

Bogalusa City School System

Student Code
of
Conduct

Grades PreK – 5th

2022-2023
School Session

A MESSAGE FROM THE BCSS SUPERINTENDENT

Dear Students:

I would like to take this opportunity to welcome each of you to the 2022 - 2023 school year. As we move forward in to this new school year, we hope that we can return to some normalcy and protocols that we have known before. As we return to school, the Code of Conduct will explain your rights and responsibilities as a student, and the expectations we have for you. Following these guidelines will help promote a safe, healthy, and positive school environment for you and your fellow students.

In the Bogalusa City School District, we strive to provide the best possible educational experience in our school system. However, we always stress the importance of RESPECT among fellow classmates, faculty, staff, and administration. We want you to have a strong support system, so we urge you to develop strong, positive relationships with your teachers, administrators, and other adults on campus.

I encourage you to continue to work hard and acquire all of the academic, technical, and social skills you will need to be successful in your post-secondary endeavors. I urge you to take full advantage of the many opportunities your school experience will provide you.

I pray that as we move into the 2022 - 2023 school year, each of you have a successful and safe school year.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Tanner".

Lisa Tanner,

Superintendent Bogalusa City Schools

Bogalusa City Schools 2022 - 2023



Teacher Days
180

Student Days
174

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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31						

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June						
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Important Dates

- July 4..... Independence Day Holiday
- August 1-3 Professional Development Days
- August 4.....First Day of School
- September 2 Interim Reports Issued
- September 5Labor Day Holiday
- October 6End of 1st Nine Weeks
- October 17-21Washington Parish Fair Holidays
- November 8Election Day
- November 14..... Interim Reports Issued
- November 21-25Thanksgiving Holidays
- December 15-19Midterm Exams
- December 20Half Day/End of 2nd Nine Weeks
- December 21-30.....Christmas/Winter Holidays
- January 2-3.....Winter Holidays
- January 4-6Professional Development Days
- January 9Classes Resume
- January 16Martin Luther King Holiday
- February 9 Interim Reports Issued
- February 20-24.....Mardi Gras Holidays
- March 20.....End of 3rd Nine Weeks
- April 7-14Spring/Easter Break
- April 27..... Interim Reports Issued
- May 22-24..... Final Exams
- May 25Last Day for Students
- May 29..... Memorial Day Holiday

Holiday

Half Day for Students



First/Last Day of School



Professional Development Day

FORWARD

We believe that the Bogalusa City School System exists to serve the educational needs of its people, and that the education of youth is a joint responsibility of the school system, parents, and community. The school system believes that individual should be accepted at their level of development and guided in such a way that they realize their individual capacity emotionally, aesthetically, intellectually, morally, physically, socially, and vocationally.

Instruction should occur in a safe environment that is conducive to learning. Effective instruction requires good order and discipline which necessitates the absence of distractions, frictions, and disturbances. A good learning environment provides a positive, friendly, yet businesslike atmosphere in which students and school personnel can work productively towards mutually recognized goals. The Bogalusa City School does not discriminate on the basis of race, sex, religion, age, handicap or national origin.

To assist the home and the students, this Handbook will:

- Describe the roles of the parents and students
- State the purposes of the Uniform Discipline Code and define discipline procedures
- Outline student attendance requirements and address personal grooming procedures
- Identify policies relative to student records and discipline
- Identify the Student Drug and Weapons Regulations

ROLE OF THE HOME

The parents or guardians should:

- Maintain regular communications with the school authorities concerning their child's progress and conduct
- Assure their child's daily attendance and ensure their child's arrival at school on time each day
- Explain any absences or tardiness to the school
- Assist their child in being clean and neat
- Bring to the attention of school authorities any problem or condition which affects their child or any other children of the school
- Discuss report cards and work assignments with their child
- Assist their child in assuming responsibilities at school
- Maintain up-to-date home, work and emergency phone numbers at the school and all other emergency information
- Complete and return the parish approved Validation Check-Out Form and other forms as requested
- Attend all parent/teacher/principal conferences

ROLE OF THE STUDENT

The student should:

- Attend all classes daily
- Be punctual
- Be prepared to come to class with the appropriate working materials
- Be respectful to all individuals and property
- Be clean and neat
- Be responsible for his/her own work
- Abide by the rules and regulations of the school
- Maintain a positive attitude
- Conduct himself/herself in a safe and responsible manner

POLICY STATEMENT

The Bogalusa City School System is responsible for establishing policies under which schools operate. To promote desirable student conduct and behavior, a Uniform Discipline Code has been adopted. Consistent with the laws of the State of Louisiana, the Board has established the following goals in regard to the Uniform Discipline Code:

- Develop in concert with administrators, teachers, students, and citizens a system-wide Uniform Discipline Code
- Codify the penalties that shall be applicable system-wide, yet retain administrative flexibility in application
- Permit individual schools to adopt additional regulations governing actions not covered by the new code of conduct
- Disseminate copies of the Uniform Discipline Code to each principal, faculty member, and student so that they may become familiar with its contents
- Analyze and review the Uniform Discipline Code on an annual basis

INTRODUCTION

The Uniform Discipline Code of the Bogalusa City School System describes inappropriate student behavior, prescribes equal disciplinary actions for misconduct, and suggests specific actions for remitting prohibited behaviors. Administrators are to use reasonable judgment when administering the Code. The Code is based on the premise that rules must be consistently enforced. Further, the rules must be fair and firm and comply with the individual's constitutional and other legal rights. As students advance in age and maturity, they will assume greater responsibility for their actions. Staff implementing the Code should recognize the differences in age and maturity, as well as, mitigating circumstances. These factors may require that different types of disciplinary action be used. Assistance is available for students whose misbehavior is related to the different types of disciplinary action be used. Assistance is available for students whose misbehavior is related to the use of alcohol or other drugs. The disciplinary actions listed in the Code indicate the range and the degrees of severity of punishment.

This Code is designed to ensure that each classroom will have a climate of order, discipline, control, and learning, as well as a climate that brings out the best qualities in both the teacher and the student, allowing for individual growth and differences. Foremost, the Code is a tool to reduce misconduct and, thereby, increase the educational benefits to which all students have rights.

STUDENT PRIVACY POLICY

The Bogalusa City School System strives to protect student data privacy while improving student learning, performance, and opportunities. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides a guideline for what can and cannot be shared with government agencies and private entities.

Directory information, as classified by FERPA, has been designated by the Bogalusa City School to include the student's name, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video. The policy is available in its entirety in the CAPS Portal of the Bogalusa City School System website, www.bogschools.org.

In efforts to provide a quality educational program, BCSS will ensure agreements are in place with entities that require students' personally identifiable information in accordance with Acts 837, 677, and 228 of the Louisiana Legislature. The release of some specified personally identifiable information to other government agencies and their contractors is necessary.

Some opportunities provided in Bogalusa City Schools allow parents and eligible students to opt-in

to programs. Examples of these opportunities may include state or nationally recognized clubs or organizations, external course enrollments, athletic organizations, and class supply companies. In these cases, the parent of eligible student will have the option of providing consent for that specific program source to receive the student's personally identifiable information.

ATTENDANCE

Children from their seventh to their eighteenth birthdays shall attend a public school, a private day school or participate in an approved home study program. Any child below the age of seven who legally enrolls in school shall also be **required to meet state attendance requirements**. In Bogalusa School System, the individual schools shall be responsible for enforcing the following requirements:

1. **Students shall be expected to be in attendance on every student activity day scheduled by the Bogalusa City School.**
2. Schools shall administer attendance regulations in accordance with State and locally adopted policies.
3. **All students shall be in attendance a minimum of 161 days of a school year. High School Students may not miss more than five (5) days of absence per semester. Elementary students may not miss more than ten (10) days of absence per year.**
4. The days absent for elementary school students shall include excused, unexcused absences and suspensions. These days WILL COUNT as absences when reviewing the required number of days of attendance. Handwritten parent notes will not count as excused after 10 days of absence.
5. Students shall make up all missed work when absent with an excused absence. Excuses must be turned in within three (3) days in order for the student to be eligible to complete make up work. **Student has five (5) days to complete all makeup work once he/she returns to school.**
6. Students shall not be excused from school to work on any job, including agriculture and domestic service, in their own homes, for the parents or tutors.
7. Students participating in school-approved activities, which necessitate their being away from school, shall be considered present and shall be given the opportunity to make up work.
8. The only exception to the attendance regulations shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. The following are those circumstances:
 - a. Extended personal, physical or emotional illnesses verified by a physician or dentist
 - b. Extended hospital stays as verified by physician or dentist
 - c. Extended recuperation from an accident as verified by a physician or dentist
 - d. Extended contagious disease within a family as verified by a physician or dentist
 - e. Death in the family (not to exceed one (1) week with administrative approval)
 - f. Natural catastrophe and/or disaster
 - g. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedure established by the Bogalusa City School
9. **Tardiness** – Students who frequently arrive late for school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. BCS has a policy for tardiness that is enforced to help ensure the maximum, high-quality instructional time for all students at the school. Parents are urged to support the academic success of students by requiring and assisting students to be on time for school every day.
10. **Perfect Attendance Award**-in order to receive this award, a student must be in attendance 99% of instructional time throughout the school year. The student must not miss more than 180 cumulative instructional minutes throughout the school year with the exception of homebound services and school sponsored field trips.

