ORLEANS PARISH SCHOOL BOARD

PUBLIC HEARING

McDonogh #35 High School Auditorium
4000 Cadillac Street
New Orleans, Louisiana 70122
January 19, 2016
4:30 PM

Call to Order – Roll Call

Pledge of Allegiance

Purpose of Hearing General Counsel Edward Morris

Orleans Parish School Board –Public Hearing on Board Policy:

OPSB Policies:

Revised OPSB Policy Section I

Q & A

Adjournment

ORLEANS PARISH SCHOOL BOARD
PUBLIC HEARING GUIDELINES

1. The public hearing will begin with proposed new and amended board actions by the Superintendent or his designee.

2. Anyone wishing to speak with regards to items on the agenda should fill out a public comment card and submit it to the Board Secretary. Cards will be received up to one-half hour after the meeting begins (**Notation: The Public Hearing begins at 4:30 PM).**

3. The Board Parliamentarian will be responsible for the orderly and efficient conduct of the hearing and shall enforce the established time limit for each presentation.

4. Each person shall be permitted to speak for a limited to three (3) minutes, as established by the Chairperson. Parliamentarian will recognize the speaker and give him/her permission to proceed. The speaker shall state his/her name and address for the Board records.

5. Those who have a group concern are encouraged to select a spokesperson from the group to address the concern.

6. Speakers are expected to be as concise as possible and to present their questions and comments in an objective manner in accordance with good taste and decorum and without reference to or insinuations against the Board, its members, or school system employees.

7. The Superintendent or his designee will serve as the official respondent to questions posed by the public.

8. Disruptions or disorderly conduct at the public hearing will constitute grounds for the presiding officer to ask security personnel to remove the offender.

SUMMARY OF REVISIONS TO
ORLEANS PARISH SCHOOL BOARD
POLICY MANUAL SECTION I - INSTRUCTION

ID, Curriculum

This policy was recoded from I833, and was updated to include statutory changes regarding graduation plans and career options. The necessary information in policy I800, *Student Achievement*, regarding curriculum, is covered herein, so that policy has been deleted.

IDA, Basic Instructional Program

This policy was recoded from I801. No change.

IDAA, Educational Assessment Program

This policy was recoded from I802. No change.

IDBA, Sex Education

This policy was recoded from I823 and was updated to include statutory information regarding the permitted grade levels for sex education and was revised to provide that such education be comprehensive, medically accurate and evidence-informed.

IDBB, Alcohol, Tobacco, Drug, and Substance Abuse Education Program

This policy was recoded from I824 and reflects the statutory expansion of the drug-free zones around schools from 1,000 to 2,000 feet.

IDCA, Summer School

This policy, recoded from I816, and has been updated to comply with statutory changes. The information regarding 11th and 12th grade remediation for the Graduation Exit Exam (GEE), was removed, as these grades are no longer included.

IDCC, Kindergarten

This new policy reflects current Board of Elementary and Secondary Education (BESE) requirements regarding kindergarten.

IDCH, Home Study Program

This policy was recoded from I819. The policy now includes a BESE requirement

that the deposit shall be 100% of the replacement cost of textbooks, up from the 50% reflected in current policy.

IDCI, College/University Programs

This new policy addresses collaboration with colleges in such areas as allowing students to earn credits while in high school.

IDCJ, Supplemental Educational Services

This new policy addresses supplemental services which may be provided for students in certain schools labeled “in need of improvement” according to Louisiana standards.

IDDC, Homebound Instruction

This policy was recoded from I820, and was updated on to reflect current BESE requirements.

IDDE, Student Driver Education

This new policy reflects guidelines for driver education and the right of the School Board to provide and to assess fees for such training.

IDDF, Education of Students with Exceptionalities

This policy replaces policy *I817, Special Education*. It reflects recent state statutory revisions regarding seclusion and restraint, as well as references Bulletin 1706, *Regulations for the Implementation of the Exceptional Children’s Act*.

Current policy includes outdated statutory language regarding assistive devices which we have deleted from the policy.

IDDFA, Service Animals in Schools

This policy was recoded from J953, which was approved by the Board in March 2015. No substantial change.

IDDG, Alternative Schools Education Program

This policy was recoded from I821. It has been updated to reflect statutory changes from 2012 which delineated that students suspended for more than ten (10) days, or expelled, must be allowed to continue education through an alternative education placement. It also includes the provision that the Board may contract with an education service provider to provide such services.

IDDH, Limited English Proficiency Program

This policy was recoded from I818. No change.

IDE, Co-curricular Activities and Extracurricular Activities

This policy was recoded from I825. It includes definitions of co-curricular and extracurricular activities which are taken from Bulletin 741, *Louisiana Handbook for School Administrators.* Language from current policy that participation in extracurricular activities shall require the student to pass five (5) subjects and maintain at least a 1.5 grade point average was corrected to 2.0, which is the School Board's actual requirement.

IDFA, Interscholastic Athletics

This policy was recoded from I826. The language was updated to reflect current Louisiana High School Athletic Association participation requirements and specific eligibility requirements. The scholastic requirements include the Board's current 2.0 GPA, which complies with the definition of "C" average as required by the LHSAA.

IDFAA, Athletic and Extracurricular Activity Drug Screening

This policy was recoded from *I827*, *Drug Screening of Student Athletes*. As extracurricular activities such as cheerleading may be included in drug screening programs, the title was change accordingly. Also new sections were added regarding confidentiality.

IDFAB, Sports Injury Management and Concussions

This new policy satisfies the statutory requirement that school boards adopt a policy addressing concussion recognition training and removal of students from play suspected of receiving a concussive hit during a game, as well as other precautions.

IDG, Adult Education

This policy was recoded from I822. It reflects recent legislation which transferred the authority over Adult Education from BESE to the Board of Supervisors of Community and Technical Colleges.

IEB, Class Size

This policy was recoded from I803. No change.

IEC, Scheduling For Instruction

This is a new policy that addresses minimum required daily instructional times.

IFA, Instructional Materials

This policy, previously coded I805, was revised to include statutory language requiring parental access to instructional materials.

IFAA, Textbook Selection and Adoption

This policy was recoded from I806. No change.

IFAB, Supplementary Selection and Adoption

This policy was recoded from I807. No change.

IFBGA, Computer Access and Use

This policy was formatted from current policy I809, and was updated to comply with statutory language which requires age and grade appropriate instruction for use of the internet and cell phone safety. Also, language regarding the use of technology filters, as required by the *Children's Internet Protection Act* (CIPA), was moved here from policy *J937, Electronic Telecommunication Devices*.

IFCB, Field Trips and Excursions

This policy was recoded from I828. No change.

IFCD, School Volunteers

This new policy includes provisions intended to provide protection for students and staff who work with volunteers.

IFD, Parental Involvement in Education

This policy was recoded from I830, and was updated to remove obsolete requirements.

IFDA, Parental Rights/Student Rights of Privacy

This policy was recoded from I831. No change.

IH, Academic Achievement

This policy is mostly new and replaces policy *I800, Student Achievement*.

IHA, Grading Systems

This policy was recoded from I811. No change.

IHAB, Report Cards

This policy was recoded from I812. No change.

IHAD, Parent Conferences

This updated policy, recoded from I832, reflects statutory requirements for mandatory parent/teacher conferences.

IHC, Class Rankings

This new policy includes guidelines for awarding honors based on class ranking.

IHE, Promotion and Retention

This policy was recoded from I813. No change.

IHF, Graduation Requirements

This policy was recoded from I814, and was updated to remove the section on the *Graduation Exit Exam*, which is no longer used.

IHG, Credit Recovery

This new policy is based on credit recovery requirements found in BESE Bulletin 741.

II, Testing Program

This policy, recoded from I810, has been updated and reorganized based on the most recent revision of Bulletin, 118, *Statewide Assessment Standards and Practices*.

IKDA, Pledge of Allegiance/Flag Display

This policy was recoded from *I829, Pledge of Allegiance*. No change.

IKDB, Graduation Exercises

This policy was recoded from I815, and was expanded to include specific information from policy *J942, Discipline*, regarding behavior for which a student can be denied participation in graduation.

IKDC, Prayer in Schools

This new policy reflects statutory provisions, including requirements for student initiated prayer.

IKI, Lesson Plans

This policy was recoded from I804. No change.

NOTE: The highlighted text indicates language that is required by law or State regulations.

CURRICULUM

The Orleans Parish School Board has the responsibility to establish and maintain a quality program of instruction for the elementary and secondary schools of the school district.

The Superintendent shall be responsible for coordinating and maintaining the instructional program in accordance with the provisions of the state constitution, state statutes, rules and regulations of the Louisiana Board of Elementary and Secondary Education (BESE), and the policies of the School Board.

The organization and scheduling of subjects in the curriculum of the school district shall conform to BESE requirements and statewide content standards for required subjects. The curriculum shall provide learning experiences and prospective achievement for each child according to their individual needs and offer pupils a basic body of understanding, attitudes, knowledge, and skills.

By the end of the eighth (8th) grade, every student, with the assistance of his/her parent or other legal custodian and school counselor, and for a student with an exceptionality, except a student identified as gifted or talented and who has no other exceptionality, the student's *Individualized Education Program* team, if applicable, shall begin to develop an *Individual Graduation Plan* to guide future academic course work in order for the student to explore education and career possibilities. The plan shall be reviewed annually and updated as necessary to identify the courses to be taken each year until all required core courses are completed. Each student's *Individual Graduation Plan* shall be signed by the student, the student's parent or other legal custodian, and the school counselor.

CAREER MAJOR

The curriculum design within the high schools shall include a career major comprised of challenging academic courses and modern career and technical studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level, which includes activities designed to introduce students to occupations in demand in Louisiana. The School Board shall develop and offer one or more career major programs aligned to state and regional workforce demands, pursuant to policies adopted by BESE.

