinded.			

All Caddo Parish Public School Board expulsion hearings will be recorded.