PROCEDURE:

- **Excuses for absences must be presented in writing to the school principal or designee within three (3) days of the day/days missed.** The note shall include: (1) student's full name; (2) the day(s) the student was absent; (3) the reason for the absence(s); (4) parent or guardian's signature and (5) date.
- **Hand written parent notes will not count as excused after 10 days of absence.**
- **Elementary School - When the student returns to school, it is the teacher and student's responsibility to work out a schedule with the student for making up work missed during the absence. Student has five (5) days to complete all makeup work once he/she returns to school. If student does not make up work within the five (5) days then the student will receive a zero (0) for the assignment.**
- **Jr. and High School - When the student returns to school, it is the student's responsibility to meet with the teacher to work out a schedule with the student for making up work missed during the absence. Student has five (5) days to complete all makeup work once he/she returns to school. If student does not make up work within the five (5) days then the student will receive a zero (0) for the assignment.**
- **Absences for grades 7-12 will be noted on a class-by-class basis (an instructional period).** Notification for excused and unexcused school absences will be given at three (3) days to the parent and to the Child Welfare and Attendance Office. A second notice letter will be sent to the parents of students in grades K-5 at five (5) days. A third notice letter will be sent to the parents of students in grades K-5 at eight (8) days. **The Youth Service Bureau will be notified at five (5) unexcused absences for grades PK-6 (TASC), and upon the fifth (5) unexcused absences for grades 6-12 (FINS).**
- At the end of each semester parents must provide all appropriate documentation and verify within a period of ten (10) school days a student's absences and make an appeal to the Child Welfare and Attendance Office to have asterisk (*) Failure Due to Excessive Absences (FEA).
- With the principal's recommendation, any student above the compulsory attendance age (18 years of age) who has excessive absences that are unexcused may be dropped from the rolls for the remainder of the school year.
- **Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisor of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Louisiana Children's Code relative to families in need of services.** A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month or if a pattern of five (5) absences a month is established. (Ref.: LA. R.S. 17:233)
- Five (5) unexcused absences at the elementary level will result in a referral to the Truancy Assessment Service Center (TASC).

DRESS AND PERSONAL GROOMING

Student dress and grooming is not to adversely affect the student's participation in classes, school programs, or other school related activities. Extremes in style and fit in student dress and extremes in style of grooming will not be tolerated. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, signs, or other things which are evidence of member affiliation in any gang, or are drug related. Policies that regard dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment. **School principals maintain the right to determine extremes in styles in dress and grooming and what is appropriate and suitable for school wear.**

MALE STUDENTS Hair, fingernails, (etc.) that are disruptive or distractive in an educational setting or that are deemed to be a reasonable safety hazard will not be permitted. Guidelines include the following:

Hair – Hair must be clean and well groomed. Prohibited items include bandannas, hair wraps/scarfs, large headbands, extremes in hairstyles (discretion of administration), unnatural human hair colors, lines, letters, or designs shaved in the head. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair must be kept out of the eyes.

Facial Hair – Must be clean, well groomed, neatly trimmed, and a reasonable length.

Jewelry – Piercings are not allowed as wearing apparel for males. No facial piercings, tongue rings or gauges in the ear lobe. Any jewelry (necklaces, rings, etc.) that is large or could be harmful to the individual is not permitted.

Any student out of dress code policy has 48 hours to comply with School Board policy. The student will remain in SAEP until he complies with policy.

FEMALE STUDENTS Hair, fingernails, (etc.) that are disruptive or distracting in an educational setting or that are deemed to be a reasonable safety hazard will not be permitted. Guidelines include the following:

Hair – Prohibited items include bandannas, hair rollers, hair wraps/scarfs, large headbands, extremes in hairstyles (discretion of administration), unnatural human hair colors, lines, letters, or designs shaved in the head. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited.

Nails – Sculptured or false nails will **not** be permitted. Black lipstick will not be permitted.

Jewelry – Any jewelry (earrings, necklaces, rings, etc.) that is large or could be harmful to the individual is not permitted. Earrings are to be worn in the ears only. They are not to be larger than a quarter and no longer than one inch. No facial piercings, tongue rings or gauges in the ear lobe.

Any student out of dress code policy has 48 hours to comply with School Board policy. The student will remain in SAEP until she complies with policy.

BOGALUSA CITY SCHOOL DRESS CODE POLICY

The Bogalusa City School believes that a dress code policy will provide a more secure environment, promote an atmosphere for greater discipline, and increase learning opportunities for student by removing many of the distractions associated with various types of clothing.

The principal will make the final decision as to what is considered proper or improper dress according to the guidelines provided. Any substantial complaint concerning dress code shall be dealt with by the school administration.

All Bogalusa City Schools, students are required to adhere to the dress code policy. Students attending Bogalusa City Schools will be required to wear uniforms to class. Uniforms shall be worn as follows:

Male Students

- School-adopted T-Shirt or polo style shirt with 2 to 3 buttons and collar (color to be designated by individual school) School Spirit t-shirts may be worn any day of the week.
- Plain dark khaki pants-pleated or straight front (No cuffs allowed)
- Plain dark khaki shorts in close proximity to the knee (No cuffs allowed)
- The outside label on khaki slacks cannot be larger than 1” x 1”.
- Uniform slacks **exclude** carpenter pant styles, cargo pant styles, excessively baggy styles, bell bottom/flare styles and joggers (no elastic in the bottom).
- Uniform khaki is a definitive color (dark khaki)
- Uniform slacks must be of uniform style, such as Dickies. However, they do not have to be the Dickies brand.
- No cargo pockets or cell phone pockets on slacks, shorts or shirts.
- Plain belts with clothing that has loops.

Female Students:

- School-adopted polo shirt with 2 to 3 buttons and collar (color to be designated by individual school)
- Plain dark khaki slacks-pleated or straight front (No cuffs allowed)
- Plain dark khaki skirt, jumper, Capri, Bermuda shorts or shorts in close proximity to the knee for elementary students.
- The outside label on khaki slacks cannot be larger than 1” x 1”.
- Uniform slacks **exclude** carpenter pant styles, cargo pant styles, excessively baggy styles, tight fitted, hip hugger/low riders, bell bottom/flare styles and joggers (no elastic in the bottom).
- Uniform khaki is a definitive color (dark khaki)
- Uniform slacks must be of uniform style, such as Dickies. However, they do not have to be the Dickies brand.
- No cargo pockets or cell phone pockets on slacks, shorts, skirts, jumpers, or capris.
- Plain belts with clothing that has loops.

No multicolored shirts will be allowed for girls or boys. The school’s name or logo may be professionally sewn/printed on shirts, but is not required. Turtlenecks and sweatshirts (color designated by school/school emblems) only allowed. Sweaters, jackets, and sweatshirts are not to be worn around the waist while in the building. Sweatshirts cannot be oversized. If wearing a school approved sweatshirt student must wear, a school approved polo shirt underneath.

JACKETS

Jackets must be a solid color and free of all inappropriate logos. A jacket is defined as long sleeved, opened in the front from top to bottom completely by zipper, buttons, or snaps. Shirts, vest, or cropped jackets- zippers or buttons- are not acceptable as jackets. During class time and while in the building, jackets are to remain open – not zipped or buttoned.

Book Sacks/Back Packs: Students are only allowed to wear clear or mesh backpacks.

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 exceptions [as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.](#)

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 inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, [wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2\(C\) and 14:95.6\(B\).](#)

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons

DRESS CODE REGULATIONS

1. All students will wear the designated uniform clothing as outlined in the dress code policy.
2. The wearing of uniforms, which are, oversized, baggy, sagging, or extremely tight fitting is prohibited. Pockets on lower legs of the slacks or exaggerated size pant bottoms will not be allowed. **Slacks must be worn so that the waist cannot go lower than the hipbone.**
3. Slacks/shorts must be neatly hemmed. Side slits, tight rolls, or holes are not permitted.
4. Belts may not be worn more than one size larger than the waist and must be worn inside belt loops. All students must wear **plain** belts with clothing that has loops. Only standard belt buckles approved.
5. **Shirts must be worn tucked in at all times** (sweatshirts are an exception). Undergarments must **not** be visible. Only school logos may be printed on school uniforms.
6. If wearing a school approved sweatshirt, student must wear a school approved polo underneath.
7. All shorts, skirts, capris, and jumpers must come to the top of the kneecap for junior and senior high students. No slits above the knee will be allowed.
8. All shoes must have a back that goes around the heel of the foot. High heels, cowboy boots, pointed toe boots, work boots and steel toe boots are prohibited.
9. Shoes with holes for laces must be laced and tied. Shoes with Velcro straps must be strapped.
10. Shoes with built in roller skates and cleats are prohibited.
11. Body piercing is prohibited. (Examples: Nose, lip, tongue, eyebrows, etc.)
12. Visible tattooing is prohibited and must be covered at all times including school functions.
13. No buttons, pins, or broaches are to be worn.
14. New students or students who transfer from schools within the parish will be given two weeks from the date of enrollment to obtain the required uniform.
15. All caps, hats, skull caps, head scarves/wraps and bandannas are banned from school campuses during regular school hours or any other school activity, except when a medical condition or religious belief so warrants.
16. Unless prescribed by a doctor, no dark eyeglasses may be worn on campus.
17. Scarves are not permitted around the neck or the head area.