ELECTIVES

BESE has granted School Boards the authority to develop, review, and approve all locally-initiated electives, in accordance with the *Louisiana Handbook for School Administrators*, Bulletin 741. The process shall ensure alignment with standards-based initiatives, compliance with current BESE policies, and all laws and regulations

pertaining to students with disabilities. Elective courses shall enhance, expand, and/or refine the core curriculum. Elective courses shall not replace, duplicate, or significantly overlap the content of core curriculum or other approved electives.

Proper documentation of all approved electives shall be maintained by the School Board.

Ref: La. Rev. Stat. Ann. §§17:154, 17:181, 17:182, 17:183, 17:183.1, 17:183.2, 17:183.3, 7:183.5, 17:261, 17:262, 17:2925; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

BASIC INSTRUCTIONAL PROGRAM

In keeping with its commitment to provide equal educational opportunities for each child, the Orleans Parish School Board recognizes that the basic instructional program in the district's schools consist of those required courses that lead to high school graduation, including students in special and alternative schools as listed in the *Louisiana Handbook for School Administrators*, Bulletin 741. A variety of other courses and programs shall also be offered. Regardless of the high school they attend, students throughout the district shall be given equal opportunity in course and program selection.

Although particular course offerings and teaching approaches may vary school to school and area to area, programs in basic curriculum areas shall be coordinated and sequenced to grade level so that students can make satisfactory progress throughout their school careers. In all instances, the elementary curriculum, middle school curriculum, and high curriculum shall meet the educational requirements established by state statute and the Louisiana Department of Education.

Ref: La. Rev. Stat. Ann. §§17:181, 17:182, 17:183.1, 17:183.2, 17:183.3, 17:183.4, 17:183.5, 17:183.6, 17:183.7, 17:183.8, 17:183.9, 17:261, 17:262, 17:266, 17:267, 17:268; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

EDUCATIONAL ASSESSMENT PROGRAM

The Orleans Parish School Board, in the implementation of statewide curriculum standards, has developed and adopted the *Pupil Progression Plan for Orleans Parish School System* in accordance with statutory provisions. The plan contains School Board policy, regulations, and/or procedures as they relate to the promotion, retention, acceleration and similar actions regarding students' performance within the schools of the school district. The Superintendent shall be responsible for the implementation of the *Pupil Progression Plan* as outlined by guidelines of the Louisiana Department of Education and as approved by the School Board.

The policies, regulations, and procedures developed and revised periodically in the *Pupil Progression Plan* shall be considered as School Board policy, regulations, and/or procedures and treated as if part of this policy manual.

The School Board shall be apprised periodically concerning implementation of all regulations contained in the Plan, and an annual report shall be submitted to the School Board by the staff outlining the progress of the programs, promotions affected, and similar transactions.

Ref: La. Rev. Stat. Ann. §17:24.4; *Guidelines for Pupil Progression*, Bulletin 1566, Louisiana Department of Education.

SEX EDUCATION

The Orleans Parish School Board is committed to protecting the health of all of its students by providing comprehensive, medically accurate, and evidence-informed sexual health education.

In order to better educate and meet the growing awareness of today's youth, the School Board shall have the discretion, if so desired, of conducting classes in subject matter designated as sex education. Instruction in this area shall be age and developmentally appropriate such that it is designed to teach concepts, information, and skills suitable to a particular age, grade, and developmental level, based on the cognitive, emotional, social, and behavioral capacity of most students at that age, grade, and level. Said subject matter may be integrated into an existing course of study in grades three through twelve. When offered, such instruction shall be offered to non-graded special education students at age appropriate levels. Whenever instruction in sex education is offered by a school, such instruction shall be available also to any student in such school regardless of the student's grade level who is pregnant or who is a mother or father.

No religious beliefs, values, customs, practices in human sexuality nor the subjective moral and ethical judgment of any person shall be included in the study of sex education. Students shall not be tested, quizzed, or surveyed about their personal or family beliefs or practices in sex, morality, or religion.

All instructional materials used during the course of study of sex education shall be submitted to and approved by the Orleans Parish School Board and by a parental review committee, whose membership shall be determined by the School Board. The major emphasis of any sex education instruction offered in this parish shall be to encourage sexual abstinence between unmarried persons and any instruction shall:

1. Emphasize abstinence from sexual activity outside of marriage as the expected standard for all school children.

2. Emphasize that abstinence from sexual activity is a way to avoid unwanted pregnancy, sexually transmitted disease, including acquired immune deficiency syndrome and other associated health problems.

3. Emphasize that each student has the power to control personal behavior and to encourage students to base action on reasoning, self-esteem and respect of others.

Any child may be excused from receiving instruction in sex education at the option and discretion of his/her parent or guardian.

Ref: La. Rev. Stat. Ann §17:281.

ALCOHOL, TOBACCO, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM

The Orleans Parish School Board shall require a comprehensive alcohol, tobacco, drug, and substance abuse prevention education program be incorporated into every school of the district that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, tobacco, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades ten through twelve is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, tobacco, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem.

Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the School Board.

Each school shall have a *substance abuse prevention team*, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

DRUG FREE ZONES

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

Ref: La. Rev. Stat. Ann. §§14:403.1, 17:154, 17:402, 17:403, 17:404, 17:405, 17:416.

SUMMER SCHOOL

The Orleans Parish School Board may offer a summer school program for students at the elementary and secondary levels, and shall offer school remediation and retest opportunities as outlined in Louisiana Board of Elementary and Secondary Education (BESE) Bulletin 1566, *Pupil Progression Policies and Procedures*.

Elementary summer schools may offer programs to enable students not meeting the promotion criteria during the regular school year to attend a summer school to remove deficiencies and be considered for promotion to the next grade or to provide additional learning opportunities. Students attending summer school for promotional purposes shall have written consent by the principal of the last school they attended.

Students not passing the Louisiana Educational Assessment Program (LEAP) exam administered in the spring of each year in grades 4 and 8, are highly recommended to attend a summer school remediation program for remediation in the specific area needed and may be retested at the conclusion of the course. Summer remediation shall consist of a minimum of fifty (50) hours of instruction per subject.

Secondary schools may offer summer school to enable students to schedule courses to enrich their experiences, to take new subjects, and to enable students who have failed in subjects to remove deficiencies. The administration of the summer school shall have the written permission from the principal of the students' home school in order for high school credit to be awarded.

All students with disabilities should receive services along with regular education students in summer programs, with special supports provided as needed.

Except for those students attending 4th and 8th grade remediation (LEAP) classes, fees may be charged students for attending summer school session, which shall be set by the School Board upon the recommendation of the Superintendent and his/her administrative staff.

Ref: La. Rev. Stat. Ann. §17:24.4; *Louisiana Handbook for School Administrators*, Bulletin 741, *Pupil Progression Policies and Procedures*, Bulletin 1566, Louisiana Department of Education.

KINDERGARTEN

The Orleans Parish School Board shall offer full-day kindergarten instruction to each eligible child and require every child entering kindergarten for the first time be given a valid and reliable readiness assessment. The results of this assessment shall be used for measuring student readiness for kindergarten and for planning instruction.

Each child entering kindergarten for the first time shall be assessed at the beginning of the school year. The parent or guardian of each child shall be advised of the child's level of readiness.

Ref: La. Rev. Stat. Ann. §§17:24.4, 17:391.11; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

HOME STUDY PROGRAM

Students of the Orleans Parish School District may be permitted to have their educational skills developed through a home study program, or in an in-home private school program, if such a program offers a sustained curriculum of quality at least equal to that offered by public schools at the same grade level. The parent or legal guardian shall submit an application to the Louisiana Department of Education for approval together with a copy of the child's birth certificate. An initial application shall be made within fifteen (15) days after commencement of the home study program. A renewal application shall be submitted to the Louisiana Department of Education by October 1 of the school year, or within twelve (12) months of approval of the initial application, whichever is later.

Any child eligible by law to attend elementary or secondary school shall be eligible to participate in a home study program.

Secondary students who are home schooled shall not earn a regular high school diploma unless they return to an approved school and meet all the necessary credits and requirements needed for high school graduation. Home study students shall be eligible to take the *General Educational Development* (GED) test upon completion of the home study program, upon proper application.

TEXTBOOKS

The School Board shall supply textbooks and other instructional materials, as available, to children enrolled in a state-approved home study program. Text books and any materials supplied shall be returned when the student has completed the applicable coursework. A deposit equal to one hundred percent (100%) of the replacement costs shall be required. Such deposit shall be returned when the books are returned. No refunds shall be made for lost or damaged textbooks. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbook rental program until all textbook debts have been cleared.

Textbooks should be issued for no longer than the length of the current school term. Principals may require periodic inspection of the textbooks.

READMISSION

Students seeking admission or readmission to the Orleans Parish public schools shall be required to fulfill such screening and evaluation requirements as the Board of Elementary and Secondary Education (BESE) and/or the School Board may establish, including the taking of tests and diagnostic instruments used to determine appropriate grade levels or Carnegie units. The requirements and procedures for admission or readmission shall be made a part of the School Board's *Pupil Progression Plan*. In

addition, students in *grades 5 and 9* transferring to Orleans Parish public schools shall be required to pass the English language arts and mathematics components of the LEAP 21 placement test.

ACHIEVEMENT TESTING

A parent of a child in home study may request the Superintendent to permit the child to be administered the LEAP 21 tests. Such tests shall occur on the date of the test as determined by the Superintendent. The examination shall be administered with the same restrictions and under similar conditions as provided to students enrolled in public schools with a certified teacher administering the test. The parent shall be provided the student's score and whether the student passed the examination and met the state performance standards.

A testing fee of up to thirty-five dollars ($35) may be charged to cover actual costs of administering, scoring, and reporting the results of the tests.

Ref: La. Rev. Stat. Ann. §§17:236, 17:236.1, 17:236.2, 17:351; *Louisiana Handbook for School Administrators*, Bulletin 741, *State Textbook Adoption Policy and Procedure Manual,* Bulletin 1794, Louisiana Department of Education.

