



RICHLAND PARISH

SCHOOL DISTRICT

PARENT & FAMILY HANDBOOK

• A HANDBOOK FOR FAMILIES •

— 2026–2027 —

Connecting Family, School, and Community.

Richland Parish Non-Discrimination Statements

Richland Parish Non-Discrimination Statement: The Richland Parish School System adheres to the equal provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no employee, students, parents, or legal guardians will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures.

Richland Parish advises students, parents, employees, and the general public that all career and technical education opportunities will be offered regardless of race, color, national origin, sex, or disability. Richland Parish School System offers career and technical education programs that include, but are not limited to Manufacturing, Health Sciences, and Architecture/Construction. Admission is open to all students.

For information about your rights or grievance procedures, contact Christy Hendrix, Title IX Supervisor, Address: 411 Foster Street, Rayville, Louisiana 71269, Phone: (318) 728-5964, email: chendrix@richland.k12.la.us or Joyce Smith, Section 504 Supervisor, Address: 411 Foster Street, Rayville, Louisiana 71269, Phone: (318) 728-5964, Email: joysmith@richland.k12.la.us

Equal Education Opportunities (RPSBPM: JAA)

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

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

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**While only a select few of the policies and procedures are referenced in this handbook, a complete list of the parish policies and procedures can be found in the Richland Parish School Board Policy Manual. Please note that policies may be updated during the school year. The format of some of the policies in this handbook have been modified in an effort to save space. The original formatting can be found in the parish policy manual. The parish policy manual can be accessed online at: <http://richland.k12.la.us/caps/RichlandCAPS.htm>*

Richland Parish ESSA, Title I Parent and Family Engagement Program Philosophy

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

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

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

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

Connecting Family, School, and Community for Our Children's Future

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

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

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

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

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

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

Introductory Information

Richland Parish School System Mission Statement

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

Belief and Assumption Statements

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

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

Goals

Richland Parish Schools will:

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

Richland Parish Policies

A complete list of the parish policies and procedures can be found in the Richland Parish School Board Policy Manual. Please note that policies may be updated during the school year. The format of some of the policies in this handbook have been modified in an effort to save space. The original formatting can be found in the parish policy manual. The parish policy manual can be accessed online at: <http://richland.k12.la.us/caps/RichlandCAPS.htm>

Updates to Louisiana Laws can be found at the Louisiana State Legislature link: legis.la.gov

Equal Education Opportunities (RPSBPM: JAA)

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

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

Rights, Roles, and Responsibilities

Responsibilities of the Principal

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

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

Responsibilities of the Teacher

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

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

Student Expectations

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

- To be on time. Students are required to have 63,720 instructional minutes each year.
- Come to school for the purpose of learning. Students should not have any other agenda.
- Complete classroom and homework assignments and turn these in to the teacher at the designated time.
- Observe policies set forth in the student handbook and The Richland Parish Policy Manual.

- Remain in class the entire class period or school day unless you are ill. There are ample opportunities for students to go to the restroom outside of class. Any medical issues will be addressed by the administration when proper medical information is submitted.
- Respect self and others.
- Keep head up and pay attention in class. Do not sleep in class.
- Do not harm another student or any school employee.
- Do not use, possess, or distribute alcohol or other illegal drugs.
- Do not talk in class to friends about issues other than the topic of study. Do not pass notes.
- On the school bus, sit in assigned seat, and only stand up at his/her stop.
- Report any harassment immediately to (a) teacher or (b) principal. If the student does not want this to be a verbal conference, write the information down and give to one of the above individuals on the day that the harassment occurs.

Parent/Guardian Responsibility

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

- Go over the school's handbook with your child to ensure that he/she is well aware that you support these rules. Talking negatively about teachers, principals, and school policies in front of and to students only leads to students becoming confused, frustrated, and uncooperative in school.
- Ensure that your child is at home early on school nights and gets plenty of rest.
- Ensure that the school has current telephone numbers and addresses.
- Send your child to the school where he or she is zoned to attend unless you have permission from the school board at the beginning of the school year to attend another school based on reasons outlined in the 1976 court decree.
- Continually monitor your child's behavior, completion of homework, and dress.
- Do not support your child if he or she violates a rule. Schedule a conference to discuss the issue with the person who identified the violation as he/she should have the pertinent information.
- Speak to teachers, principals, and school employees in a tone and with words that you would want used when being addressed. Persons who use profanity or attempt to intimidate school employees or students will be asked to leave the campus, and may be subject to arrest.
- Follow the protocol included in this handbook to handle concerns regarding your child.

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

Parents' Bill of Rights for Public Schools

A. The legislature finds all of the following:

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

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

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

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

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

Services

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

- School Building Level Committee (SBLC) is a committee at each school composed of knowledgeable educators who meet as needed to discuss academic, behavioral, or medical concerns of students. Parents/guardians are encouraged to attend the meeting pertaining to their child. If you need assistance from this committee, contact your school principal;
- Families in Need of Services (FINS) is a very helpful service with students who continually violate school and home expectations;

- Richland Parish has trained psychologists and school counselors who can assist teachers and parents/guardians in developing a behavior management plan for students who are continually committing school violations;
- We are fortunate to have many faith-based groups with adult male and female representatives who are willing to ensure that our students are engaged in wholesome activities instead of illegal activities;
- Richland Parish School Truancy Officer/Community Liaison Officer is an individual who has received training in working with students who choose not to attend school or who do not follow school policies. He also works with students to find programs/activities that will assist them in changing their behavior and ensuring that they become productive citizens. He reports directly to the Superintendent; and
- Richland Parish has a Parent and Family Engagement Supervisor who can be reached by calling (318) 728-5964.

Family Education Rights and Privacy Act (FERPA)

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

Personally identifiable data/information includes the following:

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

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

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

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

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

Protection of Pupil Rights Amendment (PPRA)

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

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

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

Communication and Visitors

Scheduling Conferences with Teachers, Principals, and the Superintendent

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

Principals are not always available to see visitors who come to the school. As part of their duties, principals must observe and evaluate employees at a specific time. Principals must also attend meetings at the Central Office. Additionally, many principals also have family responsibilities. If we are to have successful partnerships, we must respect each other.

The superintendent has responsibilities at the local and state level. He is open to meeting with individuals who have followed the Richland Parish protocol for addressing concerns. There are approximately 400 employees and 3,000 students in our system. There are laws that govern the amount and the type of information that can be shared with the public related to students and employees of the system. Among the topics that fall in this category, please be aware that he cannot legally discuss an employee's credentials, make public any disciplinary action against an employee, or discuss a student with anyone who is not the legal guardian unless the legal guardian gives permission in writing.

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

Visitors to Schools

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

Enrollment Procedures and Options

Residency Verification

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

- rent receipt
- income tax form
- utility bill
- homestead exemption
- voter registration identification
- automobile registration

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

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

School Admission Policy

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

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

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

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

- The person voluntarily withdrew from school.
- The person is pregnant.
- The person is a parent.
- The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12). The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

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

- Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof

of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

- Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
- Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
- Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
- Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

Admission of Children of Military Families

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

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

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

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

Admission of Expelled Students

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

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

Admission of Students Who Commit a Felony

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

Admission of Homeless Students

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

Admission of Students with Special Needs

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

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

Revised: October 7, 2021

Open Enrollment Transfer

Richland Parish School Board Policy File: JBCC Student Assignment was revised to reflect the following:

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

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

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

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

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

Student Assignments (RPSBPM: JBCC)

Attendance Zone Requirements

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

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

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

Verification of Domicile

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

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

Transfers for Open Enrollment

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

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

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

Children of Employees

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

Assignment of Students with Exceptionalities

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

student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP committee.

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

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

Classroom Assignments

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

High School

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

Multiple Siblings

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

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

Revised: June 2022

Continuous Learning

In an effort to provide required instruction to students in times of extended school closures, the Richland Parish School Board shall implement the Continuous Learning Plan, which allows modified operations for continuous learning on a short-, medium-, or long-term basis. The Continuous Learning Plan shall be posted on the School Board's website. It shall be updated annually by June 30th, and reviewed by stakeholders.

Short-term modified operations: A significant portion of the students/staff are not able to be on campus for 1-2 days for face-to face, direct instruction. Continuous learning expectations may be limited or smaller in scope depending on resource availability (e.g. community is without electricity for two (2) days).

Medium-term modified operations: A significant portion of the students/staff are not able to be on campus for 3-10 days for face-to face, direct instruction.

Long-Term Modified Operations: A significant portion of the students/staff are not able to be on campus for more than ten (10) days for face-to face, direct instruction. Operations should have more consistency and expectations of routines and instruction.

The plan shall include, but not be limited to:

- Technology and connectivity
- Student and staff responsibilities
- Attendance
- Family strategic communication, engagement, and support
- Instructional quality

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet. Hybrid instruction is instruction provided via a combination of face-to-face and remote models.

New policy: September 12, 2023

Richland Virtual Academy

The Richland Virtual Academy (RVA) is a program within the Richland Parish School District. It is accessible to all grades 6-12 registered students within the district. The virtual academy is a fully online instructional program intended to be a highly independent, self-motivating work from home program. All 6-12 instruction delivery is via the Edgenuity Platform. Each student will have an assigned RVA teacher.

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

The RVA learning option is subject to the rules and regulations of the Louisiana Department of Education and Richland Parish School District. RVA students are required to report to their home school campus to take all state assessments (LEAP) and nationally recognized assessments, including the ACT, WorkKeys, CLEP, and ASVAB. RVA follows the district calendar for assessment dates, holidays, and grading periods. However, RVA courses may start or end within a two-week window of Richland Parish Schools start and end dates.

Attendance

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

High School Students: High school students must be present a minimum of 94% of the instructional minutes offered during a full academic semester and/or school year; for example, a student must attend school eighty (80) days of an eighty-five (85) day semester or one hundred sixty (160) days of a one hundred seventy (170) day school year to be eligible to receive credit for courses taken. To successfully obtain $\frac{1}{2}$ Carnegie credit, a student may not miss more than 5 days per semester.

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

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

- Personal illness (with a physician's excuse).
- Serious illness in the family.
- Death in the family (not to exceed one week).
- Recognized religious holiday (with prior approval of the principal).
- Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance.

Written documentation from a physician is required for all excused absences and must be presented within ten (10) days upon a student's return to school. A student must request missed assignments within three (3) days of return from an absence.

Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance or the Director of Student Services, in consultation with the principal. The Truancy Officer assists the Richland Parish School System in enforcing compliance of all attendance laws. This may include:

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

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

Attendance Policy

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

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

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

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

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

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

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

Attendance for Remote or Hybrid Instruction

During remote or hybrid instruction, students are considered to be in attendance when attendance is checked and recorded on each school day at the beginning of each class period in accordance with La. Rev. Stat. Ann. §17:232, and Bulletin 741, Louisiana Handbook for School Administrators, and one of the following requirements is met:

- The student logs into synchronous online instruction at the designated time for the course in which the student is enrolled.
- Evidence exists that the student accessed a planned asynchronous instructional activity.