SPECIAL EVENTS

Students may be given an opportunity to dress out of uniforms for special events, as approved by the principal. Spirit/School T-shirts may be worn with approved pants, skirts, shorts, etc. on these special days.

VIOLATIONS OF DRESS CODE REGULATIONS will result in the following:

Dress code violations will start over at the beginning of each semester.

Principal's discretion will be used in disciplining students when he/she doesn't comply with the dress code policy.

BULLYING /CYBERBULLYING

Bullying is a form of aggression, and it occurs when a person(s) willfully subjects another person (victim), to an intentional, unwanted and unprovoked, hurtful verbal and/or physical action(s) at any school site or school sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a student or a member of a team. Examples of types of bullying may include, but are not limited to, the following examples:

- Physical bullying includes, but is not limited to, hitting, kicking, pushing, tripping, choking, damaging personal property or excessive tickling; and/or repeatedly and purposefully shunning or excluding from activities
- Gestures, including but not limited to obscene gestures and making faces.
- Written, electronic or verbal bullying includes, but is not limited to, such acts as malicious name-calling, teasing, threatening harm, taunting, malicious teasing or spreading untrue rumors.
- Electronic communication includes but is not limited to a communication or image transmitted by e-mail, instant message, text message, blog, social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
- Emotional (psychological) bullying includes, but is not limited to, rejecting, wronging, extorting, defaming, humiliating, black-mailing, diminishing personal characteristics (such as race, disability, ethnicity or perceived sexual orientation), manipulating friendships, isolating, or ostracizing.
- Sexual bullying includes but is not limited to, many of the actions preceding as well as exhibitionism, voyeurism, sexual propositioning, abuse involving actual physical contact, or sexual assault
- Cyberbullying includes web-based bullying or bullying using any form of electronic media.

The pattern of behavior:

- Is exhibited toward a student, more than once, by another student or group of students; and
- Occurs, or is received by a student: while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated bus stop, or in any other private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities.

Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as

meaning, “to pay back (an injury) in kind.” When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the “alleged victim” back (retaliate). Retaliation must not occur and will not be tolerated.

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school, or out of school suspension, disciplinary reassignment, and/or expulsion.

Victims of bullying have responsibilities. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as “inappropriate” and has clearly told them to “stop”. Nor should they make remarks that may cause another person to feel “oppressed” (stressful, scared, or intimidated).

SEXUAL HARASSMENT

The School Board recognizes that harassment on the basis of sex is a violation of state and federal law (R.S. 17:416.13). The Board, therefore, will not tolerate any sexual harassment on the part of any employee towards a student, or a student toward a student, within the jurisdiction of the Bogalusa City School. Conduct in violation of this prohibition shall result in disciplinary measures.

Incidents of sexual harassment may include verbal harassment, written, or visual such as derogatory comments, jokes or slurs, or remarks of a sexual nature; physical harassment such as cartoons, graffiti, drawings, looks or gestures. Harassment does not only depend upon the perpetrator’s intention, but also, how the person who is the target perceives the behavior or is influence by it.

It is recognized that instances occur within the school system involving individuals and personalities and these matters are best handled informally. If a student has concerns or a complaint about the nature of any conduct or physical contact by another student or a school employee, the student should contact the school principal. The Principal will investigate the complaint, investigate the situation, and attempt to remedy it within five (5) working days of the date of the receipt of the complaint, and follow the due process procedure. **Reports of sexual harassment should be submitted to the school principal first. The district’s point of contact is Phlesher Mingo, Supervisor Child Welfare at the School System Central Office, 1705 Sullivan Drive, Bogalusa, LA 70427.**

DISCIPLINE PROCEDURE

The school shares the responsibility with parents to educate, guide and discipline children. It is important that discipline be handled in a fair, consistent and impartial manner to ensure that a proper climate for learning exists. All student disciplinary decisions are confidential and not shared with other students or parents of other students.

The State and BCS guidelines hold the staff of each school responsible for the maintenance of discipline at the school or any school function. It is also the daily responsibility of all school personnel to see that the learning environment is free from disruptions that interrupt the learning process. However, the ultimate responsibility is the student and his/her parents.

Based on Louisiana Revised Statute 17:416, every teacher shall endeavor to hold every student to strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. School principals may assign to SAEP (Student Alternative Educational Placement (or the Alternative School any pupil who is guilty of willful disobedience; who treats with intentional disrespect a teacher, principal, superintendent, member, or employee of the local school board; who makes against any one of them an unfounded charge; who uses unchaste or profane language; who is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates; who uses tobacco, alcoholic beverages, any controlled dangerous substance governed by Uniform Control Dangerous Substance Law in any form in school building, on school grounds or on school buses; who disturbs the school and habitually violates any rule; who cuts, defaces, injures any part of public school buildings, any property belonging to the school buildings, any school buses; or who writes any profane or obscene language or draws obscene pictures in or on any school material or any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school; or who is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; or who throws missiles on the school grounds liable to injure other pupils, or who instigates or participates in fights while under school supervision; or who violates traffic and safety regulations; or who leaves the school premises without permission; or who leaves his/her classroom during class hours or detention without permission; or who is habitually tardy or absent; or who commits any other serious offense.

Act 732 of the 2003 Legislative Session provides for the **suspension of driving privileges** of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows; **the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.**

Based on Louisiana Revised Statute 17:416.12, students in grades K-12 will address and respond to teachers and administrators using respectful terms and “Yes, Ma’am” and “No Ma’am,” or using the courtesy titles Mr., Mrs., or Miss.

The Bogalusa City School requires the students to observe the highest standards of boy/girl behavior. Self-respect demands that public displays of affection in any form be avoided on school premises. This includes necking, petting, and body contact.

STUDENT MISCONDUCT

This section describes a broad range of acts of misconduct that are prohibited in school. Because the following charts do not include all types of misconduct, the student who commits an act of misconduct not listed on the charts shall be subjected to the discretionary authority of the classroom teacher and the principal or his/her designee.

The seriousness of the offense, the academic placement, the attitude, the age of the student, the pattern of misconduct, the degree of cooperation, and any other aggravating or mitigating circumstances should be considered in determining which action should be taken. The process is intended to be instructional and corrective, not punitive. Alternative courses of action are listed from the least severe to the most severe.

All disciplinary actions for misconduct should include a conference between the teacher or principal and the student, followed by notification to parent(s) or guardian(s). The student, parent(s), or guardian(s) who feel that the disciplinary action taken is unwarranted has the right to appeal to the principal.

The policies and administrative procedures apply to action of students during school hours, before and after school, while on school property, while traveling in vehicles funded by the School Board, at all school- sponsored events, and when the actions affect the goals or operations of the Bogalusa City School. The responsibility of the principal is to report serious, disruptive, or criminal actions to the police.

Students with Disabilities and Students with Suspected Disabilities

Students who have been identified as having a disability under the Rehabilitation Act of 1973, Section 504, and/or students who have been identified as those with a disability under Louisiana Bulletin 1508 will be disciplined using those guidelines set forth in Louisiana Bulletin 1706 which include, but are not limited to, the following:

1. After a student with a disability has been removed from his/her current placement for 10 school days within the same school year, upon a recommendation for removal for the 11th day or more, school personnel, the parent, and other relevant members of the student's IEP or IAP team shall conduct a manifestation determination to determine whether the student's conduct in question was caused by or had a direct and substantial relationship to the student's disability.
2. If it is determined at the manifestation determination meeting that the behavior was not a manifestation of the student's disability, the student identified as having a disability shall be governed by the same disciplinary procedures as those students not identified as having a disability.
3. As of July 1990, the Americans with Disabilities Act (ADA) amended the Rehabilitation Act of 1973 with regard to the disciplining of individuals who engage in the illegal use of drugs or in the use of alcohol. Under the ADA, an individual who is currently engaged in the illegal use of drugs is not a "handicapped individual" under Section 504. Therefore, school districts may take disciplinary action against a student who is identified as disabled under Section 504 who engages in the illegal use of drugs to the same extent that disciplinary action is taken against a non-disabled student.