COLLEGE/UNIVERSITY PROGRAMS

The Orleans Parish School Board desires to promote collaborative efforts with community colleges, colleges, and universities in the area to enhance the educational opportunities of students in the parish. Such programs provide students an opportunity to focus on career planning and course selection in high school based on their aptitudes and interests, course availability, and the employment opportunity of the community. Curriculum coordination is also enhanced through such collaborative efforts between the School Board and other educational institutions, enabling students to make a smooth transition from one educational level to another without experiencing delays, duplication of coursework, or loss of credit.

In collaborating with any local community college, college, or university to provide instructional services, student services, and administrative assistance for students to obtain approved course credits, such arrangements shall be enumerated in a written agreement with responsibilities clearly delineated. Such an endeavor shall provide students:

- an opportunity for an earlier start toward earning a college degree while concurrently enrolled in high school,
- an opportunity to broaden the scope and depth of their academic preparation, and
- an opportunity for completing career and technical education programs of study.

Student eligibility for courses, certification of courses, credit for satisfactory completion of courses taken, student fees to be charged, expenses of the School Board, and other aspects of program administration shall also be spelled out in said agreement.

The administrators of the Orleans Parish School Board and the local community college, college, or university shall meet periodically per academic year to evaluate the progress of this endeavor and to determine the courses, locations, times, faculty, and any other matters essential to making student educational opportunities available.

Ref: La. Rev. Stat. Ann. §17:81.

SUPPLEMENTAL EDUCATIONAL SERVICES

The Orleans Parish School Board may offer to parents of eligible children in schools identified in school improvement, opportunities for higher academic achievement through supplemental educational services (SES).

Supplemental educational services (SES) are additional academic instruction in reading, language arts/English, and/or mathematics that are designed to increase the academic achievement of students in schools in need of improvement. These services may include academic assistance such as tutoring, remediation and other educational interventions that are consistent with the content and instruction used by the Orleans Parish School Board, and which are aligned with the State of Louisiana's academic content standards. In keeping with provisions of the *No Child Left Behind Act of 2001(NCLB)*, all supplemental educational services shall be provided outside of the regular school day, before or after school, on weekends, or in the summer, and shall be of high quality, research-based, and specifically designed to increase student academic achievement.

School Boards with schools rated as *Academically Unacceptable* may offer supplemental educational services as part of their school improvement efforts. If utilized, the School Board shall notify parents about SES and explain the process and the scope of services. If SES is to be utilized in a school rated F, the SES provider shall be selected by the School Board from a state-approved list of providers published by the Louisiana Department of Education.

Supplemental educational services shall be offered until the school in question is no longer identified for school improvement according to the requirements of NCLB.

Ref: 20 USC 6316 (*No Child Left Behind Act of 2001*, Section 1116).

HOMEBOUND INSTRUCTION

Students of the Orleans Parish School District who are unable to attend school because of physical disability may be assigned a properly certified teacher who will instruct them at home or in a hospital. In order for a student to be considered for homebound instruction, the student, as a result of health care treatment, physical illness, accident, or the treatment thereof, must be temporarily unable to attend school for the provision of regular educational services. Such incapacitation shall require verification on the application by a physician. The homebound instruction program is a continuation of the regular school instructional program, designed to help the child return to school without falling too far behind in assigned work. The student shall be under the same state and local regulations as any other student. A responsible adult must be present where instruction is provided.

CRITERIA FOR ELIGIBILITY

A regular or special education student is eligible to receive homebound instruction if the following criteria are met:

1. Following an absence of more than ten (10) consecutive school days for a qualifying illness, homebound instruction shall be provided on the eleventh (11th) school day.

2. After a student has been absent for ten (10) days, for one of the above identified reasons, the student shall be referred for review by the *School Building Level Committee (SBLC),* to determine need for referral for Section 504 services if the student has not previously been identified as a student with a disability.

3. The student is free of infectious or communicable disease. If the student is not free of such diseases, other appropriate instructional arrangements must be made.

4. The parent or guardian signs a parental agreement concerning homebound or hospital policies and parental cooperation.

CONTINUITY OF INSTRUCTION

A review of the student's educational program conducted by the student's regular education teacher(s) should be provided to the hospital/homebound teacher to permit continuity in instruction. Periodic conferences between the student's regular teacher and homebound instructor should be conducted as well. Homebound instruction, at a minimum, shall be provided in the core academic subjects: English, Mathematics, Science, and Social Studies. A minimum of four (4) hours instruction shall be provided

per week, unless the student's health as determined by a physician requires less. Consideration shall be given to the individual need for services beyond the core academic subjects for students with disabilities

Homebound services may be provided via a consultative model (properly certified regular or special education teacher when appropriate, consults with the homebound teacher delivering instruction) for students needing such services less than twenty (20) days during the school year.

EVALUATION OF CONDITION

The minimal evaluation to determine a student's eligibility shall be:

1. A medical assessment by a physician qualified by training or experience to assess the health problems, including a description of the condition, with any medical implication for instruction. This report shall state that the student is unable to attend school, whether or not he/she is free of communicable disease, and give an estimated duration of the condition.

2. Periodic physical re-examination and a medical report by a physician as requested by the Special Education Supervisor.

REGULATIONS

The following regulations must be observed by the parents and students once a teacher has been assigned:

1. One of the student's parents, or a responsible adult, must be present in the home the entire time a homebound teacher is teaching.

2. Child and teacher are not to be disturbed during the instructional period.

3. Members of the family must remain out of the room during the class period.

4. In the event a teacher is unable to keep the child's appointment, he/she should notify the parents. If the child is unable to receive a lesson at the scheduled time, the parents should let the teacher know as soon as possible.

5. Home study is essential for the student to maintain his/her class standing. It then becomes the child's responsibility, under the supervision of the parents, to prepare the work which has been assigned. An assigned lesson which is not completed is a loss of valuable time and may jeopardize the student's course work.

6. A daily student schedule is the responsibility of the student and the parents.

Failure to observe these regulations may result in the withdrawal of this special service.

Ref: La. Rev. Stat. Ann. §17:1946; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

STUDENT DRIVER EDUCATION

The Orleans Parish School Board may offer a driver training program. The program shall consist of a course of not less than eight (8) hours of actual driving experience and thirty (30) hours of classroom instruction.

The program shall be designed to acquaint students to the safety precautions and hazards related to highway transportation. Children who are fifteen (15) years of age or older are eligible to participate in the driver education program. In addition, children who are in at least the ninth (9th) grade and are within ninety (90) days of their fifteenth (15th) birthday may participate in the classroom instruction component of the program.

The Driver Education Program shall have the following objectives:

1. To develop in each student the proper values and attitudes toward safe and responsible driving.

2. To develop in each student safe and efficient use of motor vehicle equipment and highways.

3. To develop in each student a strong sense of personal and social responsibility in the operation of motor vehicles.

COST

A fee for driver training may be assessed the student in an amount approved by the School Board. Factors such as instructor salary and benefits, vehicle charges such as insurance, fuel, and lease payments shall be considered when determining adequate fees to charge.

Ref: La. Rev. Stat. Ann. §§32:402.1, 32:422.1; *Louisiana Handbook for School Administrators*, Bulletin 741.

EDUCATION OF STUDENTS WITH EXCEPTIONALITIES

The Orleans Parish School Board shall make available a free appropriate public education in the least restrictive educational environment to each student with an exceptionality, ages three (3) through twenty-one (21), who is a resident of the geographical boundaries of the school district. Special education and related services may be provided by the School Board to eligible children with exceptionalities under three (3) years of age. Generally, identified children shall be screened and evaluated to determine eligibility to receive special education and related services. If it is determined through the evaluation process that a child has a disability and, by reason thereof, needs special education and related services, then the child shall be classified in accordance with *Pupil Appraisal Handbook*, Bulletin 1508, and shall become eligible to receive special education services. All special education services shall be provided to eligible students with exceptionalities in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706 and all other applicable federal and state regulations.

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

SECLUSION AND RESTRAINT

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

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

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

Definitions

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

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

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

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

Physical restraint means bodily force used to limit a person's movement. Physical restraint does *not* include: (1) consensual, solicited, or unintentional contact; (2) holding of a student by a school employee for less than five minutes in any given hour or class period for the protection of the student or others; (3) holding of a student, by one school employee, for the purpose of calming or comforting the student, provided the student's freedom of movement or normal access to his or her body is not restricted; (4) minimal physical contact for the purpose of safely escorting a student from one area to another; (5) minimal physical contact for the purpose of assisting the student in completing a task or response.

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

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

Documentation and Notification

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

student's seclusion or physical restraint, and the names and titles of any school employee involved.
The director or supervisor of special education shall be notified any time a student is placed in seclusion or is physically restrained.

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

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

Regulations and Procedures

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

Follow-Up

Following any situation resulting in the use of seclusion or restraint of a student, a *Functional Behavioral Assessment* (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents during the school year, the student's *Individualized Education Program* (IEP) team shall review and revise the student's *Behavior Intervention Plan* (BIP) to include any appropriate and necessary behavioral supports. Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three (3) weeks.

Employee Training Requirements

The Superintendent or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive

behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

Ref: 20 USCA §1400 et seq. (*Individuals with Disabilities Education Act*); 34 CFR 300 (*Assistance to States for the Education of Children with Disabilities*); La. Rev. Stat. Ann. §§17:7, 17:416.21, 17:1941, 17:1942, 17:1943, 17:1944, 17:1945, 17:1946, 17:1947; 17:3996; *Pupil Appraisal Handbook*, Bulletin 1508; *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education.

SERVICE ANIMALS

The Orleans Parish School Board prohibits discrimination against individuals with disabilities, including those who are assisted by a service animal as result of a disability. The School Board shall comply with the requirements of Title II of the *Americans with Disabilities Act Amendments Act of 2008* (ADAAA) and its implementing regulations, as well as other applicable federal and state laws and regulations governing the use of service animals by students and staff with disabilities in its services, programs, and activities. Under this policy, service animals shall be permitted in buildings, classrooms, recreational facilities, programs, and activities of the School Board where the public is normally allowed access, subject to the following provisions.