Remote instruction is an educational model in which the student and educator are not physically present in a traditional classroom environment where instruction may be facilitated by the use of computers, technology, and the internet.

Hybrid instruction is instruction provided via a combination of face-to-face and remote models.

Jurisdiction

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

Revised: September 12, 2023

Student Absences and Excuses Policy

The Richland Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

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

The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for five (5) school days in schools operating on a

semester basis, and for ten (10) days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive.

No public elementary or secondary school student shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the student's school attendance of any such prohibited absence by a student.

Types of Absences

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

- Non-exempted excused absences are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
- Exempted excused absences are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
- Unexcused absences are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
- Suspensions are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

Extenuating Circumstances

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay in which a student is absent as verified by a physician or dentist.
- Extended recuperation from an accident in which a student is absent as verified by a physician, dentist, or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
- Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
- Observance of special and recognized holidays of the student's own faith.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
- Absences as verified by the principal or his/her designee as stated below:
 - Prior school system-approved travel for education;
 - Death in the immediate family (not to exceed one week); or,
 - Natural catastrophe and/or disaster.

- Expectant and parenting high school students shall be granted excused absences as delineated in policy JQE, Expectant and Parenting Students.

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

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

Mental or Behavioral Health Absences

A student may be absent for up to three (3) days in any school year related to the student's mental or behavioral health, and such absences shall be excused if certification is provided in writing in accordance with the student handbook. The student shall be given the opportunity to make up any school work missed during such absences. Following the second day of absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include referral to medical services outside of the school setting.

School-approved Activities

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

Child Performers

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

Written Excuses

For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within five (5) school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

Reporting Absences

The attendance of all school students shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused, or illegal absence, or habitual tardiness.

The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine.

Appeal of Absences

When a student exceeds the maximum number of absences allowed the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter.

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

Tardiness

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated.

Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

Revised: September 12, 2023

Truancy

The Richland Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

Responsibilities of Parent/Guardians

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 a truant student shall ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the School Board, until the student has caught up with his or her school work. The parent or legal guardian shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his or her missed school work and any assistance fair conducted by the School District that provides information on supports available to families.

The principal of each school or his/her designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: July, 2024

Academics

Richland Parish Pupil Progression Plan

The Louisiana Department of Education requires that the Pupil Progression Plan for each school district be updated in October of each school year. The plan addresses student placement and promotion, and requires the student's mastery of grade-appropriate skills prior to being recommended for promotion. The entire Pupil Progression plan can be found at <https://richland.k12.la.us/index.php/pupil-progression-plan/>.

ACT 422

Enacts R.S. 17:24.11, relative to pupil progression; to prohibit the promotion of certain third graders with reading deficiencies to the fourth grade; to require certain instructional services for retained students; to provide exceptions for students who meet certain criteria; to require certain instructional services for students granted an exception; to require the State Board of Elementary and Secondary Education to adopt rules; and to provide for related matters. More information can be found at the following link: <https://legis.la.gov/legis/ViewDocument.aspx?d=1333198>

Grading Systems

The Richland Parish School Board directs that evaluation of student progress be based on various aspects of performance as measured against standards for the respective grade or subject. The requirements for evaluation shall take into consideration the ability, aptitude, cultural background, and other characteristics of the student. Grading shall be based on achievement as it reflects a reasonable and conscientious effort on the part of the pupil to fulfill the requirements of the course, and the ability of the pupil as it relates to the pupil's demonstrated effort.

Grades shall be determined and reported in accordance with procedures outlined in the Pupil Progression Plan, as approved by the School Board. Grading and reporting shall serve to show those concerned how a pupil is doing in his/her work. Grades shall not be used with the intent of rewarding or punishing a pupil.

Grade Alteration

No School Board member, Superintendent, or school employee, including administrative and supervisory personnel, shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his teacher. However, a teacher's determination of a student's grade may be changed or altered when the Superintendent or designee has determined that the grade is in error, or that the grade is demonstrably inconsistent with the teacher's grading policy.

Grading Scale

The Richland Parish School Board shall use the uniform grading scale established for all schools in Louisiana for grades K-12, as follows:

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

Revised: July, 2024

Homework Assistive Services

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.

Graduation Exercises (FILE: IKDB)

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

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

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

Class Ranking (FILE: IHC)

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

Valedictorian / Salutatorian

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

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

Ranking of Students

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

Richland Parish High School Graduation Ceremonies

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

Grades 9–12 Classification

Grade classification for high school students:

- Freshman — 9th grade: 1st year in high school
- Sophomore — 10th grade: 2nd year in high school and earned a minimum of 6 Carnegie units
- Junior — 11th grade: 3rd year in high school and earned a minimum of 11 Carnegie units
- Senior — 12th grade: 4th year in high school and earned a minimum of 17 Carnegie units

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

- 9th grade: 1st year in high school
- 10th grade: 2nd year in high school and earned a minimum of 5 credit and non-credit units
- 11th grade: 3rd year in high school and earned a minimum of 11 credit and non-credit units
- 12th grade: 4th year in high school and earned a minimum of 15 credit and non-credit units

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

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

State Testing Programs

A component of Dynamic Indicators of Basic Early Literacy Skills 8th Edition (DIBELS Next) and numeracy testing will be used to meet BESE screening requirements for K-3 students. Students are assessed within the first thirty days of each school year, middle of the year, and at the end of each academic year.

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

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

The ACT is designed to assess students' general learning outcomes. The ACT is a curriculum-based educational and career planning tool that assesses mastery of state and college readiness standards. The Louisiana Department of Education provided all juniors a free annual ACT assessment. The ACT is accepted by all four-year colleges and universities, it is the college entrance test most preferred nationwide. The ACT WorkKeys assessment for 11th and 12th grade students assesses the academic and career skills that are needed to be successful in the workplace. Students have an opportunity to take the WorkKeys assessment every thirty days within the annual testing window for this assessment. It assists in identifying educational pathways that can further develop the proficiencies that are critical to job success. WorkKeys matches student skills to job profiles in order to support students in developing successful career pathways.

2026–2027 Louisiana Assessment Calendar

PK–8th Grade

- PK GOLD: Finalized October 31, February 28, and May 30
- K-3 Literacy and Numeracy Assessment: BOY within the first 30 days of school, MOY December 1-31, EOY April 1-30
- LEAP Connect & ELPT window (small population): February 23–March 27
- ELA, Math, SS, Science window for CBT grades 3-8: April 1–May 15

High School

- LEAP2025 Fall Retest window: December 1–December 19
- LEAP2025 Spring window: April 1–May 15
- LEAP2025 Summer Retest window: June 22–26
- ACT grade 11 Initial Test: March 10-13, 16-20

- ACT grade 11 Make-up Test: March 24-27, 31; March 30-31
- WorkKeys testing window: October 6–April 3
- CLEP: Open Window: Complete by May 15
- K-12 ELPT (small population): February 23–March 27

Gifted and Talented Program

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

Kindergarten–Second Grade

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

Third–Twelfth Grade

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

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

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

Education of Students with Exceptionalities

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

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

Notification of Individual Rights

Each school shall provide parents, legal guardians, or tutors of students with exceptionalities written information regarding legal procedures affecting the transfer of individual rights from parent, legal guardian, or tutor to child when the child attains the age of majority, including but not limited to supported decision making, power of attorney, continuing or permanent tutorship, and limited and full interdiction. The document shall inform parents, legal guardians, or tutors and how each option relates to such transfer of rights.

At the child's first Individualized Education Program (IEP) meeting of the school year, the document shall be provided to a parent, legal guardian, or tutor of each child who is fourteen, fifteen, sixteen, or seventeen years old who participates in alternate assessment pursuant to La. Rev. Stat. Ann. §17:24.4(F)(3) or an alternate pathway to promotion pursuant to La. Rev. Stat. Ann. §17:24.4(H). Parents, legal guardians, or tutors shall be provided a form by which to confirm receipt of the information.

Seclusion and Restraint

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

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

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

Definitions

Crisis intervention means the implementation of an action plan for school personnel to implement when a student exhibits disruptive behaviors that prevent him from participating in classroom or daily activities. Crisis intervention may include the following: The use of positive behavioral supports and sensory rooms or other calming spaces intentionally designed to help comfort and stabilize a student so that he may return to the classroom or daily activities. In extraordinary circumstances, the use of seclusion and physical restraint as a means to safely de-escalate a situation in which a student poses a risk of imminent risk of harm to self or others. Information about a school's use of crisis intervention, including the proper use of seclusion and physical restraint, shall be included in a school's student handbook and made available to the parent and legal guardian of each student with an Individualized Education Program or Behavioral Intervention Plan.

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

Seclusion shall mean a procedure that isolates and confines a student in a designated separate room or area until he or she is no longer an imminent risk of harm to self or others. Seclusion shall be used only as a last resort when de-escalation and other positive behavioral support attempts have failed and the student continues to pose an imminent risk of harm to self or others. Seclusion shall be used only as a last resort when de-escalation and other positive behavioral support attempts have failed and the student continues to pose an imminent risk of harm to self or others. Seclusion shall not be used as a routine school safety, discipline, or intervention measure or to address behaviors such as general non-compliance, self-stimulation, academic refusal, and other behaviors that, while disruptive to a classroom setting or other daily school activities, do not present an imminent risk of harm to self or others. School employees shall respond to such behaviors with less strenuous and less restrictive techniques, such as those included in a school's or student's crisis intervention plan or a student's Individualized Education Program or Behavioral Intervention Plan.

Seclusion room means a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a safe, secure and supervised setting and from which the student is involuntarily prevented from leaving until he/she is no longer at risk of imminent harm to self or others. A seclusion room shall: (1) Be free of any object that poses a danger to the student placed in the room, (2) Have an observation window and be of a size that is appropriate for the student's size, behavior, and chronological and developmental age, and (3) Have a ceiling height and heating, cooling, ventilation, and lighting systems comparable to operating classrooms in the school.

Sensory room means a room or space that is used for the monitored separation of a student in an unlocked setting in which school personnel may use positive behavioral interventions and support to help to calm or stabilize a student's disruptive behavior. A sensory room may also be referred to as a "calming room", "calming space", "comfort room", "comfort space", "sensory space", "timeout room" or "timeout space". The appropriate

use of sensory rooms shall not be considered seclusion, which shall only be used for the limited purpose of responding to a student posing an imminent risk of harm to self or others.