ACTS OF MISCONDUCT/POSSIBLE DISCIPLINARY ACTIONS

A Uniform Discipline Code has been established for all students enrolled in Bogalusa City Schools.

This Code is expected to be followed and enforced in the same spirit and manner throughout the School System. Staff members shall consider all mitigating circumstances prior to disciplinary action and insure due process for each student. In lieu of suspension, students in Bogalusa City Schools will be assigned to SAEP or the Alternative School. Mitigating circumstances include, but are not limited to, the following factors:

- Age, maturity, and placement of student
- Willingness to make restitution
- Seriousness of offenses
- Prior conduct
- Attitude of student
- Cooperation of parents

- Willingness to enroll in a student intervention program

Possible disciplinary actions are not listed in priority order under each group.

GROUP 1: These acts of misconduct include inappropriate student behaviors in the classroom or on the school grounds, such as the following:

- 1-1 Running and/or making excessive noise in the hall or building
- 1-2 Cheating and/or copying work of another student
- 1-3 Displaying any behavior that is disruptive
- 1-4 Persistent/unexcused tardiness or late to school or class – a letter/phone call to the parent on the third (3rd) tardy, on the fourth (4th) tardy and each tardy thereafter, the student will be assigned to one (1) day SAEP per placement. The process starts over each semester.
- 1-5 Selling, trading, and bartering items on school property

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Loss of privileges
- SAEP (3rd-6th grade)

GROUP 2: These acts of misconduct include those student behaviors that disrupt the orderly education process in the school or on the school grounds, such as the following:

- 2-1 Posting or distributing unauthorized or other written materials on school grounds
- 2-2 Leaving the school grounds without permission (including the bus loading zone)
- 2-3 Exhibiting any hostile or unacceptable physical actions
- 2-4 Failing to abide by school rules and regulations
- 2-5 Using or publishing profane, obscene indecent, immoral, libelous or offensive language and/or gestures
- 2-6 Defying (disobeying) the authority of school personnel
- 2-7 Initiating any unacceptable physical contact
- 2-8 Misconduct at school-sponsored events
- 2-9 Violation of the Dress Code
- 2-10 Leaving a classroom/campus without permission
- 2-11 Disruptive behavior on the school bus
- 2-12 Lying to school personnel
- 2-13 Possession or drinking of energy drinks is prohibited at school or any school functions

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Loss of privileges
- Disciplinary Reassignment
- Detention
- SAEP (3rd – 5th grade)
- Removal from school bus

GROUP 3: These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process in the classroom, in the school or on the school grounds, such as the following:

- 3-1 Gambling
- 3-2 Fighting

The Bogalusa City School adopted the following policy:

A student will remain in SAEP until the appropriate fine is paid or Child Welfare Supervisor approves arrangements for payment.

- A fee of \$25 is charged for the first offense of fighting; student attends two meetings on anger management.
- A fee of \$50 for the second offense of fighting will be charged; student must attend four classes on anger management. Student will be referred to the Youth Service Bureau.
- A charge of \$75 for the third offense and possible placement in the Alternative School for one semester. (The anger management classes will be provided by school.)
- **Students who gather around a fight will be assigned to Saturday Detention.**

- 3-3 Instigating or participating in a fight
- 3-4 Profane, obscene, indecent, immoral, or seriously offensive language or gestures, propositions, exhibits (drawings/images), or Internet searches
- 3-5 Possession of cell phone or other electronic communications devices, CD players, games, iPods, smart watches, electronic devices, cameras, laser devices, or shocking devices (**RS 17:239**)
- 3-6 Habitual violation of rules
- 3-7 Any behavior that is seriously disruptive
- 3-8 Endangering the health of another by piercing any part of the person's anatomy

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Disciplinary Reassignment
- Detention (Parent in attendance PreK – 2)
- SAEP (3rd – 5th grade)
- Cell phones, SIM cards, iPods, cameras, laser devices, or shocking devices, etc., will be confiscated and placed in the administrative office for the period of thirty days for each offense or parent/guardian may pay applicable fee. (*The parent/guardian will be responsible for obtaining the confiscated item.*)

GROUP 4: These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process in the classroom, in the school or on the school grounds. In most cases, these behaviors are also illegal, such as the following:

- 4-1 False activation of fire alarm
- 4-2 Extortion
- 4-3 Assault
- 4-4 Gang related activities, signs, colors, number, etc.
- 4-5 Vandalism/criminal damage to property
- 4-6 Bullying, harassment, cyber bullying, discrimination against, intimidation, coercion, or force (RS 17:416.13 & RS 17:416.15)
- 4-7 Fighting – more than two (2) people (Group Fight) Discipline Hearing Required.

- 4-8 Theft or possession of stolen property
- 4-9 Possession, use, or delivery of fireworks
- 4-10 Persisting in serious acts of disobedience or misconduct
- 4-11 Intentional disrespect
- 4-12 Sexual harassment
- 4-13 Alter school records
- 4-14 Using technology without authorization
- 4-15 Possession/Threat of the use of a knife, gun, razor blade, or other weapon
- 4-16 Possession of material that advocates an illegal act
- 4-17 Drug paraphernalia / Sex paraphernalia
- 4-18 Possession of tobacco products, lighters, matches or evidence of tobacco use
- 4-19 Possession of and/or under the influence of alcohol
- 4-20 Possession and/or distribution of pornography on school grounds through the use of any media (electronic device, paper, or text messaging) are prohibited.
- 4-21 Threat of /or bodily harm to student

POSSIBLE DISCIPLINARY ACTIONS

- Teacher-Student-Parent-Administrator Conference
- Disciplinary Reassignment
- Possible police notification
- SAEP (3rd – 5th grade)
- Restitution (if applicable)
- Possession and/or use of alcohol/intoxicating substances warrants 9 days SAEP and counseling outside of the school setting.
- Department of Children and Family Services (DCFS) notification

GROUP 5: These acts of misconduct include those illegal student behaviors that most seriously disrupt the orderly educational process in the classroom, in the school or on the school grounds, such as the following:

- 5-1 Aggravated assault attempts
- 5-2 Arson
- 5-3 Use, possession, and/or concealing of a weapon or look-alike firearm
- 5-4 Robbery
- 5-5 Burglary
- 5-6 Delivery or distribution of any controlled dangerous substance
- 5-7 Sex violations
- 5-8 Sexting
- 5-9 Aggravated battery / Simple battery
- 5-10 Disorderly conduct
- 5-11 Trespassing
- 5-12 Possession, knowledge of, or under the influence of a look-alike substance, or mood-altering chemical or drug
- 5-13 Possession, knowledge of, or under the influence of any controlled dangerous substance
- 5-14 Engaging in any other illegal behavior
- 5-15 Vandalism/criminal damage of personal property or school property
- 5-16 Bomb threat
- 5-17 Threat of/or bodily harm to school personnel
- 5-18 Leaving campus without permission

POSSIBLE DISCIPLINARY ACTIONS

- Police must be notified
- Disciplinary Reassignment
- SAEP (3rd – 5th grade)
- Possession and/or use of alcohol/intoxicating substances warrants 9 days SAEP and counseling outside of the school setting.
- Restitution (if applicable)
- Department of Children and Family Services (DCFS) notification

OFF-CAMPUS ACTIVITIES

1. **All rules and regulations in this Handbook apply to field trips and all other school-sponsored functions.**
2. The school shall hold students accountable for their behavior off the school campus. Because of the State of Louisiana laws, the Bogalusa City School System takes a strong stand against behavior that may adversely affect the learning environment of schools. In no way does this disciplinary stand imply that the Bogalusa City School System takes the responsibility for supervising and taking disciplinary action for all off-campus behavior.

CELLPHONES/SMART WATCH

Possession of a cellphone or smart watch is not permitted on Bogalusa City School grounds by students. If a student is found in possession of a cellphone or a smart watch, they must turn in the phone, SIM card, battery or the smart watch. If the student refuses to turn in the cellphone, SIM card, battery, or smart watch they can be placed in SAEP or in Alternative School. **The parent/guardian will be responsible for obtaining the confiscated cellphone or smart watch. The school is not responsible for locating a lost or stolen cellphone or smart watch.**

If a cellphone or smart watch is confiscated at the school, they will keep the phone or watch for thirty (30) days unless the parent/guardian pays the fine as follows:

1st offense: \$25.00

2nd offense: \$50.00

3rd offense and every offense thereafter: \$75.00

DEFINITION OF DISCIPLINARY ACTIONS

Detention – May take place during school hours or as Saturday Detention.

Disciplinary Reassignment – Disciplinary action can include transfer to another room or any school or alternative school placement for a specified amount of time. The action is recorded in the student's folder.