GENERAL PROVISIONS

1. A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for purposes of this policy. The work or task a service animal has been trained to provide shall be directly related to the individual's disability and shall be required because of the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, comfort, well-being, or companionship do not constitute work or tasks for the purposes of this policy. Service animals are working animals, not pets.

2. Prior knowledge and authorization of the Superintendent is required before a service animal can be brought onto School Board property. The School Board reserves the right to inquire about whether a service animal is required because of disability when it is not obvious what service the animal provides. The School Board further reserves the right to inquire about the specific tasks a service animal performs for the individual with a disability.

3. Service animals shall be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents the use of such devices. In such cases where a harness or other control device cannot be used, the individual with a disability shall be required to maintain control of the animal through voice, signal, or other effective means. The service animal shall be accompanied at all times by the individual with a disability for whom it is performing specific work or tasks.

4. The School Board may ask an individual with a disability to remove a service animal from its premises if: (1) the animal is out of control and the handler does not take effective action to control it; (2) the animal is not housebroken; or (3) the animal poses a direct threat to the safety of anyone. If any service animal is excluded from School Board programs, services or activities, the School Board

shall offer the individual with a disability the opportunity to participate in such programs, services, or activities without the animal's presence.

5. The service animal shall be able to perform its work or tasks in public, under the full control of its handler (including full control of the animal in the presence of large numbers of school children, as may be applicable).

6. Service animals shall not solicit attention, display aggression, solicit or steal food or other items from students or staff, and shall not disrupt the normal course of business at school or any School Board facilities, programs, or activities.

7. Service animals shall be clean and well-groomed so as to minimize offensive odors, shedding and dander and shall be free of fleas and ticks. Because schools serve large numbers of children in classrooms and other confined spaces and, to protect the safety of such students and their service providers, the School Board requires owners/users of a service animal to provide annual proof that the service animal is properly immunized and in good health.

8. Under appropriate circumstances and where reasonable, the School Board shall make modifications to its practices and procedures to permit the use of a miniature horse by an individual with a disability. In such cases, the School Board shall determine whether miniature horses can be accommodated in its facilities by examining the following factors: (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for safe operation of the facility. Miniature service horses must be individually trained to do work or perform tasks for the benefit of the individual with a disability.

9. The School Board shall not be responsible for the care, feeding, or supervision of a service animal, including walking the animal, responding to the animal's need to relieve itself, or waste removal.

10. A service animal shall be considered the personal property of its owner/individual with a disability and, as such, the owner/individual with a disability shall assume liability for any and all harm, damage, or injury caused by the service animal to other students, staff, visitors, and/or property.

<u>REQUESTS FOR USE OF A SERVICE ANIMAL</u>

1. All requests for an individual with a disability to be accompanied by a service animal for the purpose of participating in School Board programs, services, and activities shall be submitted in writing to the Superintendent, or his/her designee, at least ten (10) school days before bringing an animal onto School Board

premises or participating in School Board programs, services, or activities.

2. All requests for use of a service animal shall be made on a form created by the Superintendent. The form and administrative procedures to accommodate the use of service animals in School Board facilities, programs, services, and activities shall be available upon request from the School Board's designated Section 504/ADA Coordinator. Assistance shall be made available to individuals who, because of disability, are unable to submit such request in writing.

3. The School Board reserves the right to request current, documented confirmation of service animal immunizations and health status in order to reasonably and responsibly protect the health and safety of children, employees, and others with whom the service animal may come into contact.

4. Any individual whose request to use a service animal is denied by the School Board for good cause shall have the right to request reconsideration of such decision. All reconsideration requests shall be presented to the Superintendent in writing within five (5) business days of any such denial.

5. Individuals who are not employees or students of the School Board, but who are visiting a School Board facility or event and require a service animal accommodation for their disability, should contact the Section 504 Coordinator for the School Board.

Nothing in this policy is intended to deny or limit any right of a student, employee, or visitor of the School Board under any other federal or state law or regulation.

Ref: 42 USC 1201 et seq. (*Americans with Disabilities Act of 1990*); ADAAA of 2008, 28 CFR, Part 35 (*Nondiscrimination on the Basis of Disability in State and Local Government Services*); Board minutes, 3-17-15.

ALTERNATIVE SCHOOLS EDUCATION PROGRAM

The Orleans Parish School Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process, since expulsion deprives a student of the right to an education.

Students suspended for more than ten (10) days or expelled from school shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The alternative education program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that students who are unmotivated or unsuccessful in the traditional programs or who are disruptive in the traditional school environment remain in school and earn course credits when possible, and to provide assistance with social skills and work habits.

A student placed in an alternative school or an alternative education program shall attend and participate in such school, program, or education services. The parent, tutor, or legal guardian of any such student shall ensure attendance of the student as required. The supervisor of child welfare and attendance, with the approval of the Superintendent, shall have the authority to file court proceedings to enforce the attendance requirements.

Upon the request of the student's parent, tutor, or other person responsible for the student's school attendance, a student enrolled in school between ages of sixteen (16) and eighteen (18) years may be allowed, with approval of the School Board, to attend an alternative education program.

The School Board may solicit and contract with an education service provider to provide educational services to students placed in an alternative school or an alternative education program. Alternative educational services to be rendered shall be in accordance with state law and rules and regulations promulgated by the Louisiana Board of Elementary and Secondary Education.

Other alternative education programs may be available for students with special needs. These programs are enumerated in the School Board's *Pupil Progression Plan.*

Ref: La. Rev. Stat. Ann. §§17:7.5, 17:100.5, 17:221, 17:224, 17:416.2; *Alternative Education Schools/Programs Standards*, Bulletin 131, Louisiana Department of Education.

LIMITED ENGLISH PROFICIENCY PROGRAM

The Orleans Parish School Board recognizes that the inability to speak and understand the English language limits the student's effective participation in the educational programs of the School District. Students whose primary languages are languages other than English shall be provided special assistance, in conformity with applicable Federal and State statutes and regulations, until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents shall be notified of their children's eligibility for the limited English proficiency program no later thirty (30) days after the start of school. Notification shall include their child's level of proficiency and how it was assessed, program components and expectations, parental rights, and any other information required by the *No Child Left Behind Act of 2001.* All written communications to parents shall be in a uniform format that is comprehensible to families and in a language the parents can understand.

Ref: 20 USC 6801 et seq. (*Language Instruction for Limited English Proficient and Immigrant Students)*, 20 USC 7401 (*Indian Education).*

CO-CURRICULAR ACTIVITIES AND EXTRACURRICULAR ACTIVITIES

The Orleans Parish School Board shall be committed to providing for each of its schools a program of student activities to all students in a manner which allows students equal opportunity to participate in services and activities. All activities shall be in compliance with pertinent regulations of the Louisiana Board of Elementary and Secondary Education (BESE).

All work missed by students while participating in student activities or events shall be made up and completed in a manner that would be required of any other students in order to receive credit.

No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.

CO-CURRICULAR ACTIVITIES

Co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

Extracurricular activities shall not be scheduled during instructional time.

Notwithstanding any policy, rule, or regulation adopted by the School Board to the contrary, no student otherwise eligible to participate in an extracurricular activity, including interscholastic athletics, shall be limited in the number of such activities in which the student may participate in a school year.

Eligibility Requirements for Extracurricular and Co-curricular Activities

1. No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.

2. All work missed by students while on co-curricular or extracurricular events must be made up

Scholastic Requirements

In order to remain eligible for organizational activities (e.g., athletic teams, cheerleaders, pep squads) the student shall be required to successfully pass five (5) subjects and maintain at least a 2.0 grade point average.

SPECIAL EDUCATION STUDENT PARTICIPATION

All non-academic and extracurricular services and activities shall be offered to all exceptional students in a manner that allows them equal opportunity to participate in services and activities.

Ref: La. Rev. Stat. Ann. §17:176; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association.

INTERSCHOLASTIC ATHLETICS

The Orleans Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program.

ATHLETIC PROGRAM

Interscholastic athletics may be made available for students in the schools of the school district. The Superintendent or his/her designee shall develop and maintain an athletic program in the school district that emphasizes participation of all students. The conduction of all athletic programs within the school district shall comply fully with regulations of the *Louisiana High School Athletic Association* (LHSAA) and policies of the School Board. The Board shall allow students to participate in as many sports activities and academic activities as he/she is capable of participating in without fear of reprisal.

PARTICIPATION REQUIREMENTS

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the Orleans Parish School Board until such student shall have furnished to the principal of the school documentation that he/she has met the following requirements:

1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).

2. Properly complete a *School Entrance and General Health Exam Form/LHSAA Medical History* and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original *LHSAA Sports Physical Form* in performing sports physicals. In addition, parents shall be required to complete the *Authorization for Release of Confidential Information.*

3. Once a student passes the initial medical examination and completes an *LHSAA Medical History Form* prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her *LHSAA Medical History Form* as required.

4. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.

5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.

6. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic or extracurricular activity. (See policy *IDFAA, Athletic and Extracurricular Activity Drug Screening)*

RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the School Board. Any violations of athletic rules shall be immediately reported to the Superintendent by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent shall ascertain and determine if any disciplinary action of employee is warranted. The Superintendent shall then make a report to the School Board of such circumstances and action taken.

SCHOLASTIC REQUIREMENTS

The School Board endorses the scholastic eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. Scholastic requirements shall be as follows:

1. To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript, and shall have at least a 2.0 grade point average when considering all "graded" subjects.

2. To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four (4) units in the first semester must pass all four (4) units to be eligible in the second semester. Likewise, a senior attempting five (5) units in the

first semester must pass all five (5) units, and a senior taking six (6) or more units in the first semester must pass six (6) units for second semester eligibility.

3. The LHSAA includes specific eligibility rules for special education students which must be met for their participation.

Individual schools or the School Board may set higher, but not lower scholastic requirements for interscholastic athletic participation.

INSURANCE COVERAGE

Athletes shall have either school student insurance or a signed statement from the parent showing that the student is otherwise covered for any accident or injuries that may occur during any athletic participation. No students shall be allowed to practice or participate in interscholastic athletics until this requirement has been met.