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

Physical restraint means the use of manual restraint techniques that involve physical force applied to restrict the movement of all or part of a person's body. Physical restraint does not include: (1) Consensual, solicited, or unintentional contact. (2) Momentary blocking of a student's action if the student's action is likely to result in harm to the student or other person. (3) A school employee holding a student for less than three consecutive minutes within any given hour for the protection of the student or others. (4) A school employee holding a student for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted. (5) Minimal physical contact for the purpose of safely escorting a student from one area to another. (6) Minimal physical contact for the purpose of assisting the student in completing a task or response.

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

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

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

Written guidelines and procedures means the written guidelines and procedures adopted by the School Board regarding appropriate responses to student behavior which may require intervention.

Documentation and Notification

Each principal or his/her designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Program of the prohibition of the use of seclusion and physical restraint if the student has a condition who is known to have any medical or psychological condition that precludes such action, as certified by a pediatrician, neurologist, or mental health provided in a written statement provided to the school in which the student is enrolled. Such notification shall be made annually and be incorporated into the student's Individualized Education Program meeting.

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified by phone as soon as practicable but no later than the end of the same school day. The student's parent or other legal guardian shall also be notified in writing of each incident of seclusion or physical restraint. The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

A school employee who secluded or physically restrained a student shall document and report the incident in accordance with School Board policies. The employee shall submit such report to the school principal by the end of the next school day following the incident. The principal or his designee shall submit the report to the parent by the end of the next school day following receipt of the report. At a minimum, the incident report shall include the following:

- The name, age, grade, gender, race, and disability of the student secluded or restrained.
- The date, time, location, and duration of the seclusion or physical restraint.
- The name and title of each school employee involved and who was a witness.
- A description of the events requiring the use of seclusion or physical restraint, including a description of the procedures and types of restraint used, any actions taken in an attempt to de-escalate the situation, and the student's behavior that suggest the student posed an imminent risk of harm to self or others.
- A description of any student injuries, visible marks, or medical emergencies that occurred during or after the seclusion or physical restraint.
- A description of the actions taken immediately following the student's release from seclusion or physical restraint, including actions to notify the student's parent or legal guardian.

- A description of the student's actions immediately following the student's release from seclusion or restraint.

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

Guidelines and Procedures

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

At the beginning of each school year, the written guidelines and procedures adopted by the School Board shall be posted at each school under the jurisdiction of the School Board, and on the School Board's website.

Follow Up

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

Employee Training Requirements

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

Charter Schools

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

Revised: October, 2025

Parent Notification of Guidelines for Use of Seclusion and Physical Restraint with Exceptional Students

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

I. Seclusion and Restraint

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

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

Seclusion

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

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

Seclusion should ONLY be used:

- for student behaviors that involve an imminent risk of harm to self or others
- as a last resort, when de-escalation and other positive behavioral interventions and support attempts have failed and the student continues to pose an imminent risk of harm to self or others

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

Seclusion should NOT be used:

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

A Seclusion Room or other confined area must:

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

Physical Restraint

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

Physical Restraint should ONLY be used:

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

Physical Restraint does NOT include:

- consensual, solicited, or unintentional contact
- momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person
- a school employee holding a student for less than three consecutive minutes during any given hour for the protection of the student or others
- a school employee holding a student for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted
- minimal physical contact (i.e., touching of the hand, wrist, arm, shoulder, or back) for the purpose of safely escorting a student from one area to another
- minimal physical contact for the purpose of assisting the student in completing a task or response

Mechanical Restraint does NOT include:

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

II. Written Notification and Reporting

The principal or his designee shall notify each parent or legal guardian of a student enrolled at the school with an Individualized Education Plan (IEP) of the prohibition of the use of seclusion and restraint if the student has a

condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled. This notification is included in our Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques, provided to parents of students with disabilities at the beginning of each school year and on the Prior Written Notice for the student's IEP meeting. IEP teams will discuss and document this discussion in the IEP. A student who has been placed in seclusion or has been restrained shall be monitored continuously, and monitoring shall be documented on the Use of Seclusion/Physical Restraint Reporting Form.

Immediately Following Implementation of Seclusion or Physical Restraint:

- The school employee involved in the seclusion or restraint must immediately notify the school principal.
- The school principal must immediately notify the Supervisor of Special Education and/or Behavior Interventionist of the student secluded or restrained, personnel involved, and the location of restraint.
- The school principal or his designee and the Supervisor of Special Education and/or Behavior Interventionist must review video and audio footage, if available, to ensure that policies and proper techniques were followed during the incident. The Supervisor of Special Education and/or Behavior Interventionist will document the video viewing and findings on the Seclusion/Restraint Video Documentation Log.
- The school administrator shall notify the parent or legal guardian of the student via a phone call as soon as is practicable, but no later than the end of the same school day.
- The school principal should contact a school nurse or school health designee to assess the student as soon as possible, but no later than the end of the same school day, to look for and document any signs of injury or distress. School health designee is defined as the district school nurse, or the school-based health clinic nurse. In the event that one of these designees is not available the next contact should be Alyssa Brown or Ashley Royals, occupational therapist. Other personnel classified as health designees are: Katie Bennett, Kelly Harper, Asa Ausberry. These individuals should only be contacted as a last resort. Please follow the order of the list.
- A school employee who secluded or physically restrained a student shall document and report the incident on the Use of Seclusion/Physical Restraint Reporting Form. The employee shall submit the Use of Seclusion/Physical Restraint Reporting Form to the principal by the end of the school day. The principal or his designee shall complete the Parent Notification of Seclusion/Restraint Letter and provide the letter to the parent by the end of the following day. If the seclusion or restraint occurs on a Friday, the letter must be completed and sent to the parent by the end of the day on Friday.
- The principal or designee must provide the Use of Seclusion/Physical Restraint Reporting Form and Parent Notification of Seclusion/Restraint Letter to the schools designated IEP Facilitator, Behavior Interventionist and Special Education Supervisor at the same time the parent is provided a copy (within 24 hours of incident).

III. Response to Seclusion or Restraint

Individualized Education Plan/Behavior Intervention Plan

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

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

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

IV. School & District Responsibilities

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

RPSB/2025

Richland Parish School Board Crisis Intervention Fact Sheet

In order to address student behavior, Richland Parish utilizes Positive Behavior Interventions and Supports (PBIS) as well as behavioral de-escalation strategies, such as utilization of sensory/calming areas/rooms and the use of the CPI Nonviolent Crisis Intervention Model, de-escalation techniques, and/or Handle with Care.

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based systematic approach to embed evidence-based practices and data-driven decision making when addressing student behavior in order to improve school climate and culture.

A sensory room is a room or space that is used for the monitored separation of a student in an unlocked setting in which school personnel may use positive behavioral interventions and support to help to calm or stabilize a student's disruptive behavior. A sensory room may also be referred to as a "calming room", "calming space", "comfort room", "comfort space", "sensory space", "timeout room", or "timeout space". The appropriate use of sensory rooms shall not be considered seclusion, which shall only be used for the limited purpose of responding to a student posing an imminent risk of harm to self or others.

The Nonviolent Crisis Intervention model guides teachers to use a range of preventative strategies, de-escalation skills, and communication skills. In addition, teachers are able to better recognize psychological and physiological responses that will minimize the potential harm of disruptive and aggressive behavior.

In instances where students present with behaviors constituting an immediate and impending threat of a person causing substantial physical injury to self or others, Richland Parish may implement the use of physical restraint and seclusion.

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

Physical restraint does not include: Consensual, solicited, or unintentional contact; Momentary blocking of a student's action if the student's action is likely to result in harm to the student or any other person; A school employee holding a student for less than three consecutive minutes within any given hour for the protection of students or others; A school employee holding a student for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; Minimal physical contact for the purpose of safely escorting a student from one area to another; Minimal physical contact for the purpose of assisting the student in completing a task or response.

The following is prohibited:

- Any form of mechanical restraint
- Physical restraint in a manner that places excessive pressure on a student's chest or back or that causes asphyxia.
- Physical restraint in a manner that is disproportionate to the circumstances and to a student's size, age, and severity of behavior.

- Physical restraint used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel.
- School employees subjecting a student to unreasonable, unsafe, or unwarranted use of physical restraint.
- School employees physically restraining a student who is known to have any medical or psychological condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.

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

A seclusion room is a room or other confined area, used on an individual basis, in which a student is removed from the regular classroom setting for a limited time to allow the student the opportunity to regain control in a safe, secure, and supervised setting and from which the student is involuntarily prevented from leaving until he is no longer at risk of imminent harm to self or others.

The following is prohibited:

- Seclusion used as a form of discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel.
 - School employees subjecting a student to unreasonable, unsafe, or unwarranted use of seclusion.
 - School employees secluding a student who is known to have any medical or psychological condition that precludes such action, as certified by a licensed pediatrician, neurologist, or mental health provider in a written statement provided to the school in which the student is enrolled.
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Conduct, Safety, and Discipline

Student Code of Conduct (RPSBPM: JCDA Cf: JCD)

It is important that all elementary, middle and high school students of the Richland Parish School District be familiar with the policies, procedures and regulations which they will follow. By advising students of these established practices, each Richland Parish school employee performs his or her responsibility to help promote a safe, pleasant and beneficial school environment.

Conduct: Students shall be expected and required to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school. Student's failure to avoid actions of this nature shall be a basis for long term suspension or expulsion from school.

Behavior Code

Disruption of School

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other calculated conduct to cause the substantial and material disruption or obstruction of the lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result. While this list is not intended to be exclusive, the following acts - when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or function of the school - illustrate the kinds of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room; (3) setting fire to, or substantially damaging any school building or property; (4) firing, displaying, or threatening use of fire-arms, explosives, or other weapons on the school premises for any unlawful purpose; (5) prevention of, or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and (8) continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct his class.

Damage, Theft or Destruction of School Property

A student shall not cause or attempt to cause damage to valuable school property, or steal, or attempt to steal school property of substantial value. Repeated damage to theft involving school property of value also may be a basis for suspension or expulsion from school.

Damage, Theft or Destruction of Private Property

A student shall not cause or attempt to cause substantial damage to private property or steal, or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. Repeated damage or theft involving private property of small value also may be a basis for long-term suspension or expulsion from school.

Verbal or Physical Assault on Richland Parish School District Employee

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause verbal or physical injury to a school employee: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; or off the school grounds at a school activity, function or event. This rule shall not apply to reasonable force as necessary to prevent harm to a student or to protect some other person unless the student is an aggressor and brings the difficulty on himself.

Physical Abuse of a Student or Other Person Not Employed by the Richland Parish School District

A student shall not do serious bodily injury to any person: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; or off the school grounds at a school activity, function, or event. This rule shall not apply to reasonable force as necessary to prevent harm to a student or to protect some other person unless the student is an aggressor and brings the difficulty on himself/herself.

Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can reasonably be utilized as a weapon: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; or off the school grounds at a school activity, function, or event. This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearms, any explosives including firecrackers, any knife, and other dangerous objects of no reasonable use to the student at school. School officials shall have total discretion and shall exercise this discretion in imposing on a student any disciplinary action for possession by a student of a firearm or a knife on school property when such firearm or knife is stored in a motor vehicle, and there is no evidence of the student's intent to use the firearm in a criminal manner.

Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student shall not possess, use, transmit, nor be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by any school group; or off the school grounds at a school activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule, if it has been registered in the office.

Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aids, principals or other authorized school personnel during any period of time when he/she is under the authority of school personnel. Student actions of this nature shall be a basis for suspension or expulsion.

Harassment, Intimidation, Bullying and Hazing

Students are prohibited from the harassment, intimidation, bullying and hazing of another student. This is any intentional gesture or written, verbal, or physical act that "a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student".

The principal of each school is authorized and directed to develop such rules and regulations consistent with policies, rules and regulations of the School Board which may be necessary to govern the conduct of the students under his/her supervision.

Revised: November 9, 2004

School and Student Safety

The Richland Parish School Board is committed to providing a safe environment for the students and employees of its schools. The School Board shall take immediate action to address any potential threats of violence or terrorism to students and employees as required by the Louisiana School and Student Safety Act (La. Rev. Stat. Ann. §§17:409.1-17:410).

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

Definitions

Risk is imminent means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the event stated in the threat is about to happen.

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

Student means any person registered or enrolled at a school.

Threat is credible means that the available facts, when viewed in light of surrounding circumstances, would cause a reasonable person to believe that the person communicating the threat actually intends to carry out the threat.

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

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

Mandatory Reporting

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication, shall immediately report the threat to a local law enforcement agency and, if the employee is not the school administrator, to the school administrator.

Upon being informed of the threat, the school administrator shall make reasonable efforts to attempt to inform all persons who are targets of the threat and shall take all necessary measures to protect their lives and safety.

The school administrator next shall make reasonable efforts to attempt to notify the appropriate personnel within the School District administration.

The school administrator and the School District administrator then shall determine if risk is imminent for any other persons because of the threat, and if so, notify them and make reasonable efforts to attempt to take measures to protect their lives and safety.

The school administrator and the School District administrator then shall determine whether to notify parents of the students at the school.

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

Reporting Procedures

The Superintendent shall develop and maintain administrative procedures for reporting potential threats to school safety. The reporting procedures, at a minimum, shall include:

- A standardized form to be used by students and school personnel to report potential threats which requests, at a minimum, the following information:
 - Name of school, person, or group being threatened.
 - Name of student, individual, or group threatening violence.
 - Date and time the threat was made.
 - Method by which the threat was made, including the social media outlet or website where the threat was posted, a screenshot or recording of the threat, if available, and any printed evidence of the threat.
- A process for allowing school personnel to assist students in completing the standardized form.

- A process for allowing reporting by an automated voice system.
- A process for allowing anonymous reporting and for safeguarding the identity of a person who reports a threat.
- For every threat reported, a school administrator shall record, on the form provided, the action taken by the school.

If information reported to a school is deemed a threat the school shall present the form and evidence to local law enforcement agencies.

If the information poses an immediate threat, school administrators shall follow procedures provided in the school's Crisis Management and Response Plan.

Threat Assessment

When any threat of violence or terrorism has been reported to a school administrator, an investigation shall be made according to administrative procedures which shall include, at a minimum:

- Conducting an interview with the person reporting a threat, the person allegedly making a threat, and all witnesses, and;
- Securing any evidence, including but not limited to statements, writings, recordings, electronic messages, and photographs.

If the investigation results in evidence or information that raises a concern that a threat is credible, the school and School District shall implement measures to provide for ongoing protection of the safety and lives of all students and staff at the school.

Mandatory Examination

If a law enforcement agency, based on its investigation as required by La. Rev. Stat. Ann. §17:409.4, determines that a student's threat is credible and imminent, it shall report it to the district attorney, who may file a petition no later than seven (7) days after receiving such report with the appropriate judicial district court for medical, psychological, and psychiatric examination. Where the district attorney, in his/her discretion, decides not to file the petition or does not file such petition during the requisite period, the student who is the subject of a complaint and investigation shall be permitted to return to school unless the student is charged with assault on a teacher as provided in La. Rev. Stat. Ann. §14:38.2 or battery on a teacher as provided in La. Rev. Stat. Ann. §14:34.3. The school shall permit a student who is the subject of a complaint and investigation to return to school if at any point prior to a hearing the threat is determined not to be credible after an investigation by the school administration, a law enforcement agency, or the district attorney or by order of the court after a hearing unless the student is charged with assault on a teacher as provided in La. Rev. Stat. Ann. §14:38.2 or battery on a teacher as provided in La. Rev. Stat. Ann. §14:34.3. The school administrator shall notify any person who was a target of the threat at least two (2) school days prior to the student's return. The school administrator or his/her designee may conduct a search of the student or his property for weapons upon the student's return.

If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a healthcare professional not to be dangerous to himself/herself or others. After such a determination, the person shall not be permitted in a school unless he has notified the school administrator of his intent to visit the school and he is notified that the administrator has provided at least two (2) school days' notice regarding the visit to anyone in the school who was directly threatened by the person. The school administrator may deny such person the right to visit the school.

No person shall have a cause of action against any person for an action taken or statement made in adherence with this policy unless based on conduct that is maliciously, willfully, and deliberately intended to cause harm or harass.

Revised: September 12, 2023

Emergency Procedures

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

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

Student Searches (RPSBPM: JCAB)

The Richland Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search such building, desk, locker, area or grounds of said public school. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Any student not present during the search shall be informed of the search immediately thereafter.

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

- Age and sex of student
- Behavior record of student
- Need for search
- Purpose of search
- Type of search
- Reliability of the information used to conduct search
- The relative importance of making the search without delay
- Nature and severity of problem in overall school environment

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

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

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

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

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the

appropriate law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

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

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

Revised: July, 2018

Dangerous Weapons (RPSBPM: JCDAB)

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

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

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

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

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

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

Firearm-free Zone

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm-free zones, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2 and 14:95.6. The School Board, in cooperation with local

governmental agencies, and the Louisiana Department of Education, shall designate and mark firearm-free zones which surround all schools and school property. *Revised: August 5, 2021*

Electronic Devices

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

No student shall possess, on his/her person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. Electronic telecommunication devices shall include, but not be limited to, cellular telephones, personal computers, laptops, electronic instruments, iPads, iPods, tablet devices, e-readers, or similar devices.

These provisions shall not be applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school and/or recommendation for expulsion.

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

Exceptions

Exceptions shall be as follows:

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

Definitions

Use and operation shall mean whenever the electronic device is turned on or is visible.

Revised: July, 2024

Discipline

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

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

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

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

Each teacher and school employee may take disciplinary action to correct a student who violates school rules or who interferes with an orderly education process. No principal or administrator shall prohibit or discourage a teacher or school employee from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a teacher or school employee for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

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

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

Student Removal from Classroom

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

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

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

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

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

- Conferencing with the principal or his/her designee.
- Referral to counseling.
- Peer mediation.
- Referral to the school building level committee.
- Restorative justice practices.
- Loss of privileges
- Detention
- In-school suspension

- Out-of-school suspension
- Initiation of expulsion hearings
- Referral for assignment to an alternative setting
- Requiring the completion of all assigned school work and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
- Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

For detailed procedures on suspension and expulsion, see policy JDD, Suspension and policy JDE, Expulsion.

Parental Notification

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

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

Upon the student's third removal from the same classroom, the teacher and principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee and the student's parent, or legal guardian is required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

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

Specific Infractions and Consequences

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

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

- Failure to appear at school (playing hooky)
- Cutting class
- Tardiness to class

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

Reports to Principal

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee.

Incidents of alleged discipline violations shall be reported on the School Behavior Report/School Bus Behavior Report form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

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

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

- is guilty of willful disobedience.

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

Recusal of Administrator in Discipline Matters

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

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

Student Notification of Discipline

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

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

Detention

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

Parent Conferences

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

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

Delinquent Students

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

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

Employee Safety

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

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

Discipline of Students with Disabilities or Exceptionalities

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

Discipline of Students Engaged in Virtual Instruction

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

Definitions

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

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

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

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

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

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

Revised: September, 2025

Bullying, Cyberbullying, Intimidation, Harassment, and Hazing

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

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

Sexual Harassment of and by Students

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

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

Student Dress Code (RPSBPM: JCDB)

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

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

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

Notification

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

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

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

Body Armor

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

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

Dress Code Violations

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

Revised: July 10, 2018

Corporal Punishment

Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess. The Richland Parish School Board shall allow reasonable corporal punishment of unruly pupils. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year. The use of any form of corporal punishment is prohibited in any public school unless the Student's parent or legal guardian provides written consent for the use of corporal punishment in a document created by the state Department of Education solely for such purpose. Such consent applies only to the school year in which it is given. No form of corporal punishment shall be administered to a student with an exceptionality as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under Section 504 of the Rehabilitation Act of 1973 and has an Individual Accommodation Plan. However, the parent or legal guardian of a student who is gifted and talented and has no other exceptionality may authorize the use of corporal punishment as otherwise provided by this policy. Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort. Taping a student's mouth shut or otherwise restricting his or her airway in any manner is prohibited regardless of parental consent.

Corporal punishment does not include:

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

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

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

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to

restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

Impermissible Corporal Punishment

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

Revised: September 2025

Suspension (RPSBPM: JDD)

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

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

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

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

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

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

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

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

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

damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

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

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

Appeals

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

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

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

In-school Suspension

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

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

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

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

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

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

Mandatory Suspension

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

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

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

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

Assault or Battery of School Employees

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

Damage to Property

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

Suspension Not Applicable

Suspension of a student shall not apply to the following:

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

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

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

Dress Code Violations

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

Credit for School Work Missed

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee. A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

Recusal of Administrator in Discipline Matters

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

Suspension of Students with Disabilities or Exceptionalities

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

Revised: July 2024

Expulsion (RPSBPM: JDE)

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

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

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent and the concerned teacher shall be permitted to attend and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic

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

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

Appeals

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

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

Expulsion Involving Firearms

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

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

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

Expulsion Involving Drugs

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

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

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

Virtual Instruction

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

Additional Reasons for Expulsion

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

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

Expulsion Not Applicable

Expulsion shall not apply to the following:

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

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

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

Readmittance Following Expulsion

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

be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

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

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

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

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

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

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

Recusal of an Administrator Discipline Matters: Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

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

Revised: August 5, 2021

Assignment to Alternative School at RCCA

In-school suspension at RCCA is to provide an alternative to out-of-school suspension. Students may be assigned to Alternative School under the following conditions:

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

IDEA students may be assigned to RCCA by the school IEP Committee when: Normal discipline procedures have been followed and the behavior has not been corrected.