Police Notification - An incident report is filed with the police department. The action is then recorded in the student's folder. Police make the determination as to whether arrest is warranted. The principal or administrator has the discretion whether to sign a complaint for offenses that do not warrant arrest. Whenever police come onto the school campus, they will serve as agents of the school.

SAEP (Student Alternative Educational Placement) – The student remains in school and will assigned to an in-school suspension classroom.

Teacher-Student Conference - The teacher shall talk to the student, and they shall mutually agree upon expected student behavior. A record of this meeting should be maintained in the teacher's file.

Teacher-Student-Parent-Administrator Conference – A formal conference is held to plan for corrective counseling, referral to outside agencies, disciplinary reassignment, or other appropriate actions. A record of the action taken shall be maintained in the administrator's file.

NOTES:

- For independent students, a Student-Administrator Conference may replace the Parent Conference.
- When the parent(s) or guardian(s) refuses to participate in a conference, the principal, or his/her designee, may impose the maximum disciplinary action.
- Unadjustable or incorrigible children who, through no fault of their parents or other persons having charge of them, regularly disrupt the orderly processes of the school to which they have been assigned, shall be considered as delinquent and may be reported by the Supervisor of Child Welfare and Attendance to the juvenile court of the parish, there to be dealt with in the manner prescribed by law.

STUDENT ALTERNATIVE EDUCATIONAL PROGRAM (SAEP)

Placing students recommended for the Student Alternative Educational Program (SAEP) will accomplish the following:

1. Support the policy that negative behaviors will result in serious consequences.
2. Reinforce our commitment that the inappropriate behaviors of one student will not be allowed to impede the educational process of other students.

Our common goal has to be that students that exhibit inappropriate behaviors/actions will be placed in SAEP. Adequate supervision and guidance will be provided in an attempt to alter unacceptable behaviors. The student would be made aware that additional unacceptable behaviors may result in a return assignment to SAEP.

Once a student is assigned to SAEP, he/she continues through the program outlined by the guidelines.

Any student referred to the SAEP must agree to a Behavioral management Contract, which will be signed by the principal, the SAEP teacher, the parent, and the student. Every student placed in SAEP will have the responsibility of keeping up with all classroom work covered in his/her regular classroom setting.

Students in grades 3 through 6 may be assigned to the SAEP classroom from one day to one semester. A first assignment will normally be three (3) days, a second assignment six (6) days, and a third assignment nine (9) days. A fourth placement may warrant the remainder of the semester. Students in the SAEP may not have contact with regular students during the normal day. Students may not attend/participate in any school activities on the days assigned to SAEP. **EXAMPLE:** A student that is assigned to SAEP may not participate in the following activities (Athletic Events, 4-H, Beta, Student Council, etc.) while in the SAEP placement.

Procedures have been established to ensure that parents become active participants when their child is placed in SAEP. NO exceptions to the following rules will be allowed:

1. The parent/designee must bring the child to school each day assigned to the SAEP at 7:45 A.M. and must pick the child of at 2:45 P.M.
2. The parent/designee must sign the student in and out each day.
3. Any failure or refusal by the parent to adhere to these guidelines will result in a referral to the parish Child Welfare Supervisor, who will refer the parent to the D.A.'s Office.
4. Students assigned to SAEP for one day must be picked up by the parent at the end of the school day.
5. If a Kindergarten – 2nd grade student receives SAEP placement a parent may attend with the student.

6. During a suspension, students are forbidden to come on school grounds or to attend or participate in any School System or school-sponsored event. Any student who violates this ban will be subject to legal sanctions for trespassing.

The following is a copy of the student behavior contract, which must be signed by the student, his/her parent/guardian, the principal, and the SAEP teacher.

BOGALUSA CITY SCHOOL
1705 Sullivan Drive
BOGALUSA, LOUISIANA 70427

BEHAVIOR MANAGEMENT CONTRACT

Goal: To assist in modifying his/her behavior so that he/she may return to the regular classroom setting.

I, _____, a student at, do hereby agree to follow all regulations set forth. Since I am entering on a probationary basis, I will cooperate fully with all individuals who work with the Student Alternative Education Program.

My objectives for this program are:

1. I will follow all rules and guidelines of the program.
2. I will bring all books and materials to the class.
3. I will arrive on time to school at 7:45 A.M. and leave at 2:45 P.M.
4. I will refrain from the use of obscenities, refusal to do work, and disrespect for any adult.
5. I will not be allowed to attend any functions on school grounds while I am assigned to SAEP.

Student Placements

The principal may place a student in SAEP for one day, or:

- 1st placement - three days
- 2nd placement - six days and referral to TASC/FINS.
- 3rd placement - nine days
- 4th placement – Student may be referred for a hearing and placement in SAEP for the remainder of the semester or placement in the Alternative School.

The principal may assign a student to any one of the above schedules at any time.

Parents:

1. Agree to follow the rules and regulations of the school system.
2. Refrain from the use of derogatory comments or remarks.
3. Transport student to and from SAEP placements.
4. Sign student in and out of SAEP daily. Must be 21 years old or older.

Consequences of Unfavorable Report:

1. Excused absence – make up days missed
2. Unexcused absence – add two days
3. If removed for disruptive behavior – student will be recycled through the program
4. Assignment to Alternative School

I understand the above plan and agree to its implementation.

Parent/Guardian	Date	Student	Date
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Principal	Date	SAEP Teacher	Date
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STUDENT SEARCHES

The School Board is the exclusive owner of any public-school building and any desk or locker utilized by any student or any 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 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. 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 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 attendance circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

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

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

A teacher, administrator, or security guard of the same sex as the student to be searched shall do any search of student's person privately. 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.

No action 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 or 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, catalogued 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 for disposal. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to secure any weapon or confiscated material or implement to the law shall be subject to appropriate disciplinary action, as may be determined by the Superintendent and/or Board.

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 personnel 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 up to the search, and the results of the search.

GUIDELINES FOR THE USE OF METAL DETECTORS

The stated purposes of the search are to prevent students from bringing weapons in the schools pursuant to Louisiana law.

1. Administrators or assigned designees shall operate the metal detectors.
2. All individuals on the school property, or within school jurisdiction, are subject to the search.
3. The administrators or designees who conduct the search shall explain to the students the nature of the metal detector to alleviate fear and anxiety.
4. Students may be searched randomly, or, if there is probable cause, the students may be searched individually.
5. If the metal detector positively activates, the administrator or designee shall ask the student to produce the signal-triggering metal object.
6. If the student refuses to produce the metal object, then a reasonable articulable suspicion exists, and the school administrator or designee shall be allowed a same gender "pat down" search within the parameter of the law. A student who refuses may be subject to disciplinary action.
7. Any illegal objects found during the search shall be retained by the school officials until the law enforcement official makes a ruling of the nature of the contraband.

CORPORAL PUNISHMENT

The Bogalusa City School System does not allow corporal punishment in the School System. Complaints concerning instances of impermissible corporal punishment should be reported to the school principal or Supervisor of Child Welfare for investigation.

CONDUCT ON THE SCHOOL BUS

The bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. All buses in the Bogalusa City School System are equipped for camera usage. 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. The bus driver shall not assume responsibility for suspending bus privileges or taking disciplinary action.

Students in grades PreK through 6th may be removed from the bus from one day to one semester. A first assignment will normally be three (3) days, a second assignment six (6) days, and a third assignment nine (9) days. A fourth assignment may warrant the remainder of the semester.

If 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, or his designee, who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subject to disciplinary action. A pupil may be assigned to SAEP until payment in full has been made for such damages or until the Superintendent or his designee directs return to regular classes.

Bulletin: 119 Chapter 19 Section 1901:C

No person other than assigned students and authorized persons approved by the local Transportation Supervisor or other authorized school officials are allowed to board the bus.

All bus complaints shall be made in writing to the administration at the school your child attends or the Transportation Department at 1705 Sullivan Drive, Bogalusa, LA 70427. Any questions should be directed to 985-281-2147 or 985-281-2113

RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules. **All Children grades Pre-K – K must have a parent or a designee at the bus stop during morning loading and afternoon drop off. No exceptions! If a student participates in a fight on a school bus he/she will automatically be suspended from the bus as well as school for 5 days or more.**

1. Cooperate with the driver; your safety depends on it
2. Be on time; the bus will not wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver’s instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head, or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. No eating or drinking on the bus.
12. Student cannot possess tobacco, matches, cigarette lighters, obscene materials, weapons, drugs, or other prohibited items on the bus.
13. Take no glass, plastic, or liquid containers on the bus.
14. Any student who damages the bus is responsible for the damages.
15. Be courteous, and safety-conscious. Protect your personal riding privilege and enjoy the ride.
16. **No balloons or flowers will be allowed on the bus.**
17. Must sit in assigned seat at all times.
18. Dress code regulations will be enforced on the bus.
19. No electronic devices, cell phones, etc. allowed on the school bus.