Ref: La. Rev. Stat. Ann. §§17:169, 17:176; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association.

ATHLETIC AND EXTRACURRICULAR ACTIVITY DRUG SCREENING

The Orleans Parish School Board acknowledges that extracurricular activities are not a required activity of the educational process in Louisiana. Therefore, student participation is not an absolute right but a privilege afforded to eligible students on an equal opportunity basis and thus is voluntary and not required by School Board policy or state and/or federal law.

Therefore, the Orleans Parish School Board, in an effort to further protect the health and safety of student athletes, and in an effort to preserve and maintain a positive learning environment, has adopted this policy for *Athletic and Extracurricular Activity Drug Screening*. The express purpose of this policy is (1) to help prevent student athletes from using drugs, (2) to help protect their health and safety, (3) to provide drug users with an educational assistance program, and (4) to try to preserve and maintain a positive learning environment for the children who have been committed to the temporary custody of the state as schoolmaster.

As a part of the drug screening policy, the School Board authorizes mandatory random drug testing through urinalysis, hair sample and/or any other method approved by the Superintendent of students who participate in the schools' athletic programs as well as other extracurricular activities.

PROCEDURES

Prior to participating in any *Louisiana High School Athletic Association* (LHSAA) sanctioned sport, the student athlete and parent/guardian shall be required to sign the *LHSAA Substance Abuse/Misuse Contract and Consent* form. These arrangements state that all student athletes shall be subject to random drug testing. These tests shall be strictly enforced and participation shall be mandatory, since the parents/guardians have freely chosen to allow their son(s)/daughter(s) to participate in athletic programs. No athlete shall be tested unless the parent(s)/guardian(s) and the athlete sign the *LHSAA Substance Abuse/Misuse Contract and Consent* form giving permission to have the tests performed. Refusal to allow these tests to be administered shall immediately serve notice that the student may not participate in any interscholastic athletics.

All student athletes shall be subject to random selection and testing throughout the school year. All confirming testing shall be referred through an approved NIDA laboratory. The tests shall ascertain if there is present any controlled substance as may be specified by the School Board or Superintendent. All costs associated with the administration of the athletic drug testing program shall be the responsibility of the School Board. However, any evaluation or counseling services which may be mandated as a result of positive tests shall not**,** under any circumstances, be the responsibility of the Orleans Parish School Board.

RESULTS OF TESTS

The following procedures shall be followed upon receipt of a positive result from the drug testing described herein:

Both the individual who has tested positive and his/her parents/guardians shall be immediately notified. The student/athlete shall be excluded from participation in interscholastic athletics or extracurricular activities for a period of six (6) weeks. The student shall submit to drug evaluation in an effort to determine the necessity of drug counseling and/or treatment, which, if needed shall be at his/her expense. At the end of the 6-week suspension from athletic/extracurricular participation, the student may return to any school athletic/extracurricular program if he/she submits to another drug test and submits written evidence that the test was negative. This test must be performed at a certified laboratory or testing agency approved by the Orleans Parish School Board, but at the expense of the student and his/her parent(s) or guardian(s).

A *second positive* test result shall result in the student being excluded from participation in all interscholastic athletics or extracurricular activities for a period of twelve (12) months. A *third positive* test result shall result in the student being excluded from participation in all extracurricular activities for the remainder of his/her high school career.

All test results shall be received by the Superintendent or his/her designee. The parent(s) and/or guardian(s) of a student testing positive shall be immediately notified by the responsible person and/or medical review officer. Such notification shall be confirmed in writing. Further, the Superintendent or his/her designee shall immediately notify the principal of the student's school who will then, without delay, notify the school's athletic director or the student's extracurricular activity sponsor. The latter shall then advise the student as soon as possible.

A student or his/her parent(s) or guardian(s) may request a verification test from the specified testing agency, the cost of which shall be borne by the student and parent(s) or guardian(s), and shall be a test of the same specimen. Should the student request a verification test from another laboratory or testing agency, the cost of the verification test shall be the responsibility of the student and his/her parent(s) or guardians(s), and shall be administered by a laboratory or testing agency approved by the Orleans Parish School Board. Further, the verification test must be of the same specimen previously tested. Moreover, the verification test shall be administered in accordance with the terms, conditions, and provisions of this drug testing policy. Verification of test results shall act as the only appeal to the conditions set forth in this policy.

OTHER GUIDELINES

The Superintendent or his/her designee shall implement guidelines that ensure the fair enforcement of this policy and maintain strict confidentiality. The drug testing guidelines established herein are to be employed in conjunction with and in addition to other School Board policies which prescribe penalties for the possession of, use of, consumption of, being under the influence of, and/or distribution of illegal or prohibited substances on school grounds or at any school related functions.

CONFIDENTIALITY

All drug tests shall be considered confidential information and handled accordingly. Parents of students whose tests yield a positive result shall meet immediately with the principal. The results of a positive drug screen are not to be disclosed to law enforcement officers.

PARENTAL RELEASE

The parent(s) or guardians) and the student shall release the Orleans Parish School Board, its members (both individually and in their official capacity), the Orleans Parish School District, as well as any employee, teacher, principal or other school administrator or personnel from any liability in connection with this policy, the administration of the testing procedures and/or test results, any warranties addressing the accuracy of said tests and any and all medical or laboratory procedures employed by the referring laboratory. It is expressly understood the Orleans Parish School Board assumes no responsibility for the diagnosis or treatment of any disease or condition that may become known as a result of any laboratory test(s) conducted in the implementation of this drug testing program.

ADDITIONAL PROVISIONS

1. It is imperative to note that these procedures are only to be used for the appearance of a non-apparent controlled substance. Consequently, if a student athlete or extracurricular activity participant is apprehended by anyone as a result of being in illegal possession of alcohol and/or a controlled substance, or banned substances, the regular school and School Board disciplinary policies shall apply.

2. The athlete/extracurricular participant shall not be entitled to a hearing since athletics and extracurricular activities are not an integral part of the school and School Board curriculum.

3. If a student is/has been taking medication, he/she shall indicate this prior to the administration of the test and shall identify the prescribing physician and medications.

4. The principal of each school shall be required to have a properly signed consent form on file before any student shall participate in any athletic or extracurricular program or activity for inclusion in the drug-testing program.

Ref: La. Rev. Stat. Ann. §§17:81, 40:961, 40:962, 40:963, 40:964, 40:967, 40:968, 40:969, 40:970, 40:971, 40:971.1; Vernonia School District 47J vs. Acton, 515 U.S. 646 (1995); *Official Handbook*, Louisiana High School Athletic Association.

SPORTS INJURY MANAGEMENT AND CONCUSSIONS

COMPREHENSIVE SPORTS INJURY MANAGEMENT PROGRAM

The Orleans Parish School Board shall require each high school that sponsors or sanctions any athletic activity and which requires a participating student to regularly practice or train and compete to implement a sports injury management program. The injury management program shall:

1. Establish a set of injuries to be classified as "serious sports injuries" for the purposes of the program and define the signs and symptoms of such injuries.

2. Require that any coach, game official, on-field licensed health care provider, or athletic trainer remove a student from practice, training, or competition if any of the following circumstances occur:

   A. The student reports any defined sign or symptom of a serious sports injury.

   B. The coach or athletic trainer determines that the student exhibits any defined sign or symptom of a serious sports injury.

   C. The coach is notified that the student has reported or exhibited any defined sign or symptom of a serious sports injury by any of the following persons:

      (1) A licensed, registered, or certified medical practitioner operating within their respective scope of practice.

      (2) A licensed athletic trainer.

      (3) Any other licensed, registered, or certified individual whose scope of practice includes the recognition of symptoms associated with serious sports injuries.

      (4) An official responsible for judging or supervising the athletic competition.

3. Ensure that any student who, in accordance with statutory provisions is removed from practice, training, or competition:

   A. Shall, as soon as practicable after reporting or exhibiting any sign or symptom of a serious sports injury, be examined by a health professional duly licensed in Louisiana to provide health care

services or medical treatment.

B. May be allowed to return to practice, training, or competition **only** after the student provides to the coach and an athletic trainer *written authorization* from a health professional duly licensed in Louisiana to provide health care services or medical treatment.

4. Require that each coach or official in school-sponsored or school sanctioned athletic activities receive documented training regarding the nature and risks of serious sports injuries.

5. Subject to availability of financial resources and supply of the necessary workforce, rely to the greatest possible extent on athletic trainers licensed by the *Louisiana State Board of Medical Examiners* to provide athletic health care at high school athletic competitions.

The school shall ensure that before a student is allowed to participate in any school-sponsored or school-sanctioned athletic activity, the student and the parent or guardian of the student shall document that they have viewed information provided in written or verifiable electronic form by the school or school district, regarding risks of serious sports injuries.

The sports injury protocols outlined above do not apply to concussions, the protocols of which are outlined below, in accordance with the *Louisiana Youth Concussion Act of 2011,* La. Rev. Stat. Ann. §§40:1299.181-40:1299.185.

CONCUSSIONS

Prior to beginning of each athletic season, the School Board shall provide pertinent information to all coaches, officials, volunteers, youth athletes, and their parents or legal guardian which informs of the nature and risk of concussion and head injury, including the risks associated with continuing to play after a concussion or head injury. Each youth athlete and his or her parents or legal guardian shall be required to sign a concussion and head injury information sheet which provides adequate notice of the statutory requirements which must be satisfied in order for an athlete who has or is suspected to have suffered a concussion or head injury to return to play.

Each coach, whether such coach is employed or a volunteer, and every official of a youth athletic activity that involves interscholastic play shall be required to complete an annual concussion recognition education course which is in accordance with the statutes.

Removal from and Return to Play

A coach who is required to complete concussion recognition education shall immediately remove any youth athlete from a game, competition, or practice if any of

the following occurs:

1. The youth athlete reports any defined sign or symptom of a concussion and is reasonably suspected of having sustained a concussion.

2. The coach, athletic trainer, or official determines that the youth athlete exhibits any defined sign or symptom of a concussion and he/she reasonably suspects that the youth athlete has sustained a concussion.