504 students may be assigned to RCCA by the school SBLC Committee when: Normal discipline procedures have been followed and the behavior has not been corrected.

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

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

For further information please contact:

Susie Mullins

318-248-2465 or 318-248-2461

smullins@richland.k12.la.us

Transportation Policies and Procedures

RPSB Transportation Policies and Procedures

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

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

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

When riding school buses, every student should:

- Follow the Bus Transportation rules as directed by the bus driver and the student's school principal. The bus driver is the student's supervisor until the student departs the bus.
- Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; the bus stops will be assigned by the bus driver. Walk to the closest stop. Be on time because the bus will not wait for late students.
- Not bring on the bus objects that are too large to be held in the student's lap or to fit under the seat (including large band instruments, projects, and other large objects). Assist the bus driver in maintaining a clean and sanitary bus; students who damage/destroy buses are appropriately disciplined/assessed for damages.

- Not exit the bus at a different stop from his/her assigned stop without written authorization from the principal. The note must be presented to the driver at the start of the afternoon run.
- Remain seated, facing forward in the student's permanently assigned seat, while the bus is in motion, and during stops for other students.
- Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
- Adhere to the dress code for each school.
- Not bring a cell phone on the bus.
- Not eat on the bus.
- Not extend arms or head out of windows or doors; not throw objects out of windows.

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

Bus Infraction Procedures

Failure to comply with the bus rules and regulations WILL result in the following actions:

First Infraction

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

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

- Fighting
- Possession of alcohol or illegal drugs
- Smoking
- Possession of any kind of weapon
- Assault
- Destruction of school board property
- Intentional disrespect (ex: cursing the driver and any intentional act that disrupts the driver while driving)

Second Infraction

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

Third Infraction

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

Fourth Infraction

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

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

School Bus Conduct (RPSBPM: JCDAD)

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

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

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

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

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

Carpool and Bus Line Safety

The Richland Parish School Board shall require safety rules for carpool and bus lines at any school that includes any of the grades kindergarten through five. The safety rules shall require, but not be limited to, the following:

- Students shall remain a safe distance from the pick-up area behind something material or immaterial intended to block passage, as deemed appropriate for the particular school building.
- Students shall wait in the pick-up area and wait for vehicles to come to a complete stop.
- A student being dropped off shall remain in the appropriate passenger restraint until the vehicle in which he/she is a passenger comes to a complete stop.
- A student in grades kindergarten through three shall be accompanied by a school employee while he/she is walking to and from a pick-up area.

New policy: September 12, 2023

Technology and Camera Monitoring

Computer and Internet Usage (RPSBPM: IFBGA)

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

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

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.

- The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy EBBB, School and Student Safety.

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

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

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

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

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

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

Revised: December 2018

Internet Use Regulations

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

- Appropriate language and manners which demonstrate honesty, ethics and respect for others shall be required.
- E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher for class messages shall be allowed.
- No personal addresses, personal phone numbers, or last names shall be permitted on the Internet. Photographs shall be posted provided that parental permission is obtained prior to posting the photograph. Full names shall not be used to identify students in photographs posted on the Internet.
- Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
- No user is permitted to knowingly or inadvertently load or create a computer virus and/or worm or load any software that destroys files and programs, confuses users, or disrupts the performance of the system. No third-party software shall be installed without the consent of the assigned administrator.
- A student may not attempt to access any Internet resource without the prior consent of the teacher.
- Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.

- Invading the privacy of another user, or using their account, shall not be tolerated.
- Only educational related software/activities shall be permitted on school equipment.
- Sending or posting anonymous messages shall be forbidden.
- No activities shall be allowed which may damage or interrupt equipment or any networking system.
- Authorized student usage of the Internet shall be under direct supervision of the school personnel.

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use the Internet. An investigation will follow if this policy is violated and may constitute suspension and/or revocation of Internet access and related privileges and could lead to school disciplinary action, and/or legal action.

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

School Use of Security Video

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

Cameras in Special Education Classrooms

The Richland Parish School Board shall install and operate cameras that record both video and audio in each special education classroom, as required by state law, and in accordance with procedures promulgated by the Superintendent. The School Board shall verify periodically that the cameras remain in operation. Should a camera be out of operation for more than two (2) consecutive days, the school shall provide notice to parents of students in the affected classrooms via normal school communication channels.

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

The School Board shall ensure/provide:

- Proper location and placement of cameras. The recording of the interior of a restroom or any area designated for students to change or remove clothing shall be prohibited.
- Written notice of the placement of the cameras shall be provided to persons who enter a classroom where a camera is installed, including teachers and other school employees, students in the classroom, the students' parents and legal guardians, and authorized visitors.
- Training concerning the provisions of this policy for any teacher or other school employee who provides services in a classroom where cameras are installed.
- Procedures for proper retention, storage, and disposal of the video and audio data recorded. Recordings shall be retained for at least one month from the recording date.
- Protection of student privacy and development of procedures for determining to whom and under what circumstances the recordings may be disclosed including: (A) Limiting viewing of the recordings to the Superintendent or his/her designee and the parent or legal guardian of a recorded student upon request. (B) Requiring any person who views a recording and who suspects the recordings show a violation of state or federal law to report the suspected violation to the appropriate law enforcement agency.
- Each camera installed shall be in compliance with the National Fire Protection Association's Life Safety Code.

- Procedures regarding how a parent or legal guardian may request to review a recording, under what circumstances a request may be made, and any limitations to a request.

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

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

New policy: September 13, 2022

Revised: August, 2025

Student Nutrition and Health Services

Child Nutrition Program

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

Physician Ordered Diets

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

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

Health Care Centers

In order to provide adequate health care and services to students, the Richland Parish School Board may authorize the establishment of student health care centers in the schools of the parish. Any health clinic established shall be supervised by a school nurse, who shall be licensed in accordance with state law. Health care centers shall provide services which include, but are not limited to the following: treatment of minor illness and injury, routine physical examinations, immunizations, referrals to alcohol and drug abuse prevention program counselors, and mental health services. No student shall receive any type of service unless the required standardized school health forms as outlined in Health and Safety, Bulletin 135 have been signed, returned to school, and have been filed in the clinic.

Hearing and Vision Screening

The School Board, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents or guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents.

A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent or tutor of every student found to have any defect of sight or hearing.

Educational Screening and Evaluation

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent or guardian objects to such screening. Such impediments shall include:

- dyslexia and related disorders;
- attention deficit disorder; and
- social and environmental factors that put a student "at risk."

Students in need of services and/or assistance shall have it provided to them.

The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

Students who are experiencing learning or adjustment difficulties in a regular program, but are not thought to be exceptional, may receive support services from pupil appraisal by a referral from a committee at the school level.

Testing for Dyslexia

A dyslexia screener selected by the Louisiana Department of Education shall be administered to each student in the second half of kindergarten, or upon the request of a teacher or parent or legal guardian. The School Board shall provide remediation for students with dyslexia or related disorders in an appropriate education program.

For purposes of this policy, dyslexia shall be defined as an unexpected difficulty in reading for an individual who has the intelligence to be a much better reader, most commonly caused by a difficulty in phonological processing, which affects the ability of an individual to speak, read, and spell. Phonological processing means the appreciation of the individual sounds of spoken and written language.

Other Health Considerations

The School Board acknowledges that only properly trained personnel shall make recommendations regarding certain health issues of students.

The School Board shall prohibit, in accordance with statutory provisions, any teacher employed by the School Board from recommending that a student be administered a psychotropic drug, specifying or identifying any specific mental health diagnosis for a student, or using a parent's or guardian's refusal to consent to the administration of a psychotropic drug to a student or to a psychiatric evaluation, screening, or examination of a student as grounds for prohibiting the student from attending any class or participating in any school-related activity or as the sole basis of accusations of child abuse or neglect against the parent or guardian.

The provisions of the above paragraph shall not be construed so as to prohibit any of the following:

- An employee of the School Board who is a registered nurse, nurse practitioner, physician, or an appropriately credentialed mental health professional or teacher from recommending that a student be evaluated by an appropriate medical practitioner.
- A teacher or other certified employee of the School Board from suggesting a student be assessed or evaluated by qualified employees of the School Board who perform such function.
- A teacher assessing or evaluating any element of a student's academic readiness, performance, or achievement.
- Any employee of the School Board from discussing any aspect of a student's behavior or academic progress with the student's parent or guardian or any other employee of the School Board.

Psychotropic drug shall mean a substance that is used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and is intended to have an altering effect on perception, emotion, or behavior.

Teacher, for purposes of this section of the policy, shall mean any person employed by the School Board, who, as a condition of employment, is required to hold a valid teaching certificate issued by the Louisiana Department of Education and any person employed by the School Board as a substitute teacher.

Seizure Treatment and Training

The parent or guardian of a student with a seizure disorder may submit to the administration of the student's school a seizure management and treatment plan developed by the student's parent and treating physician for review and use by school employees with whom the student has regular interaction. The plan shall include the following:

- The health care services the student may receive at school or while participating in a school activity.
- Evaluation of the student's ability to manage and understand his/her seizure disorder.
- Signatures from the student's parent or guardian and from the treating physician.

School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

Administering Catheters

The School Board shall not require any employee other than a registered nurse or a licensed medical physician to catheterize any student until all of the following conditions have been met:

- A registered nurse or licensed medical physician, employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
- The registered nurse or licensed medical physician shall train at least two (2) employees to catheterize the specific child in his/her educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
- Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse or licensed medical physician, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse or licensed medical physician and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
- Individuals who are required to perform catheterizations and have been trained according to statutory provisions, may not decline to perform such service except as exempted by a licensed medical physician or a registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
- Any employee shall have the right to request that another School Board employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

The provisions of this part of the policy shall be restricted to those students who have had intermittent catheterization prescribed as a treatment for urinary or neurologic dysfunction and not for continuous bladder drainage or to obtain urine specimens for diagnostic purposes. No employee shall be requested to catheterize any student for continuous bladder drainage or to obtain urine specimens for diagnostic purposes.

Sickle Cell Diseases Training

Each school nurse shall participate in an in-service training program of at least one hour relative to sickle-cell disease using instructional materials provided by the Louisiana Sickle Cell Commission to the State Department of Education.

Performing Noncomplex Health Procedures

The term noncomplex health procedure shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

- Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
- Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.

- Screenings such as growth, vital signs, hearing, vision, and scoliosis.

No noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or any other state of the United States.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

- A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
- The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
- Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state. The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
- Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
- An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
- Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not be limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, employee means any appropriate member of the education staff, and appropriate licensed health professional shall include a licensed practical nurse.