School Bus Behavioral Referral Process

It is not designed to be used in the case of a severe behavior incident, which it defined at the end of this policy. A minor offense is defined as one that disrupts the normal and/or safe operation of the school bus. Discipline on the school bus is determined by the administration. Placement off of the school bus will follow the three (3), six (6), nine (9) and remainder of the school year for the entire school calendar year as deemed necessary by the school administrator.

Steps	Action (by school bus driver)	Consequence
Step #1	Student is corrected and warned. “This is your first offense. This behavior is not acceptable.”	Written documentation by the school bus driver.

Step #2	Student is corrected.	School bus driver must contact parent/guardian to explain problem. Written documentation by the driver.
Step #3	Student is corrected. School bus driver gives completed School Bus Behavior report to the office.	Principal/Designee handles. Bus driver attaches documentation from Step #1 and #2.

Step #4	Student is corrected. A school bus driver gives completed School Bus Behavior report to the office.	Removal from school bus for 3days
Step #5	Student is corrected. School bus driver gives completed School Bus Behavior report to the office.	Removal from school bus for 6 days
Step #6	Student is corrected. School bus driver gives completed School Bus Behavior report to the office.	Removal from school bus for 9 days
Step #7	Student is corrected. School bus driver gives completed School Bus Behavior report to the office.	Removal from school bus for the remainder of the school year.

Severe behavior refers to the possession of tobacco, fighting, use of profanity or possession of a weapon, and results in an automatic school bus suspension.

STUDENT RECORDS

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school systems, and specifically, includes, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the principal maintaining those records within the school system.
2. If the student is 18 years or older, only that student has the right to determine who, outside the school system, has access to his/her records. The parent, legal guardian or student, if the student is 18 or over, will, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question the data and, if a different opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

Release of Information Outside the School System

1. To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is 18 or over, must be notified of the transfer and the kinds of information being released. They will receive a copy of such information, if it is requested in writing, and shall have the opportunity to challenge that record, as described above.
2. Those data may be released to State Education and other government agencies, only if the names and all identifying markings are removed to prevent the identification of individuals.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or the student, if he/she is 18 or older. This consent form will state which records shall be released and the reason for the release. A copy of the student record being sent will be made available to the person signing the release forms, if he/she desires.
4. Student records will be furnished in compliance with judicial orders, or pursuant to any lawfully issued subpoena, if the parents, legal guardians and students are notified in advance.
5. All authorizations for release of information will be filed in the student cumulative folder.
6. Upon transfer to another school system, notation will be made in the records of students assigned to SAEP or the Alternative School, if that student would normally have been suspended or expelled.

STUDENT DRUG AND WEAPON REGULATIONS

The Bogalusa City School is dedicated to providing a drug-free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, narcotic drugs, prescription medications, marijuana, nitrate based inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician, as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of drugs or any imitation or controlled substances. Any student found in violation of the above shall be recommended for assignment to the Alternative School. Any student possessing/using alcohol shall be assigned to nine (9) days SAEP and shall be required to attend counseling outside of the school system.

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

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

LAWS GOVERNING SUBSTANCE ABUSE AND WEAPONS

REPORTS OF SUBSTANCE ABUSE

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal. The principal must report each case of possession, distributing, sales or manufacturing to the proper law enforcement authority. The principal/designee shall investigate and report his finding, along with the recommendation for treatment, counseling, or other appropriate action, to the Supervisor of Child Welfare and Attendance.

State law requires the Superintendent to assign a student to an alternative program or expel, if found guilty of certain offences, as follows:

Grades K-5

If, after an appropriate hearing, a pupil is found guilty of possession or knowledge of an intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus or at a school sponsored event, the pupil shall be referred to the School Board, with recommendation of appropriate action by the Superintendent.

If, after an appropriate hearing, a pupil 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 the student shall be referred to the Superintendent for appropriate action.

ADDITIONAL REASONS FOR DISCIPLINARY REASSIGNMENT

Pupils may also be assigned for any of the following reasons:

1. Any pupil, after being assigned to SAEP for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be assigned to the Alternative School upon recommendation to the Superintendent by the principal and after an appropriate hearing is held by the Superintendent or designee.
2. Any student who is found carrying or possessing a knife with a blade which equals or exceeds two (2) inches in length, razor blades, box cutters, or any other potential weapon.
3. In accordance with federal regulations, a pupil determined to have brought a weapon to school under the Board's jurisdiction shall be assigned to the Alternative School for a minimum of one (1) year. The Superintendent may modify the assignment on a case-by-case basis. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which, in turn, means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.
4. The conviction of any pupil of a felony or the incarceration of any pupil in a juvenile institution for an act which, had it been committed by an adult, would have constituted a felony, may be cause for assignment to the Alternative School for a period of time as determined by the Board; such assignment shall require the vote of two-thirds of the elected members of the Board.

BOMB THREAT

The communicating of false information of a bombing threat on school property, at a school-sponsored function, or in a firearm-free zone is a crime. RS 14:54.6 – Whoever commits the crime of communicating of false information of a planned bombing on school property, at a school-sponsored function shall be imprisoned with or without hard labor for not more than twenty years.

STUDENT TOBACCO USE

Students shall not be permitted to have tobacco or electronic cigarettes in their possession, or to use tobacco products on the school grounds, at school activities, or when riding school buses. **Parental permission to use tobacco does not exempt a student from this policy.** Any such use will result in a minimum three (3) days assignment to SAEP.

MEDICATION POLICY

In May of 1993, the Louisiana legislature enacted Act 87 relative to the administration of medication in schools. This Act covers **all prescription and non-prescription medication**. In accordance with Act 87, the Bogalusa City School has formulated the following guidelines to be used when a child has to receive medication during school hours.

Absolutely no medicines are given internally, externally, or by injection at school without written instruction from a Physician, Dentist, or Nurse Practitioner and written permission from a parent or legal guardian. Aspirin, Tylenol or any over-the-counter medications or not to be given without the proper medication orders.

1. **No medication** shall be administered to or self-administered by any student without an order from a Louisiana or adjacent state's licensed physician or dentist and authorization from the student's parent or guardian.
2. Only oral, pre-measured aerosols for inhalation, topical ointment for diaper rash, and emergency medications are administered at the school by trained personnel.
3. No medication shall be administered to, or self-administered by, any student unless it is provided to the school in a container that meets acceptable pharmacy standards.
4. Only medications which cannot be administered before or after school are administered at school.
5. The parent or his/her designated adult is held responsible for delivering the medication to the school to be given to the school employee designated to receive it. The parent or designated adult is also responsible for retrieving unused medication from the school.
6. If not retrieved by a parent or responsible adult, all medication will be destroyed one week after the expiration date or at the end of the school year.
7. Students will be allowed to self-administer medication such as an asthma inhaler, following a specific order from his/her physician and written authorization from the parent/ guardian.
8. Over-the-counter medications (non-prescription medications) are to be handled in the same manner as prescription medications. An order from a physician, or dentist, and authorization from the parent/guardian is mandated. The medication must be brought to school in a container that meets acceptable pharmacy standards. No exceptions will be made to this portion of Act 87.
9. The initial dose of medication must be administered at home, and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer the medication.

COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973

“No otherwise qualified individual with handicaps...shall, solely by reason of his/her handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity....”

SECURITY VIDEO

The Family Educational Rights and Privacy Act (FERPA) decision 10 FAB 25, 107 LRP 685 states that a video tape is considered an *education record* protected by FERPA, if it contains information that is *directly related to* a student. Therefore, a parent cannot view a school security video tape or a bus security video tape, because the student's or students' FERPA rights would be violated by such a viewing.

ASBESTOS NOTICE

Copies of the Asbestos Management Plan for each school in the Bogalusa City School District are available for inspection by the public during normal business hours, 8 a.m. to 3 p.m., Monday through Friday.

The plan is available for inspection without cost or restriction, and anyone who desires to inspect the plan should contact the principal of the school or Mr. Grant Gerald at the Bogalusa City School.

GLOSSARY

Aggravated assault – Any threat of bodily harm done with a deadly weapon or done by a person who conceals his/her identity, or any threat of bodily harm against school personnel on school grounds.

Aggravated battery-Any unlawful injury to another that either causes great harm, is done with a deadly weapon, or is done by a person who conceals his/her identity. Any intentional bodily harm against school personnel on school grounds.

Analyzed-A reasonable in-field identification, by any means, of a controlled dangerous substance by an officer with reasonable expertise by way of experience and training in the area of drug detection and control.

Arson- The act of knowingly, by means of fire or explosives, damaging a building and/or the personal property of others.

Assault-Intentionally causing bodily harm to another.

Bullying- any physical act or gesture or any verbally, written or electronically communicated expression that a reasonable person should expect will have the effect of placing a student in reasonable fear of physical harm or damage to his/her property; or substantially disrupting the instructional program or the orderly operations of the school; or is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied

Burglary- Knowingly and without authority entering or remaining without authority within a building or vehicle with intent to commit a felony or theft.