3. The coach or official is notified that the youth athlete has reported or exhibited any defined sign or symptom of a concussion and is reasonably suspected of sustaining a concussion by any of the following persons:

   A. A licensed, registered, or certified medical health care provider operating within their respective scope of practice. The medical health care provider performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

   B. Any other licensed, registered, or certified individual whose scope of practice includes the recognition of concussion symptoms. The individual performing an evaluation upon a youth athlete suspected of sustaining a concussion or brain injury may be a volunteer.

If a youth athlete is removed from play and the signs and symptoms cannot be readily explained by a condition other than concussion, the coach shall notify the athlete's parent or legal guardian and shall not permit the youth athlete to return to play or participate in any supervised team activities involving physical exertion, including games, competitions, or practices, until the youth athlete is evaluated by a health care provider and receives *written clearance* from the health care provider for a full or graduated return to play.

After a youth athlete who has sustained a concussion or head injury has been evaluated and received clearance for a graduated return to play from a health care provider, an organization or association of which a school or school district is a member, a public school, or an athletic league may allow a licensed athletic trainer with specific knowledge of the athlete's condition to manage the athlete's graduated return to play.

Ref: La. Rev. Stat. Ann. §§40:1299.181, 40:1299.182, 401299.183, 40:1299.184, 40:1299.185, 40:1299.186.

ADULT EDUCATION

Students must be 18 years of age or older to enroll in an Adult Education program. However, the parent, tutor, or other person responsible for the school attendance of a child who is under the age of eighteen (18) and who is enrolled in school beyond his/her sixteenth (16th) birthday may request a waiver from the Superintendent for the child to exit school to enroll and attend an adult education program approved by the Louisiana Community and Technical College System (LCTCS).

In the case of a child with no parent, tutor, or other person responsible for his/her school attendance, the Superintendent may act on behalf of the student in making such a request if one or more of the following hardships exist and if the following appropriate documentation is on file at the Orleans Parish School Board office:

1. pregnant or actively parenting;
2. incarcerated or adjudicated;
3. institutionalized or living in a residential facility;
4. chronic physical or mental illness;
5. family and/or economic hardship.

Family and/or economic hardship is defined as a student who acts as a caregiver or who must work to support the family due to a parent's death or illness, or needs to be removed from an existing home environment.

The Superintendent or his/her designee may approve the request without requesting action from Louisiana Board of Elementary and Secondary Education (BESE). If the request to exit school to enroll in a LCTCS-approved Adult Education program is denied by the Superintendent, a student may request the waiver from the Louisiana Department of Education for approval by BESE with documentation of reason for denial at the local level.

Ref: 29 USC 2801 et seq. (*Workforce Investment Systems)*; La. Rev. Stat. Ann. §17:221; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Adult Education/GED Policies*, Louisiana Community and Technical College System.

CLASS SIZE

The Orleans Parish School Board is aware that class size may have bearing on effective teaching. Therefore, the Board directs the Superintendent and/or his/her designee to work with principals in establishing a reasonable and equitable class enrollment for each teacher.

Louisiana law requires the system-wide pupil-classroom-teacher ratio in grades kindergarten through third grade to be no greater than twenty (20) students. The maximum enrollment in a class or section in grades K-3 shall be twenty-six (26) students and in grades 4-12, thirty-three (33) students, except in certain activity types of classes in which the teaching approach and the materials and equipment are appropriate for large groups. No teachers at the secondary level shall instruct more than 750 student hours per week, except those who teach the above classes.

The School Board may request from the State Superintendent of Education a limited waiver from complying with the system-wide 20-1 student-teacher ratio, provided the teacher has demonstrated effectiveness pursuant to the state evaluation program.

Ref: La. Rev. Stat. Ann. §§17:151, 17:174; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

SCHEDULING FOR INSTRUCTION

The Orleans Parish School Board directs that scheduling of classes will be conducted so as to enhance instructional programs on all levels. The minimum length of the school day shall comply with daily instructional time requirements found in state law and regulations of the Louisiana Board of Elementary and Secondary Education (BESE). Directives regarding the beginning and ending times for the school day shall be a part of the school calendar approved by the School Board and sent to schools each year.

Middle and high schools shall operate and conduct a sufficient number of classes per school day that will allow for the earning of Carnegie units as outlined in state regulations.

Each principal shall develop and file with the Superintendent and/or his/her designee a master schedule for the school year. The master schedule shall include, but not be limited to, the following:

1. Instructional, homeroom, lunch and activity periods.

2. The beginning and ending time of each period and of the school day.

3. The work assignment and pupil load of each teacher.

4. A room schedule showing how each room is used each period during the day.

Any changes by principals from established scheduling requirements shall require approval of the Superintendent or his/her designee.

Ref: La. Rev. Stat. Ann. §§17:151, 17:174; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

INSTRUCTIONAL MATERIALS

The Orleans Parish School Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. The selection of media shall be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives. Instructional personnel shall keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Instructional personnel shall also assist the administration in the selection and purchase of such materials and equipment for the school.

The School Board believes that appropriate personnel and materials must be available for each student. It shall be the policy of the School Board that available system resources be allocated in a manner to ensure equivalence among schools of a similar type and enrollment in: (1) teachers, administrators and auxiliary personnel; and (2) curriculum materials and instructional supplies.

PARENTAL ACCESS TO INSTRUCTIONAL MATERIALS

A parent of a child attending a public elementary or secondary school shall be entitled to access to instructional materials as provided by law. A parent shall be entitled to:

1. Review instructional materials used by or administered to the parent's child.

2. Review any survey before the survey is administered or distributed by a school to a student.

The Superintendent and/or his/her designee shall develop and maintain pertinent administrative regulations and procedures governing parental access to instructional materials. At a minimum, such regulations and procedures shall specify reasonable hours for review, that instructional materials shall be provided upon reasonable request of the parent, and reasonable and customary fees for copying of material(s) requested. Nothing shall prohibit or interfere with the parent making his/her own copies on school premises using any mobile or other device.

For the purpose of this policy:

Instructional materials means content that conveys the knowledge or skills of a subject in the school curriculum through a medium or a combination of media for conveying information to a student. It also includes any nonsecure test, nonsecure assessment, or survey administered to a student. The term also includes books, supplementary materials, teaching aids, computer software, magnetic media, DVD, CD-ROM, computer courseware, online material, information, or services, or an electronic medium or other means of conveying information to the student or otherwise contributing to the learning

process.
Parent means the parent or legal guardian of a child.

Survey means any evaluative instrument or questionnaire that is not an assessment of academic knowledge, skills, or abilities, administered as part of a state, national, or international assessment or by itself.

PROCEDURE FOR HANDLING CRITICISM OF MATERIAL

Criticism of specific materials should be handled by the building principal whenever possible. If the criticism cannot be resolved by the principal to the satisfaction of the complainant, then the following procedures shall be followed.

1. The criticism shall be presented in writing and directed to the principal and shall include specific information as to author, title, publisher, and the reason for the criticism, giving specific examples of objectionable aspects or sections of the book.

2. The statement must be signed and identified so that a reply may be given.

3. The material shall be reviewed in the light of the objections by a committee appointed by the Superintendent or his/her designee.

4. The report of the special committee shall be forwarded to the Superintendent for action as rapidly as possible. The Superintendent may choose to refer the problem to the Orleans Parish School Board.

5. The decision of the Superintendent and/or the Orleans Parish School Board shall be sent in writing to the complainant. Copies of the decision shall also be sent to all staff personnel affected by the decision.

Ref: Constitution of Louisiana, Art. VII, §13; La. Rev. Stat. Ann. §§17:81, 17:355.

TEXTBOOK SELECTION AND ADOPTION

The Orleans Parish School Board shall authorize the Superintendent to develop and maintain an appropriate process for evaluating and recommending to the School Board for adoption all textbooks and other instructional materials that support the needs of students. Textbooks and other materials may be selected from a list provided by the Louisiana Department of Education, or the School Board may select textbooks or materials not on the list, provided those textbooks or materials have been reviewed by committee(s) appointed by the Superintendent, composed of classroom teachers or other educators who are employed in Louisiana public schools, parents of Louisiana public school students, and other persons in Louisiana who have an interest or knowledge of the curriculum or subject matter under consideration. The School Board shall provide an opportunity for parents and patrons to review and provide input of textbooks and materials under consideration prior to adoption by the School Board.

Ref: La. Rev. Stat. Ann. §17:351.1.

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

The Orleans Parish School Board encourages teachers to discuss their instructional supply needs with their librarian, principal, or principal's designee. The principal and teachers will determine an appropriate list of supplemental material based on quality, reputation and significance of author, readability and appeal, format and price.

SELECTION AND USE OF AUDIO/VISUAL MATERIALS

The primary objective in using instructional technology materials is to implement, enrich, and support the instructional program of the school. All such material should be shown with a purpose and relate specifically to stated goals and objectives of as it relates to the comprehensive curriculum.

The School Board recognizes that the teachers have the primary responsibility for the selection and use of materials in the classroom. In exercising responsible judgment and selecting appropriate materials for use from among the array of such materials available, teachers should assure that the materials appropriately implement or enrich the course of study and relate to the stated objectives of the lesson, comprehension and that the content is appropriate to the age level of the students.

All instructional technology material shall be previewed by the teacher before use with students. This includes any audio-visual material brought in from outside sources (or presenters) for presentation to students. Use of any instructional technology materials shall be documented in lesson plans, including title and type of instructional technology, and must directly relate to objectives of the lesson.

No member of any school staff shall use the instructional technology for his/her own recreation during the school day.

The implementation of this policy shall be monitored by the building principal. Violation of this policy shall result in a disciplinary hearing including the employee and principal and/or Superintendent.

Ref: La. Rev. Stat. Ann. §17:81

INSTRUCTIONAL MEDIA CENTERS

The Orleans Parish School Board recognizes the importance of adequate and appropriate instructional materials to complement and augment the educational process. Instructional media centers serve to enhance the learning activities of students and also serve as an essential instructional resource for teachers.