Further Revised: December 10, 2024

Behavioral Health Services for Students

The Richland Parish School Board recognizes the connection between a student's social, emotional, and mental well-being and the student's academic success. The School Board desires to assist students in developing the social and emotional skills needed for participation in the educational environment and society at large. In addition to any support services provided by the School Board, the School Board shall allow behavioral health providers to provide medically necessary behavioral health services authorized by an independent third-party payor, including

but not limited to Medicaid and commercial insurance, to a student at school during school hours if the student's parent or legal guardian provides a written request for such behavioral health provider and services to the Superintendent or Superintendent's designee, and all other requirements of La. Rev. Stat. Ann. §§17:173 and 17:3996, this policy, and any administrative procedures are met.

A behavioral health provider who provides services according to this policy shall:

- Maintain general liability insurance coverage in an amount not less than \$1,000,000.00 per occurrence and \$1,000,000.00 per aggregate and provide a certificate of insurance naming the public school as the certificate holder.
- Complete a criminal background check conducted by the Louisiana State Police and shall pay all related costs. Applied behavior analysis providers who are licensed, certified, or registered by the Louisiana Behavior Analyst Board, who provide documentation of having passed a criminal background check conducted by the Louisiana State Police and are in good standing with the Board shall not be required to complete an additional criminal background check.

No person who has been convicted of or pled nolo contendere to a crime listed in La. Rev. Stat. Ann. §15:587.1 (C) shall be permitted to provide behavioral health services to a student at school during school hours.

Behavioral health services shall be permitted during school hours if the student's parent or legal guardian presents a behavioral health evaluation performed by an evaluator as well as an assessment and authorized treatment plan performed by a behavioral health provider chosen by the parent or legal guardian and the evaluation indicates that the services are necessary during school hours to assist the student with behavioral health impairments associated with a medical diagnosis that the evaluator determines are interfering with the student's ability to thrive in the educational setting. A behavioral health evaluation or assessment presented by the parent or legal guardian of a student shall not be construed as an independent educational evaluation for purposes of determining if a student meets the criteria established for eligibility for special education and related services.

In addition, the parent or legal guardian of a student receiving services from a behavioral service provider shall be required to execute a consent to release information form between the provider and the School Board.

No behavioral health evaluation, assessment, or authorized treatment plan shall be prohibited from being performed on school property in order to establish medical necessity or to deliver medically necessary services. Behavioral health services may be provided during any part of the school day, including any and all instructional time in English, reading, mathematics, and science. The school administrator and service provider shall work collaboratively to create a consistent schedule that meets the medical needs of the student and complies with the provider's ethical code of conduct. In developing the student's plan, consideration shall include impacts on a school's operations and a student's testing schedule. If the parties cannot agree, then the parties shall engage in a dispute resolution process set forth by the state Department of Education.

The School Board shall not enter into a contract or an exclusive agreement with a behavioral health provider that prohibits the parent or legal guardian from choosing the behavioral health provider for the student. However, the provisions of this paragraph shall not impair any existing contract on the effective date of this policy, or the renewal thereof.

The cost of all behavioral health services provided to a student shall be the sole responsibility of the parent or legal guardian, individually or through an applicable health insurance policy, Medicaid, or other third-party payor, other than the School Board, that has made funds available for the payment for the services provided.

While on a school campus, a behavioral service provider shall comply with, and abide by, the terms of any Individualized Education Plan, Individualized Accommodation Plan, Section 504 Plan, Behavior Management Plan, or Individualized Health Plan applicable to a student who is a patient of the provider. The services furnished by a provider shall be incorporated into a written treatment plan applicable to a student.

The School Board shall establish reporting requirements for a behavioral health provider related to the student's progress and student and school safety concerns as related to the student's educational program.

The Superintendent shall approve administrative procedures to provide for student safety and effective implementation of this policy.

The School Board may establish sanctions, including termination of a provider's authorization to provide services on any school campus, against a behavioral health provider for failure to comply with the provisions of this policy and associated procedures and/or any other School Board policy and procedures.

Any behavioral health evaluation, assessment, or treatment plan administered by the School Board shall not supersede the behavioral health evaluation, assessment, or treatment plan provided by an independent behavioral health provider of a student's parent's choosing. Any applied behavior analysis services provided by the School Board shall be delivered either by behavioral health providers licensed, certified, or registered by the Louisiana Behavior Analyst Board in accordance with La. Rev. Stat. Ann. §37:3701 et seq. or behavioral health providers providing services in accordance with La. Rev. Stat. Ann. §37:3715.

Definitions

Applied behavior analysis provider shall mean a provider who is licensed, certified, or registered by the Louisiana Behavior Analyst Board and is in good standing to provide applied behavior analysis services.

Applied behavior analysis services shall include the design, implementation, and evaluation of systematic instructional and environmental modifications by an applied behavior analysis provider to produce socially significant improvements in behavior as described in the Behavior Analyst Practice Act.

Behavioral health evaluation shall include but not be limited to the following criteria:

- Diagnosis.
- Type of intervention.
- Length of intervention.
- Identification of a student's goals.
- Identification of impact of student behavior on a student's educational program.
- Recommendations for applied behavior analysis services.

Behavioral health provider shall mean a provider who is licensed by the Louisiana Department of Health or a health profession licensing board and is in good standing to provide behavioral health services in Louisiana including but not limited to a psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, marriage and family therapist, professional counselor, clinical social worker, applied behavioral analysis provider, or a behavioral health provider organization licensed to provide health services in Louisiana.

Behavioral health services shall include but not be limited to individual psychotherapy, family psychotherapy, psychotropic medication management, community psychiatric support and treatment, crisis intervention, and medically necessary applied behavior analysis services.

Evaluator shall mean a licensed psychiatrist, psychologist, medical psychologist, licensed specialist in school psychology, professional counselor, marriage and family therapist, clinical social worker, or applied behavioral analysis provider who is certified by the respective board of examiners in Louisiana to provide necessary evaluations and who is not an employee of the School Board or the Louisiana Department of Education.

Independent third-party payor means an individual who serves as a case reviewer for Medicaid or commercial insurers.

Medically necessary services means services that meet the following requirements:

- Provided for the diagnosis, treatment, cure, or relief of a health condition, illness, injury, or disease.
- Except for clinical trials that are described within the policy, not for experimental, investigational, or cosmetic purposes.
- Within the generally accepted standards of medical care in the community.
- Not solely for the convenience of the insured, the insured's family, or the provider.

No provisions of this policy shall be construed to supersede any of the following:

- The authority of a student's Individualized Education Program Team or Section 504 Committee to determine appropriate services for a student pursuant to applicable federal and state.
- The provisions of the Behavioral Health Services Provider Licensing Law or any regulation promulgated by the Louisiana Department of Health pursuant to that law.
- The provisions of the Behavior Analysis Practice Act.

Revised: October 8, 2024

Administration of Medication

It is the policy of the Richland Parish School Board that the administration of medication to students at school shall meet the following conditions and limitations. As used in this policy, the term medication shall include all prescription and non-prescription drugs.

1. Written Orders, Appropriate Containers, Labels, and Information

A. Medication shall not be administered to any student without a completed Medication Order from a physician or dentist licensed to practice medicine in the state of Louisiana or any other state of the United States, or any other authorized prescriber authorized in the state of Louisiana or any other state of the United States to prescribe medication or devices, and a letter of request and authorization from the student's parent or guardian. The following information shall be included:

- the student's name
- the name and signature of the physician/dentist/other authorized prescriber
- physician's/dentist's/other authorized prescriber's business address, office phone number, and emergency phone numbers
- relevant diagnosis
- name, amount of each school dose, time of school administration, route of medication, and reason for use of medication
- a written statement of the desired effects and the child specific potential adverse effects

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

- name of pharmacy
- address and telephone number of pharmacy
- prescription number
- date dispensed
- name of student
- clear directions for use, including the route, frequency, and other as indicated
- drug name and strength
- last name and initial of pharmacist
- cautionary auxiliary labels, if applicable
- physician's/dentist's/other authorized prescriber's name

Labels of prepackaged medications, when dispensed, shall contain the following information in addition to the regular pharmacy label:

- drug name
- dosage form
- strength
- quantity
- name of manufacturer and/or distributor
- manufacturer's lot or batch number

2. Administration of Medication: General Provisions

- Once trained, the school employee who administers medication may not decline to perform such service at the time indicated, unless exempted in writing by the MD or RN.
- During the period when the medication is administered the person administering medication must be relieved of all other duties. This requirement does not include the observation period required in 2.-F below.
- Except in the case of a trained unlicensed diabetes care assistant administering diabetes medications (if applicable) or in life-threatening situations, trained unlicensed school personnel may not administer injectable medications.
- All medications must be stored in a secured locked area or locked drawer with limited access except by authorized trained school personnel.

- Only oral, inhalant, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, but trained, school personnel. Under special circumstances, other medications not mentioned above may be administered as necessary, as approved by the school nurse.
- Each student must be observed by a school employee for a period of 45 minutes following the administration of medication. This observation may occur during instruction time.
- School medication orders shall be limited to medication which cannot be administered before or after school hours.

3. Principal

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

4. Teacher

The classroom teacher who is not otherwise previously contractually required shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers employed subsequent to July 1, 1994. A regular education teacher who is assigned an exceptional child shall not be required to administer medications.

5. School Nurse

- The school nurse, in collaboration with the principal, shall supervise the implementation of the school policies for the administration of medications in schools to ensure the safety, health and welfare of the students.
- The school nurse shall be responsible for the training of non-medical personnel who have been designated by each principal to administer medications in each school. The training must be at least six (6) hours and include but not be limited to the following provisions:
 - Proper procedures for administration of medications including controlled substances
 - Storage and disposal of medications
 - Appropriate and correct record keeping
 - Appropriate actions when unusual circumstances or medication reactions occur
 - Appropriate use of resources

6. Parent/Legal Guardian

- The parent/legal guardian who wishes medication administered to his/her child shall provide the following:
 - A letter of request and authorization that contains the following information:
 - the student's name;
 - clear instructions for school administration;
 - prescription number, if any;
 - current date;
 - relevant diagnoses;
 - name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
 - physician's/dentist's/other authorized prescriber's name;
 - the parent's/legal guardian's printed name and signature;
 - parent's/legal guardian's emergency phone number;
 - statement granting or withholding release of medical information;
- A written order for each medication to be given at school, including annual renewals at the beginning of the school year. The new orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's Medication Order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same

form, an incomplete form, or a form with a physician's/dentist's/other authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; original orders must be received within five (5) business days.