Cyber-bullying – bullying which uses e-technology as a means of victimizing others. It is the use of an Internet service or mobile technologies – such as e-mail, chat room discussion groups, instant messaging, webpages or text messaging – with the intention of harming another person. Examples include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient.

Deliriant- Any chemical that give off fumes or vapors which, when inhaled, produces symptoms similar to intoxication, i.e., sniffing glue, gasoline, lighter fluid, paint thinner, varnish, shellac, nail polish remover, aerosol packaged products, Freon, rush, etc.

Delivery- The act of selling or distributing fireworks, alcohol, illegal drugs, narcotics, controlled substances, or contraband to others.

Drug-free and Firearm-free Zones- An area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus or within 1,000 feet of a bus stop.

Due Process- The notification to the student and the parent(s) concerning an alleged act(s) of misconduct, the right to appeal, the opportunity to answer the charge(s) and why the disciplinary action is necessary.

Exclusion- Attendance privileges are withheld from the student until a personal Teacher-Student-Teacher-Administrator Conference is held. Students will be allowed to make up work during the period of removal of attendance privileges.

Expulsion-The removal of a student from school.

Extortion- The obtaining of money or information from another by coercion or intimidation.

Fighting- Physical conflict between two (2) or more individuals and assault is not determined.

Firearm- The term “firearm” means:

- Any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer; or
- Any “destructive device.” Such term does not include an antique firearm.

Forgery- The false and fraudulent making or altering of a document or the use of such a document.

Gambling- Participation in games of chance or skill for money and/or things of value.

Gang- Any group of two (2) or more persons whose purpose includes the commission of illegal acts.

Indecent Proposition- An unsolicited sexual proposal.

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

Leaving the school grounds without permission- “School grounds” refers to the school and the school property adjacent to the building.

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

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

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

Saturday Detention- Students are assigned to this program for minor rule violations. The program operates from 8:00-12 noon on Saturdays.

Sexual Harassment- Unwelcome sexual advances, request for sexual favors, or other written, verbal or physical conduct of a sexual nature.

Sex Violations- Offenses such as public indecency, deviant sexual contact, rape, indecent liberties with a child, and contributing to the sexual delinquency of a minor.

Simple Battery - the intentional infliction of force against another person, such as punching another person or hitting someone with an object. Battery without a weapon and without intentional infliction of serious injury is a simple battery.

Student Alternative Education Program (SAEP) - An alternative classroom setting set aside from the regular school program. Students who do not conform to regular school rules are assigned to this classroom. A special set of rules and regulations apply to students in the Student Alternative Education Program.

Student Intervention Program- A comprehensive and integrated program to provide students with prevention, intervention, referral, and support for amelioration of alcohol and other drug related problems. The patterns of student behavior that may lead to scheduling of a conference may or may not involve act of misconduct.

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

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

APPENDIX

TEACHER BILL OF RIGHTS (LSA-R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various rights conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

*No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of rights shall not be construed to supersede any other state law, BESE Policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

Bogalusa City School System Parent and Family Engagement Plan

Part I: General Expectations

The Bogalusa City School System agrees to implement the following statutory requirements:

The Bogalusa City School System will:

- Collaborate with parents, teachers, students, administrators, and other educational sources to establish programs, activities, and procedures for the involvement of parents in all Title I schools.
- Ensure that the required school-level Parent and Family Engagement Plans, for all Title I schools, meet the requirement of Section 1116 including a School-Parent Compact.
- Incorporate this plan into the LEA Consolidated Plan.
- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and reports in an understandable and uniform format and in a language parents understand.
- Involve parents of children in all Title I Schools in decisions about how the one percent of reserved allocation for parental involvement is spent and will ensure that no less than 90 percent of this one percent allocation goes directly to the schools.
- Accept the statutory definition of Parent and Family Engagement and expects that Title I Schools will carry out programs, activities, and procedures in accordance with this definition.

Parent and Family Engagement means the participation of parents and families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring...

- A. *That parents play an integral role in assisting their child's learning;*
- B. *That parents are encouraged to be actively involved in their child's education at school;*
- C. *That 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;*

Part II: Implementation of Parent and Family Engagement Components

1. The Bogalusa City School System will take the following actions to involve families in the joint development of its district wide Parent and Family Engagement Plan.
 - Parents, teachers, and administrative personnel at each school will meet to evaluate the current district plan and then develop school plans. Parents will serve on all School Improvement Committees to review improvement plans and provide activities. These stakeholders will jointly participate in the development of the district's engagement plan which will be evaluated annually by parents, school personnel, and district personnel.
2. The Bogalusa City School System will take the following actions to involve families in the process of school review and improvement.
 - Each School has a School Improvement Team comprised of administrators, teachers, parents, and community members. This team meets at least once per year to review and assess the success of the School Improvement Plan. Plans are either revised or rewritten, as needed, with input from all stakeholders at each school. School improvement and student achievement

- information is shared at school meetings (Open House, PTO meetings, Family Literacy Nights, Family Math Nights, etc.) and/or through written communication.
3. The Bogalusa City School System will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
 - The District Title I Director and Program Coordinator provide technical assistance to all schools in the district in the planning and implementing of each school's Parent and Family Engagement Plan. This plan must include effective parental involvement activities. Parent trainings and activities will assist parents in working with their children to increase achievement. Trainings and activities include Parenting Centers, Open House, Parent-Teacher conferences, PTO meetings, dissemination of informative brochures/pamphlets/handbooks/calendars, etc.
 4. The Bogalusa City School System will coordinate and integrate Parent and Family Engagement strategies with other Early Childhood programs.
 - Parents are informed of available Early Childhood programs at the beginning of each year. Early Childhood programs coordinate services and work collaboratively to inform parents. Early Childhood personnel are invited to professional development activities and participate in referrals, identification, and other services provided to children.
 5. The Bogalusa City School System will take the following actions to conduct, along with the involvement of parents, an annual evaluation of the content and effectiveness of this Parent and Family Engagement Plan in improving the quality of its Title I schools.
 - This Parent and Family Engagement Plan will be reviewed with the administrators and key members of the staff of each school on an annual basis. This plan and school plans will either be revised or rewritten, as needed, with input from all stakeholders at each school. School teams will interact with parents daily, providing frequent feedback regarding the effectiveness of activities. Parents who do not participate in planned activities will be surveyed to find out what barriers might have kept them from attending. Surveys will be evaluated to provide possible solutions and rethink the process by which parental engagement activities are conducted. Some solutions may include assisting with transportation, childcare activities, language interpreters (when needed), parent trainings, etc.

Part III: Discretionary District Wide Components

The Bogalusa City School System will provide assistance to parents of children served by the school district in understanding topics, such as the following, by taking the actions described below:

- Information about Title I programs and other educational services will be communicated to parents by parent-teacher conferences, Open House, newspaper articles, brochures, parent handbook, newsletters, monthly calendars, etc.
- The state content standards in ELA and Math will be presented at Parent Night, Math Night, Literacy Nights, Technology Night, and during Test Prep presentations.
- Orientations will be held each year at Middle and High School levels.
- Contact via School Messenger at individual schools

Part IV: Acceptance

This plan is accepted by the Bogalusa City School System having been agreed upon with parents of children attending Title I schools. The district will distribute this plan to all parents of Title I schools before the end of the first marking period of the school year or upon enrollment in a district school.

Bogalusa City Grievance Process

The Bogalusa City School System does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Section 504, or the Americans with Disabilities Act should be addressed through the grievance procedure that follows.

The primary purpose of this procedure is to secure, at the most immediate level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings shall be kept confidential at each step in the process.

- Step 1: Proper levels of authority and communication are to be followed if a student or a parent wishes to discuss a complaint or a grievance. The student or parent *first contact the teacher or school personnel with whom the problem occurred* for a conference. In the event that the situation is not resolved, the following persons are to be contacted in order until satisfactory resolution is achieved: the *School Building level Committee (SBLC) Chairperson*, the *Counselor*, and finally, the *School Administrator/Principal*.
- Step 2: If, as a result of the discussion, the matter is not resolved, the grievant may request a conference with the appropriate **Central Office staff** member (Supervisor of Instruction, Supervisor of Child Welfare and Attendance, Supervisor of Transportation, Section 504 Coordinator, etc.). Full details of the grievance shall be initiated in writing or a Section 504 Grievance Form (see attached) shall be completed by the grievant within five (5) days following the conference with the principal. The appropriate Central Office staff member shall communicate the decision to the grievant in writing within five (5) school days following the date of submission. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance.
- Step 3: If the grievance is not resolved, the grievant may no later than five (5) school days after receipt of the Central Office staff member's decision appeal it to the **District Superintendent** who will attempt to resolve the complaint through mediation. The appeal must be made in writing and must give details as to why the decision was unsatisfactory. The District Superintendent shall notify the grievant of the date of the mediation meeting and of his/her right to present the complaint at said meeting. The grievant will be notified in writing of the action taken by the District Superintendent within ten (10) school days. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance.
- Step 4: If the grievance is still not resolved, the grievant may appeal the decision within five (5) school days to the **Superintendent**, who will review the facts and efforts made to resolve the problem and will make a decision in writing to the grievant within five (5) school days. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the grievant shall have no further right with respect to said grievance.