Therefore, in establishing and maintaining well-organized libraries and media centers for students, the School Board subscribes to the following:

1. To provide a comprehensive collection of instructional materials selected in compliance with basic, written selection principles, and to provide maximum accessibility to these materials.

2. To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served.

3. To provide materials for teachers and students that will encourage growth in knowledge and that will develop literary, cultural, and aesthetic appreciation and ethical standards.

4. To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contributions to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments.

5. To provide qualified professional personnel to serve teachers and students.

Ref: American Library Association, *School Library Bill of Rights*.

COMPUTER ACCESS AND USE-STUDENTS

INTERNET SAFETY

The Orleans Parish School Board provides its students the privilege of accessing the Internet over the School Board's computer network. The computer network is intended to promote educational excellence and to locally and globally share educational resources. Students shall access and transmit information over the Internet or network for educational purposes. It is the intent of the Orleans Parish School Board to:

1. Prevent the transmission of or access to inappropriate material by means of Internet, electronic mail, or other forms of electronic communications;

2. Prevent unauthorized and malicious attempts to access valuable network resources;

3. Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

4. Abide by the rules established in the *Children's Internet Protection Act* and other pertinent federal and state laws.

Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the Orleans Parish School Board. In addition, age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law.

ACCESS TO INAPPROPRIATE MATERIAL

The School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board shall not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by the School Board.

Authorized personnel may disable or minimize technology protection measures for bona fide research or other lawful purposes.

CONDITIONS OF USE

While using the computer network, students:

1. Shall not give out names, phone numbers, addresses or any personal information about themselves or others.

2. Shall not engage in activities that initiate or participate in any activities that are prohibited by local, state or federal laws.

3. Shall not use the Internet to send or receive messages that discriminate against others.

4. Shall not use abusive language or profanity over the Internet.

5. Shall not participate in any activities that can be construed as cyber-bullying of other students, faculty, staff, or community members in or out of the school network.

6. Shall always be polite and respectful of others.

7. Shall immediately report any activities about which they become aware that can be construed as cyber-bullying of other students, faculty, staff, or community members in or out of the school network

8. Shall communicate with caution, keeping in mind:

   - privacy cannot be guaranteed in a network environment.

   - the student cannot see the person with whom he/she is communicating.

   - the student cannot tell the age or the sex of the person with whom he/she is communicating.

   - the student cannot always be sure he/she is being told the truth

   - the student should think carefully about what to say and how to say it.

9. Shall report any problems to his/her teacher.

INAPPROPRIATE NETWORK USAGE

Accessing the Internet through the Orleans Parish School Board's network is a privilege, not a right, and inappropriate network usage shall result in disciplinary actions.

The Orleans Parish School Board shall take actions to uphold the safety and security of users on the Orleans Parish School Board's network.

Any student can be found in violation of acceptable network usage if he or she:

1. Uses the Internet or network for illegal, inappropriate, or obscene purposes, or supports such activities. Illegal activities shall be defined as those which violate local, state, and/or federal laws.

2. Violates copyrights, license agreements or other contracts.

3. Intentionally disrupts information network traffic or crashes the network and connected systems.

4. Uses Orleans Parish School Board's Internet or network for commercial or financial gain, fraud, political campaigning or solicitation.

5. Steals or damages data, equipment, or intellectual property.

6. Gains or seeks to gain unauthorized access to the network system.

7. Forges electronic mail messages or posts anonymous messages.

8. Uses an account owned by another user or invades the privacy of individuals.

9. Changes or deletes another user's account information.

10. Discloses personal information about anyone.

11. Participates in any behaviors that can be construed as cyber-bullying of other students, faculty, staff, or community members in or out of the school network

Students shall be made aware that any use of the network or of personal digital devices while on school property or at school events, regardless of whether the device is owned by the School Board, the school, or by the individual user, is subject to all the provisions of this and other policies of the Orleans Parish School Board. At no time within any property of the School Board, school, or off premises but engaged in activities connected to the educational efforts of the School Board, or school, is any student to violate the provisions of this or other policies of the School Board.

Consequences of network use violations include but are not limited to:

1. Suspension or revocation of network privileges;
2. Suspension or revocation of computer access;
3. School suspension or expulsion;

4. Legal action and prosecution by the authorities.

LEGAL ISSUES

- Copyright/Trademark - According to the Copyright Act of 1976, *Fair Use* means that a user may freely use any information that he/she legally finds on the network as long as he/she does so only for scholarly purposes.

- Plagiarism - *Plagiarism* is "taking ideas or writings from another person and offering them as your own." Credit should always be given to the person who created the article or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

Students shall be advised that they are subject to all federal, state, and local laws if they access the computer network for inappropriate or illegal purposes.

Recourses

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

Ref: 47 USC 254(h) (*Children's Internet Protection Act* (CIPA)); La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280; Board minutes, 5-15-12.

FIELD TRIPS AND EXCURSIONS

The Orleans Parish School Board recognizes that educational field trips and excursions for instructional purposes help provide desirable learning experiences. The Superintendent has the responsibility for the development of administrative criteria governing field trips and excursions. Only those field trips, however, that grow out of the instructional program or are otherwise related to the program and offer equitable opportunities for participation of students with disabilities are to be permitted on school time. Other trips such as those involving band and athletic activities should be confined to non-school time, except where the school is engaged in competition or a contest that requires use of school time.

Teachers planning on conducting out-of-parish field trips or learning experiences shall submit, through the principal, an application in writing to the Superintendent or his/her designee for approval at least two (2) weeks prior to the field trip. Before any trip or excursion is taken, *written parental permission* shall be secured for every pupil planning to take the trip. Students who have not submitted signed parental permission forms shall not be allowed to make the trip. In-town field trips shall require a 1:25 pupil-teacher ratio and 1:10 pupil-teacher ratio for out of town field trips. Volunteers shall complete approved screening by the Orleans Parish School Board prior to inclusion on an approved field trip or excursion.

Before approval of any field trip is given, it shall be determined whether the trip is covered by the School Board's liability insurance. No travel shall be authorized where coverage cannot be secured prior to the trip commencing. Except in extreme cases approved by the principal of the school, private vehicles shall not be used for transporting children on field trips. Only buses contracted to the school district, and driven by certified drivers shall be permitted, except as noted above.

The School Board does not endorse the use of private vehicles to transport students to and/or from interscholastic activities.

STUDENT EXCURSIONS

Whenever any student trip or excursion utilizes the services of a travel agent or booking agent to provide or arrange for transportation or lodging, the School Board shall require the travel agent or booking agent to provide proof of adequate insurance and present to the School Board a surety bond sufficient to insure recovery of all monetary advances as a result of nonperformance.

The amount of the bond shall be at least equal to any payments made to the travel agent agency or booking agent prior to the date of travel. In addition, any bond issued shall be from a surety company licensed to do business in Louisiana and approved by the School Board. A certified check from the travel agency covering the full amount of advanced payment may be accepted by the School Board, but only when a bond is not available.

Additional regulations governing field trips or excursions for students that involve travel or lodging may be maintained by the Superintendent and staff.

The principal of a junior high, middle school, or high school shall be prohibited from approving any field trip or extracurricular activity promoted by any individual, organization, or entity which plans, promotes, or organizes travel arrangements, unless the trip or activity is in accordance with all School Board and staff established criteria, and is covered by proper insurance and an acceptable surety bond.

PARTICIPATION IN SPECIAL EVENTS

It shall be the policy of the Orleans Parish School Board that school sponsored groups be allowed to participate in special events (Mardi Gras parades, other parades, festivals, etc.) with the recommendation of the school's site based administrator and the approvals as indicated on the *Special Events Request Form.*

INCLUSION OF STUDENTS WITH DISABILITIES

Field trips or other excursions and activities shall be conducted in such a manner as is necessary to afford students with disabilities an equal opportunity for participation, including transportation for the trip. Consideration shall also be given to accommodations for persons with disabilities at each destination being utilized while on the field trip. Accessibility of all students shall be paramount in the planning of any field trip or excursions.

Participation

Notification shall be provided to the parents of all students, including students with disabilities, who are eligible to participate in a field trip or excursion. Notification shall be provided in a non-discriminatory manner.

An evaluation as to the participation of a student with a disability on any field trip or excursion sponsored or sanctioned by the School Board shall be prepared prior to all field trips or excursions. Adequate planning for the field trip or excursion shall include appropriate personnel with knowledge of the student, including the student's IEP team to determine the supplementary aids and services that are appropriate and necessary for the student to participate in the field trip or excursion.

Inclusion or exclusion of a student with a disability shall be made on an individualized, case-by-case basis. Decisions regarding exclusion of a student with a disability from a field trip shall be made in conformance with applicable state and federal regulation and be consistent with the student's IEP plan, with appropriate documentation of such decisions maintained by the School Board.

Ref: La. Rev. Stat. Ann. §§17:81, 17:176.1; *Official Handbook*, Louisiana High School Athletic Association.

SCHOOL VOLUNTEERS

The Orleans Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the School Board welcomes volunteers and endorses a *Volunteer Program* in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or his/her designee, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of school volunteers into all schools as well as any or all other programs or activities of the school district.

The School Board's *Volunteer Program* shall meet certain requirements, including but not limited to the following:

1. Every volunteer permitted to assist personnel in any school related program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.

2. The agreement shall include a statement that the volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.

3. Every volunteer shall agree to undergo, and shall undergo, an extensive criminal background check as required by statute.

4. Every volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:81.

PARENTAL INVOLVEMENT IN EDUCATION

The Orleans Parish School Board recognizes that parental involvement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term *parent* shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parental involvement* shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

It shall be the policy of the School Board and each public school in the Orleans Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:

    A. appointing to, and interacting with, each school's *School Improvement Team*, which is actively involved with assessing needs and addressing these needs in the school;

    B. conducting open public workshops on major issues;

    C. holding regular School Board meetings, with opportunities for the Board to receive public input and comments;

    D. requiring each school to conduct an annual open house meeting;

    E. encouraging school based parental organizations, such as PTA,

PTO, TEAM, etc.