- A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter. Only the physician/dentist/other authorized prescriber or his/her staff may write on the Medication Order form. This form must be signed by the physician/dentist/other authorized prescriber.
- A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist; the medication must be delivered by a responsible adult. The parent/legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be given.
 - All aerosol medications shall be delivered to the school in pre-measured dosage.
 - Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
 - The initial dose of a medication shall be administered by the student's parent/legal guardian outside the school jurisdiction with sufficient time for observation for adverse reactions.
- The parent/legal guardian shall work with those personnel designated to administer medication as follows:
 - Cooperate in counting the medication with the designated school personnel who receives it and sign the Drug Receipt form.
 - Cooperate with school staff to provide for safe, appropriate administration of medications to students, such as positioning, and suggestions for liquids or foods to be given with the medication.
 - Assist in the development of the emergency plan for each student.
 - Comply with written and verbal communication regarding school policies.
 - Grant permission for school nurse/physician/dentist/other authorized prescriber consultation.
 - Remove or give permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

7. Student Self-Medication

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

Asthma, Diabetes, or the Use of Auto-Injectable Epinephrine

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

- Written authorization for the student to carry and self-administer such prescribed medications.
- Written certification from a licensed medical physician or other authorized prescriber that the student:
 - has asthma, diabetes, or is at risk of having anaphylaxis
 - has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the

student's parent or other legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:

- The name, purpose, and prescribed dosage of the medications to be self-administered.
- The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
- The length of time for which the medications are prescribed.
- Any other documentation required by the School Board.

The required documentation shall be maintained in the office of the school nurse or other designated school official.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma, diabetes, or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma, diabetes, or anaphylaxis.

A student who has been granted permission to self-administer medication by the School Board shall be allowed to carry and store with the school nurse or other designated school official an inhaler, auto-injectable epinephrine, or insulin, at all times.

Permission for the self-administration of asthma or diabetes medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma or diabetes medications or the use of auto-injectable epinephrine by a student shall be granted by the School Board each subsequent school year, provided all of the requirements of this part of the policy are fulfilled.

Upon obtaining permission to self-administer asthma or diabetes medication or to use auto-injectable epinephrine, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school sponsored activity. A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Auto-injectable epinephrine means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

Glucagon means a hormone that raises the level of glucose in the blood. Glucagon, given by injection is used to treat severe hypoglycemia.

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

Insulin Pen means a pen-like device used to put insulin into the body.

Insulin Pump means a computerized device that is programmed to deliver small, steady, doses of insulin.

Other Permitted Medications

Self-administration of other medications by a student may be permitted by the School Board, provided that:

- Medication Order from the physician or authorized prescriber and from the student's parent or guardian shall be on file and communication with the prescriber has been established.
- The school nurse has evaluated the situation and deemed it to be safe and appropriate, and has developed a medical administration plan for general supervision. The administration plan may include observation of the procedure, student health counseling and health instruction regarding the principles of self-care.
- The principal and appropriate staff are informed that the student is self-administering the prescribed medication.
- The medication is handled in a safe, appropriate manner.
- The school principal and the school employed registered nurse determine a safe place for storing the medication.

- The medication must be accessible if the student's health needs require it; this information is included in the medication administration plan.
- Some medication should have a backup supply readily available.
- The student records the medication administration and reports unusual circumstances (as a general rule the student must record all dates and times he/she is self-medicating during school hours. The medication log shall be kept in the main office where the student shall record this information unless otherwise noted on the student's Individual Administration Plan).
- The school employed registered nurse, and/or the designated employee monitors the student.

8. Acceptable School Medications

School medication orders shall be limited to medication which cannot be administered before or after school hours. Parents may come to school and administer medication to their children at any time during the school day.

Medications which may be considered as acceptable under this policy:

- Medication to modify behavior (e.g., Ritalin, when the sustained action form of this medication is not effective.)
- Severe allergic reactions must have specific written instructions from a physician.
- Anticonvulsive medication.
- Medication for asthma or diabetes.
- Medication given in extenuating circumstances.
- Non-prescription (over-the-counter) drugs will only be given if medical certification of extenuating circumstances and prescription is obtained.
- Antibiotics and other short-term medications will not be given at school, unless so ordered by a physician, dentist, or authorized prescriber.
- The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
- Other specific illnesses that require medication.
- The school nurse shall have the authority to maintain a supply of naloxone or other opioid antagonists per La. Rev. Stat. Ann. §17:436.1(M). The school nurse or trained school personnel may administer naloxone or other opioid antagonists to any student or other person on school grounds in the event of an actual or perceived opioid emergency.

Trained school personnel means a school employee or volunteer who has received the training on life-saving medication that addresses techniques on how to recognize signs of a life-threatening emergency, standards and procedures for the storage and administration of the medication, and emergency follow-up procedures, including the requirement to summon emergency services either immediately before or immediately after administering the medication.

9. Diabetes

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in the state of Louisiana or any other state of the United States, or any other authorized prescriber authorized in the state of Louisiana or any other state of the United States who is selected by the parent or legal guardian to be responsible for such student's diabetes treatment. School-related activities include, but are not limited to, extracurricular activities and sports.

A student's diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

- A detailed evaluation of the student's level of understanding of his/her condition and his/her ability to manage his/her diabetes.

- The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
- A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
- The signature of the student (if age appropriate), the student's parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student's diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student's diabetes management and treatment plan to the principal or appropriately designated school personnel of the school where the student is enrolled. The plan shall be reviewed by appropriate school personnel either prior to or within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student being diagnosed with diabetes, or as warranted by changes in the student's medical condition.

Upon receipt of the student's diabetes management and treatment plan, the school nurse shall conduct a nursing assessment of the student's condition and develop an Individualized Healthcare Plan (IHP). The school nurse shall be given not less than five (5) school days to develop the IHP and shall implement the IHP within ten (10) school days of receipt of the diabetes treatment plan. The school nurse must assess the stability of the student's diabetes both at home and in the school setting prior to the development of the IHP for care in the school setting.

The parent or legal guardian shall be responsible for all care related to the student's diabetes management and treatment plan until the IHP is developed, the parents or legal guardian have agreed to and signed the IHP, and the diabetes management and treatment plan is put into place by the school nurse.

The School Board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student, or assist a student with self-care of his/her diabetes, in accordance with the student's diabetes management and treatment plan, the student's IHP, and regulations contained in Health and Safety, Bulletin 135. An unlicensed diabetes care assistant is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. An unlicensed diabetes care assistant also means an employee of an entity that contracts with the school or school system to provide school nurses who are responsible for providing health care services required by law or the Department of Education.

In accordance with the student's diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student's management and treatment plan.

With written permission of a student's parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes, or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student's condition and contact information in cases of emergency shall be provided the employee.

10. Classroom Storage and Administration of Auto-Injectable Epinephrine by Teachers

The School Board shall allow a supply of auto-injectable epinephrine, as defined above, to be maintained in a secure location in each classroom assigned to a student who is deemed by his/her physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

- The supply of auto-injectable epinephrine to be kept in each classroom.
- Written authorization for the student to be administered the medication.
- Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
- A written treatment plan, as defined above from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes.

The required documentation shall be kept on file in the office of the school nurse or other designated school official.

The teacher in each classroom where auto-injectable epinephrine is stored shall be provided information regarding accessing and administering auto-injectable epinephrine, the signs and symptoms of anaphylactic

reactions and specific information regarding condition, care, and treatment of the student assigned to the classroom who is at high risk of anaphylactic reaction.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable epinephrine.

This information shall be included in the student handbook of each school and posted on each school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

11. Administration of Medication on Field Trips and other Extra-Curricular Activities

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication.

If the parent/legal guardian cannot attend the field trip/activity with his/her child, the parent/legal guardian shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by the parent, or another trained person designated by the School Board. Such request shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or another trained person to administer the medication. If the parent does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained School Board employee to accompany the student on the field trip or other school-sponsored activity.

12. Extended Day Care

In the event that a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s), shall be obtained from the physician/dentist/other authorized prescriber before any administration of medication may be administered by properly trained personnel.

13. Sunscreen

In accordance with statutory provisions, sunscreen means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student only if his/her parent or legal guardian has provided written consent for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

14. Student Confidentiality

All student information shall be kept confidential. The parent/legal guardian shall be required to sign the Authorization for Release of Confidential Information form, so that health information can be shared between the School Board and health care providers, such as hospitals, physician, service agency, school nurse, and/or other health provider.

Revised: October 8, 2024

ACT 315

Enacts R.S. 17:436.1(N) to require the governing authority of each public elementary and secondary school to adopt a policy to maintain a supply of auto-injectable Epinephrine in a secure location in each classroom assigned to a student who is deemed by his physician to be at high risk for anaphylactic reaction and incapable of

self-administration of auto-injectable Epinephrine. Such policy shall require the student's parent or legal guardian to annually provide the school with the supply of Epinephrine, written certification from the student's licensed medical physician that the student is at high risk of having anaphylaxis, written authorization for the student to be administered the medication, and a treatment plan from the student's licensed medical physician for managing anaphylactic episodes. The governing authority of the public elementary and secondary school shall inform the parent or legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injuries sustained by the student from the good faith administration of auto injectable Epinephrine. The parent or legal guardian shall sign a statement acknowledging that the school shall incur no liability and that the parent or legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable Epinephrine. Each school shall include the policy required by this statute in its student handbook and shall post it on the school's website if it has one. [Effective 6/10/22]

Immunizations

The Richland Parish School Board shall require each student entering any school for the first time, and at any other time as required by the state, to present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to state law and a schedule approved by the state Department of Health and Hospitals (DHH), Office of Public Health (OPH), or present evidence of an immunization program in progress. The School Board may require immunizations or proof of immunity more extensive than required by the Department of Health and Hospitals (DHH), Office of Public Health (OPH). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met. In progress shall mean that the student has an immunization due after the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the student to receive an immunization after a certain date.

Transferring Students: A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress. If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the student enters a school system within the state.

Enforcement: Principals or their designated representatives shall be responsible for checking students' records to see that the provisions of this policy are enforced, and to electronically transmit immunization reports to the OPH through the Louisiana Immunization Network for Kids Statewide, when capable.

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

No teacher or school employee or administrator shall distinguish between students based on whether a student has or has not received vaccines from the schedules provided for in this policy. Actions prohibited include but are not limited to discrimination based on a student's vaccination status in any of the following acts:

- Determination of eligibility for athletics or other extracurricular activity.
- Allowing or denying participation inside and outside of the classroom.
- Issuance of surveys to students relative to vaccination status.
- Organizing seating arrangements.

Exclusion from Attendance: If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state Office of Public Health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization.

Notwithstanding any other provision of law to the contrary, no student shall be required to receive a COVID-19 vaccine as a condition of initial enrollment or continuing attendance at any school in the Richland Parish School District.

Revised: A, 2024

Additional Title I Information

What Every Parent Needs to Know about Title I

What is the Every Student Succeeds Act (ESSA)?