Step 5: If the grievant is not satisfied with the decision of the Superintendent, within five (5) school days after receipt of the decision, he/she may request a review by the School Board. The request shall be made in writing through the Superintendent who shall attach all papers relating to the grievance. The grievant appearance to present his appeal before the School Board shall be scheduled in accordance with regular procedures adopted by the School Board. The grievant may appear alone at this meeting or be accompanied by counsel of his/her own choice. The School Board shall issue a written decision within thirty (30) days after the meeting with the grievant. Unless the grievant appeals the decision in writing within five (5) school days of the written decision, the grievance shall be deemed resolved.

Bogalusa City School System Section 504 Grievance Form

Date: _____

Name of Grievant: _____

Address: _____

Phone: (home): _____ (work): _____

Name of Student: _____

Grievant Relationship to Student: _____

School Student Attends: _____

Nature of Grievance: (Please describe the reason for your grievance/complaint and identify any person(s) you believe may be responsible.)

If others are affected by this situation, please give their names and/or positions:

Please describe your expected outcome of this grievance.

Signature of Grievant

Date

Signature of Person Receiving Grievance

Title

Date

The Bogalusa City School System is a public service that does not discriminate in employment or educational services on the basis of race, sex, religion, age, disability, or national origin.

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

The Bogalusa City School 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.

Technology, particularly Internet access, is available to students and employees in the Bogalusa City School System. The School Board is very pleased to bring access to these resources to the school system. Technology offers vast, diverse, and unique resources to students, teachers, and administrators.

The goal in providing these resources to students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

In its continued efforts to comply with the *Children's Internet Protection Act*, the Board shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation sites that are excessively, violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable for an adult user the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Board, or access to online services of a newspaper with a daily circulation of at least 1,000.

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

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";
- Prohibit unauthorized access, including what is now known as Phacking@, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. The student's and parent or guardian's signatures on the attached contract is binding and indicates that he/she has read the terms and conditions carefully and understands their significance. In addition, ALL employees must sign and adhere to the provisions of this acceptable use policy.

TERMS AND CONDITIONS

1. Acceptable Use - Technology resources in the Bogalusa City School System shall ONLY be used to support teaching and learning. By providing access to unique resources and opportunities for collaborative work, technology should enhance student performance.
2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administrator in each school.
3. Network Etiquette - Users are expected to abide by the Bogalusa City School System rules of network etiquette. These include, but are not limited to the following:
 - a. ALL hardware and software purchases and installations should be approved by the Technology Department.
 - b. All technology hardware and software resources purchased by BCSS are the property of the Bogalusa City School System and are loaned to students and faculty for their use.
 - c. Users shall be polite; abusive or threatening messages shall not be sent to others.
 - d. Appropriate language shall be used.
 - e. No user shall reveal personal addresses or phone numbers of students or colleagues.
 - f. Electronic Mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities. BCSS provides email accounts for its employees and does not warrant access to other email services or messaging services. Webmail is not permitted on any computers located in classrooms or used by students except for BCSS provided student accounts.
 - g. Hardware or software shall not be destroyed, modified, or abused in any way.
 - h. The network shall not be used in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
 - i. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
 - j. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
 - k. E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only under the supervision of a teacher.
 - l. Hate mail, harassment, discriminatory remarks, cursing, and other anti-social behaviors including cyber bullying are prohibited on the network.
 - m. The illegal installation of copyrighted software for use on district computers is prohibited.
 - n. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
 - o. Any software or actions that impact the integrity of the local area network (LAN), wide area network (WAN), or other networks are forbidden.
 - p. Chat rooms may be used only with approval from building level administrator and the guidance of the teacher for instructional activities. A letter requesting the authorization to chat should be sent to the BCSS Technology Coordinator.

- q. Transmission of any materials in violations of any U.S. or state regulation is prohibited. This includes - but is not limited to - copyrighted software, music, videos, and other materials protected by trade institutions and ALL threatening or obscene material.
 - r. Use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
 - s. Gaining unauthorized access to resources or entities is prohibited. Students should access only those files that belong to them or which they have been granted permission to use by faculty.
 - t. Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
 - u. Invading the privacy of individuals is prohibited.
 - v. Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
 - w. Posting communications without the author's consent is prohibited.
 - x. Posting or sending anonymous messages is prohibited.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. If the user can identify a security problem on the Internet or Wide Area Network (WAN), he/she must notify the school administrator who will notify the District Coordinator as a security risk or having a history of problems with other computer users may be denied access to technology resources.
5. Vandalism – Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the BCSS network. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Consequences of Misuse – According to the Bogalusa City School *Policy Manual*, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, pornographic and/or obscene language or pictures. Any individual failing to follow the above “Terms and Conditions” is subject to appropriate disciplinary measures as determined by school administrators and the BCSS Technology Department. Students may receive any consequences appropriate to students of the BCSS.
7. Bypassing Filters or Security Systems - Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to obscene or pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
8. Monitoring – Teachers shall instruct the students on acceptable technology use and monitor all student technology use to ensure student compliance with these rules. Students acknowledge that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources. Employees also acknowledge that BCSS Coordinators and network administrators have the right to monitor ALL employee activity using the network and other technology resources.

CODE OF CONDUCT

This Code of Conduct applies to all users of these technology resources. Honesty, integrity, and respect for the rights of others should be evident at all times. Photographs may only be permitted with current, signed Bogalusa City photo release on file. Students will not be identified by name in conjunction with a recognizable picture. Students will only be identified by first names.

The technology user is held responsible for his/her actions and activities. Unacceptable uses of the network will result in school suspension and/or revocation of these privileges.

Ref: 47 U.S.C. ' 254(h), *Children's Internet Protection Act* (CIPA); La. Rev. Stat. Ann. ' ' 17:81, 17:100.7; Board minutes, 5-15-97, 8-8-02, 8-4-05, 2-15-07.

USER (Student or Employee) 2022-2023 TECHNOLOGY CONTRACT

I have read the Acceptable Use Policy. I understand and will abide by the regulations. I understand misuse is unethical and illegal. Should I commit any violation, my access privileges may be revoked and/or disciplinary action will be taken. A signed copy of this document must be on file with the teacher. In the case where the employee is the user, a copy will be on file in the office.

Must be completed by student/ employee

User Name (please print): _____ School _____ Grade _____

User Signature: _____

Date: ____/____/____

PARENT TECHNOLOGY CONTRACT

As the parent or guardian of this student, I have read the Terms and Conditions of the Bogalusa City School System Acceptable Use Policy. I understand that this access is designed for educational purposes and Bogalusa City School System has taken available precautions to monitor student access. However, I also recognize it is impossible for Bogalusa City School System to restrict all controversial materials, and I will not hold them (BCSS) responsible for the materials acquired on the network. I hereby give my permission for my child to have school use of technology including the Internet.

Must be completed by parent or guardian.

Parent or Guardian (please print): _____

Signature: _____

Date: ____/____/____

Daytime Phone Number: _____

Evening Phone Number: _____

Photo Release Form

Please check only one.

___ I ***give*** my permission for photos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with Bogalusa City School System activities. I understand that all photos and videos will become property of the Bogalusa City System and will not be used for commercial gain. These recordings will be used in educational and promotional videos, presentations, newsletters, web sites, etc. I further agree that any additional reproductions (yearbooks& newspapers) may be published and distributed to the general public. However, it is policy that for school web sites, only first names will be used.

___ I ***do not give*** my permission for photos and/or images of my child, captured through video, photo, and digital camera, to be used in connection with Bogalusa City School System activities.

Parent or Guardian (please print): _____ Signature: _____

BOGALUSA CITY SCHOOL SYSTEM DISCIPLINE POLICY

STATEMENT OF COMPLIANCE 2022 - 2023

As the parent/guardian, I agree to

- Read all rules
- Assure my child's attendance at school
- Ensure my child's arrival at school on time each day
- Ensure that my child completes all assigned homework
- Attend all required parent/teacher/principal conference

Parent/Guardian Name (Printed)

Date

Parent/Guardian Signature

Date

As a student, I agree to

- Attend school regularly
- Be at school on time
- Work diligently toward completion of homework assignments
- Follow school and classroom rules
- Abide by all school bus rules

Student Name (Printed)

Date

Student Signature

Date

SIGN AND RETURN TO SCHOOL WHERE STUDENT IS ENROLL