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

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

Section 1116. Parent and Family Engagement:

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

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

- Convene an annual meeting to inform parents of their school's participation in the Title I Program, explain the requirements of the program, and the right of the parents to be involved;
- Offer a flexible number of meetings, such as meetings in the morning or evening;
- Involve parents, in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs, including the planning, review, and improvement of the school Family Engagement Plan, the School-Parent Compact, and the joint development of the school-wide program plan (School Improvement Plan [SIP]); and
- Provide parents of participating children with timely information.

What is Title I?

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

How Does Title I Work?

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

Title I School-wide Program

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

What is the purpose of the program?

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

Who is served?

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

Title I Programs Provide Supplemental Support

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

Who Decides How Funds Are Used?

Every school has an advisory committee composed of: Parents/Guardians, Other staff that works at the school, Principal, Students (at Middle and High School), Teachers.

This committee determines how to use Title I funds.

Parents' Rights

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

Plan of Action: Curriculum, Instruction, and Assessment

- Mission Statement
- 2026-2027 School goals
- Curriculum strategies to be implemented
- Instructional support to be provided in order to achieve the established curriculum strategies
- Assessments/Calendar

Richland Parish School District Annual Parent Notice

Right to Request Teacher Qualifications

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

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

- if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- if the teacher is teaching under an emergency status for which state licensing requirements have been waived;

- the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

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

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

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

Local Liaison Name: Aleasha Waller

Telephone: (318) 728-5964 ext. 232

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

Who is considered "homeless"?

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

What are the education rights of homeless children and youth?

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

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

What is the "school of origin"?

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

What if there is disagreement regarding school placement?

The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school of origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal. No Child or Youth Should Be Denied Access to a Free and Appropriate Public Education.

Richland Parish School Parent and Family Engagement Policy

School Year 2026-2027

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

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

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

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

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

Jointly Developed

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

Each school year, the district and school policies, along with the School Improvement Plans, are reviewed and updated. These policies and plans are developed based on diverse input, including but not limited to, individual school meetings, annual parent surveys, parent meetings, and parent-teacher conferences. All policies are posted on our system and school websites, where parents can provide comments and suggestions. Since this policy is a working document, it is regularly reviewed and revised as needed.

Annual Title I Meeting

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

Each year, parents are surveyed to assess whether parent and family engagement programs are meeting their needs effectively. They can complete the survey online or by paper (if requested). These survey results help develop school improvement strategies and update district and school Parent and Family Engagement Policies. They also guide planning for future parent meetings. The survey evaluates areas such as academics, school leadership, parent involvement, Title I programs, the school environment, and the Parent and Family Engagement Program. To ensure accessibility, surveys are written in a language that parents and families understand.

Communications

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

- Timely information about the Title I programs,
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement, and
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

The Richland Parish School System will ensure all parents have access to the District Family Engagement Policy by including it in all student handbooks and posting it on the district website. To ensure clarity, all student handbooks are written in a language that parents and families can understand.

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

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

Parents are given the chance to share their opinions on how the 1% set-aside funds for parent engagement should be used. Parents are asked to provide feedback through a survey. In addition, the school will review the parent and family engagement budget during the Annual Title I Meeting.

Coordination of Services

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

Richland Parish Schools will work closely with Delta Head Start and Pre-Kindergarten programs to ensure a smooth transition for parents and students entering Richland Parish Primary Schools. Elementary schools will collaborate with middle schools to support students and parents as they move to the next grade level. Similarly, middle schools will coordinate with high schools to help students and parents adjust to the transition. High schools will also partner with local universities, community colleges, and workforce agencies to prepare students and parents for life after graduation. Additionally, Richland Parish will work with organizations such as the Rich Network and The Children's Coalition to participate in district-wide parent and family events.

Building Capacity of Parents

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

- Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards;
- Provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement; and
- Provide assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards,
 - The State and local academic assessments including alternate assessments,
 - The requirements of Title I, Part A,
 - How to monitor their child's progress, and
 - How to work with educators to improve the achievement of their child.

Richland Parish Schools will provide parents with tips and strategies to help their children succeed in core subjects. Schools will host academic events to demonstrate how families can support their child's learning at home. Parents will have access to a variety of resource materials from the Parent Resource Centers to use with their children. Additionally, they will receive newsletters, progress reports, and communication through phone

calls, flyers, and the option to schedule parent-teacher conferences. Parents can also access their child's grades and attendance information through the district's JPAMS system. Parents are encouraged to take an active role by serving on the Parent Advisory Committee and the School Improvement Plan team.

Building Capacity of School Staff

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

Richland Parish Schools are committed to continuous improvement through ongoing professional development for faculty and staff. Educators also receive individualized coaching to enhance their teaching strategies and better support student learning. Schools will host academic events to demonstrate how families can support their child's learning at home. Additionally, parents, families, and school staff work together by serving on school and district committees, ensuring collaboration and shared decision-making for student success.

ADOPTION

The Richland Parish Parent and Family Engagement Policy has been developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs, as evidenced by this document and the district meeting sign-in sheet. This policy was adopted by the Richland Parish School District on July 1, 2026 and will be in effect for the period of the 2026-2027 school year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before August 31, 2026 by publishing it in all student handbooks and placing it on the school district website.

Other Information

Patriotic Organizations

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

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

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

New policy: September 13, 2022

Acknowledgement and Signature Forms

Richland Parish School Board Student Chromebook User Agreement

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

Definitions

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

Terms and Conditions

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

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

Common Issue	Associated Fee
Lost Chromebook & Charger	\$175
Lost Chromebook	\$160
Lost Charger	\$15
Broken Screen	\$75
Broken Keyboard (including single missing Key)	\$15
Broken Charging Port	\$10

Student First and Last Name: _____

Student ID #: _____ Grade: _____

Student Signature: _____

Parent/Guardian First and Last Name: _____

Parent/Guardian Email Address: _____

Parent/Guardian Phone Numbers: _____

Parent/Guardian Signature: _____

Type of Device: _____ Serial Number: _____

General Attendance Agreement Form

Student Agreement

I, (Print Student Name) _____, Grade _____, understand the following are the expected behaviors concerning attendance:

- Attend every class, every day on time.
- If for some reason I have a legitimate excuse for being absent, I will immediately bring to school: (a) A doctor's excuse, including the excused dates and phone number of the doctor's office for verification. (b) An excuse note written by a parent/guardian, including the date of absence, the reason for the absence, documentation to support the excuse and a parent/guardian phone number for verification.
- Have no more than 3 unexcused absences in any class.
- Make up any missed work in a timely manner and complete tutorials for those classes, if necessary.

I, (Print Student Name) _____, understand that if I violate this agreement, by having three or more unexcused absences in any class, I will be responsible for the consequences of this behavior. The consequences may include, but are not limited to:

- Student and/or Parent Conference with a school administrator.
- Loss of credit for a class.
- Referral to the truancy officer or FINS.

Parent/Guardian Agreement

I, (Print Parent/Guardian Name) _____ understand that I am expected to:

- Provide updated and accurate address and contact information.
- Monitor my child's attendance.
- Correspond and meet with school administrators as requested or required.

I, (Print Parent/Guardian Name) _____ understand that if my child is found non-compliant with attendance regulations, a truancy case may be filed against me and may result in a warrant being issued for my arrest for knowingly and willingly unlawfully committing RS17:221 Truancy contrary to the Statutes of the State of Louisiana.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Every effort will be made by the school to contact you regarding your child's attendance. The school's ability to support good attendance habits for your student depends heavily upon your cooperation.

Received at _____ School

Administrator Signature: _____

Louisiana Believes

SCHOOLS BILLING MEDICAID

Questions and Answers for Families

Why do schools bill Medicaid?

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

What can schools bill Medicaid for?

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

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

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

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

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

Does the school district need my consent to bill Medicaid?

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

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

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

Initial Notice and Consent Regarding Medicaid Reimbursement

NOTICE

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

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

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

CONSENT

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

Name of Student

Date

Parent(s)/Guardian(s) Signature

Relationship to Student

Annual Notice Regarding Medicaid Reimbursements

DATE

Student's Name

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

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

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

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

;

Student/Parent Signature Documentation Form

Please complete this page and return it to your child's school so that we may have a record that you received and read this booklet which contains both the school and district handbook.

Thank you,

RICHLAND PARISH SCHOOL SYSTEM

School-Parent Compact Agreement

I agree to do, to the best of my ability, the suggestions listed in the School-Parent Compact:

Parent/Guardian Signature

Date

Student Signature

Date

This is to certify that I have received and read a copy of the Student Handbook for the 2026-2027 school year.

Parent/Guardian Signature

Student Signature

Date

Student Name (Please print)

Parent or Guardian:

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

Parent/Guardian Signature

Student Signature

Date

Student Name (Please print)

**RICHLAND PARISH SCHOOL BOARD
SCHOOL CALENDAR OPTION 1 – 2026-2027**

August 5, 2026 - School Opens – All personnel report-Wednesday
August 10, 2026 – First day for Students – MONDAY
August 10, 2026- ½ of PreK and K students attend
August 11, 2026- ½ of PreK and K students attend
August 12, 2026- All PreK and K students attend
May 7, 2027-Last Day for Seniors-FRIDAY
May 21, 2027- Last Day for Students –FRIDAY
May 24, 2027 – Regular School Year Ends/Staff Development Day- MONDAY

*PreK and Kindergarten programs must be no more than 4 days prior to the end of the school year # of Instructional Minutes to place in schedule: 388 or more

NON-STUDENT DAYS:

August 5-7, 2026- Staff Development/All employees 3 days
September 8, 2026-Staff Development/All employees 1 day
September 25, 2026-Parent Teacher Conference Day 1 day
November 2, 2026-Staff Development/All employees 1 day
January 4, 2027-Staff Development/All employees 1 day
January 29, 2027-Staff Development/All employees 1 day
February 16, 2027– Staff Development/All employees 1 day
February 26, 2027- Parent Teacher Conference Day 1 day
May 24, 2027 – Staff Development/End of School Year/All employees 1 day

HOLIDAYS -- NON-TEACHING DAYS:

September 7 Labor Day
October 12-16 Fall Break
November 3 Election Day
November 11 Veterans' Day
November 23-27 Thanksgiving Holidays
December 21-Jan. 1 Christmas/New Year's Holidays (noon dismissal Dec. 18)
January 18 Martin L. King Holiday
February 15 Presidents' Day
March 26-April 2 Easter/Spring Break

MARKING PERIOD ENDS

September 18, 2026
November 4, 2026
January 8, 2027
February 22, 2027
April 9, 2027
May 21, 2027

REPORT CARD DISTRIBUTION DATES

September 25, 2026 (Parent/Teacher Conferences)
November 6, 2026
January 13, 2027
February 26, 2027 (Parent/Teacher Conferences)
April 14, 2027
May 21, 2027

Approved 4-14-2026