2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Orleans Parish in planning and implementing effective parental involvement programs and strategies.

3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.

4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parental involvement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.

5. Distribute to parents information about the Orleans Parish School Board's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.

SCHOOL LEVEL RESPONSIBILITIES

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Orleans Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.

2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental

involvement.

3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school-wide parental involvement program plan.

4. Provide parents, especially those of participating children in NCLB programs:

   A. timely information about educational and parental involvement programs;

   B. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;

   C. if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

   D. the community of school's written parental involvement policy

5. If the school-wide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

As part of the parental involvement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the School Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.

3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.

6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.

8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.

9. May train parents to enhance the involvement of other parents.

10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

11. May adopt and implement model approaches to improving parental involvement.

12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.

13. May establish a district-wide parent advisory council to provide advice on

all matters related to parental involvement in programs.

14. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.

15. Shall provide such other reasonable support for parental involvement activities as parents may request.

16. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the School Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.

2. Supervise completion of all homework assignments.

3. Assure proper hygiene and daily cleanliness of their children.

4. Make sure children are dressed properly, in accordance with the uniform or dress code.

5. Make sure that children get adequate amounts of sleep nightly.

6. Visit and discuss their child's academic progress regularly with teachers.

7. Discuss academic progress and school events regularly with their child.

8. Instill proper respect for parents, teachers, and other adults.

9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.

10. When feasible, attend school-sponsored programs in which their child may participate.

11. When feasible, join and be active in parent/teacher organizations.

Statement of Compliance

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

SCHOOL-PARENT COMPACT

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

   A. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
   B. frequent reports to parents on their children's progress;

   C. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and

   D. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Orleans Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in Orleans Parish public schools.

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

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

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

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

- Their right to view any instructional material used in the curriculum for the student

- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the *No Child Left Behind Act of 2001* (NCLB)

- The collection or use of any personal information for the purpose of marketing the information (except for the development of educational products or services) and their right to opt their child out of participation

- The administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification, and their right to opt their child out of participation

- Their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA), including the right to refuse to allow the District to designate any or all of the types of information about their child as directory information thus prohibiting its release to the public

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

- Annually, of their right to request from the school district information regarding the professional qualifications of the student's classroom teachers, including the following:

  - Whether their child's teacher has met state licensing criteria for the grade level and subject taught

  - Whether their child's teacher is teaching under emergency or

provisional status whereby state licensing criteria have been waived

- The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline

- Qualifications of any paraprofessional providing services to their child

- Annually, of the availability of services for students in schools failing to make *Adequate Yearly Progress* (AYP)

- Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not *highly qualified* as defined by the NCLB

- The achievement level of their child on each of the state academic assessments

- The identification of their child's school as needing improvement, corrective action, or restructuring

- Contents of programs such as safe and drug-free schools funded by federal funds

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

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

ACADEMIC ACHIEVEMENT

EARNING OF CREDIT

The Orleans Parish School Board recognizes that an effective educational program is one that provides varied opportunities for students to meet their respective needs and interests in pursuit of accumulating credit for their eventual graduation from high school. Each school's instructional program shall be characterized by well-defined instructional objectives and systematic planning which reflects the Louisiana Board of Elementary and Secondary Education approved statewide course content standards. Assessment of student performance shall be conducted in each course of instructional level, and mastery of concepts and skills shall be verified.

Students may earn Carnegie credit as middle or high school students in two (2) ways:

1. By passing a course in which the student is enrolled and meeting instructional time requirements, as set forth below; or

2. By demonstrating proficiency as set forth below.

When awarding credit based on instructional time, the School Board shall provide a minimum of 7,965 instructional minutes, and students shall be in attendance for a minimum of 7,715 minutes, to earn one (1) Carnegie credit. In order to grant one-half (½) Carnegie credit, the School Board shall provide a minimum of 3,983 minutes and students shall be in attendance for a minimum of 3,758 minutes.

When awarding Carnegie credit based on demonstrated proficiency for any student or group of students, the School Board shall provide the Louisiana Department of Education with the following information:

1. the name of the examination used to measure proficiency, if nationally recognized, or

2. a copy of the examination used to measure proficiency, if locally developed or not nationally recognized and the score required to demonstrate proficiency; or

3. a listing of requirements to demonstrate proficiency through portfolio submissions.

Proficiency in a course with a state administered *End of Course* exam must be demonstrated using the *End of Course* exam. The Louisiana Department of Education may require revisions of assessments in order to ensure that they adequately measure proficiency.

Students meeting the requirements for Carnegie credit based on proficiency shall have the course title, the year proficiency was demonstrated, and the unit of credit earned entered on their transcript.

Ref: La. Rev. Stat. Ann. §§17:10.1, 17:24.4, 17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

GRADING SYSTEMS

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

Grades shall be determined and reported in accordance with procedures outlined in the *Pupil Progression Plan for Orleans Parish School System.* Grading and reporting shall serve to show those concerned how a pupil is doing in his/her work. Grades shall not be used with the intent of rewarding or punishing a pupil, including the deducting of points from a student's grades as a means of discipline.

GRADE ALTERATION

No School Board member, Superintendent, or school employee, including administrative and supervisory personnel, shall attempt, directly or indirectly, to influence, alter, or otherwise affect the grade received by a student from his/her teacher. However, a teacher's determination of a student's grade may be changed or altered when the building level administrator has determined that the grade is in error, or that the grade is demonstrably inconsistent with the teacher's grading policy. Upon a complaint made by a student, parent/guardian, or child advocate, the building level administrator shall review the complaint with the teacher issuing the grade and make a judicious determination of the validity of the grade. The teacher, parent/guardian, or child advocate may appeal the decision of the school building level administrator to the Superintendent or his/her designee. Further appeal may be made to the School Board.

Ref: La. Rev. Stat. Ann. §§17:24.4, 17:81, 17:414.2; *Guidelines for Pupil Progression*, Bulletin 1566, Louisiana Department of Education.

REPORT CARDS

It is the policy of the Orleans Parish School Board that reports concerning student progress shall be made to the parent or legal guardian or custodian of all students on a regularly scheduled basis. Individual schools shall make additional reports to the parent or legal guardian of a student when, in the opinion of the principal and professional staff members, the situation warrants such reports. Such situations may include, but are not limited to, outstanding academic achievement, outstanding citizenship, poor academic performance and continuing inappropriate behavior.

Report cards shall be sent to the student's parent or legal guardian or custodian for his/her signature. Once signed, the report cards shall be returned to the homeroom teacher.

PROGRESS REPORTS

Progress reports may be sent home for the parent's signature at frequent intervals during each grading period to keep parents informed of their child's academic progress. The progress reports shall indicate when the teachers may be available for conferences.

Ref: La. Rev. Stat. Ann. §17:81.

PARENT CONFERENCES

The Orleans Parish School Board realizes that close communication between home and school is an important factor in establishing a highly effective school program. Planned conferences between parents and teachers are an important way to bring about understanding and close cooperation between the home and school. Close communication should be maintained through conferences with all parents, not just with those where academic or other problems suggest the need for closer communication.

ACADEMIC CONFERENCES

At least two (2) parent-teacher conferences shall be scheduled by teachers during the first semester of each school year. At least one (1) parent or guardian of the child shall attend or participate in at least one (1) of the scheduled parent-teacher conferences. A teacher need not require a parent or guardian to attend a conference if the conference would be unnecessary due to the student's academic record. Other conferences may be scheduled as the need arises.

If a middle school or high school student has more than one teacher, the parent or guardian may participate in the conference by conference call.

The School Board shall direct the Superintendent to establish regulations to cope with the failure of the parent or guardian to attend at least one (1) of the scheduled parent-teacher conferences. Said regulations shall not include any negative action against the student as a result of the parents/guardians not attending the required parent-teacher conference.

The principal or supervisor should be present at any parent-teacher conference when there is reason to anticipate an atmosphere of hostility.

DISCIPLINARY CONFERENCES

Parents may be required to attend a conference with their student's teacher/ principal/guidance counselor under the following circumstances:

1. When a pupil is removed from a classroom by the teacher, the teacher may require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or his/her designee before the pupil is readmitted to the classroom.

2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted to the classroom.

3. In any case where a teacher, principal, or other school employee requires the parent, tutor, or legal guardian of a pupil under eighteen (18) to attend a conference or meeting regarding the pupil's behavior, and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction.

4. Subsequent to the suspension or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, tutor, or legal guardian and the principal, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, or in certain cases, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds.

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

6. Upon a student's *third* unexcused absence or unexcused tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Ref: La. Rev. Stat. Ann. §§17:233, 17:406.7, 17:416; La. Children's Code, §§730, 731.

CLASS RANKINGS

VALEDICTORIAN/SALUTATORIAN

It is the philosophy of the Orleans Parish School Board that the honors of valedictorian and salutatorian be awarded to students whose cumulative grade point averages not only reflect the quality of instruction in the entire school district, but specifically to those who exemplify the highest scholastic achievement in the school from which they graduate. The students with the highest and second highest cumulative grade point average, after all grades have been officially reported by teachers, shall be selected valedictorian and salutatorian respectively.

Residency Requirement

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

Student Notification

All students from seventh grade through senior year will be provided with written information and policies about concurrent enrollment, correspondence courses, honors courses, proficiency examinations, the full senior year requirement, and the policy for valedictorian/salutatorian determination. From the point that a student has earned at least one Carnegie unit, the school will provide that student with an annual, printed cumulative record of all Carnegie unit courses taken, grades received, and grade point average.

RANKING OF STUDENTS

The ranking for all students, regardless of graduating date, shall be determined by the cumulative grade point average computed for each year of high school. The quality point average shall be calculated in accordance with the procedures and formula outlined in the *Pupil Progression Plan for Orleans Parish School System*. The final average to determine the rank of each student shall be computed to four (4) decimal places.

Ref: La. Rev. Stat. Ann. §17:81.

PROMOTION AND RETENTION

The Orleans Parish School Board shall require pupil promotion and retention in the district schools to be based upon an evaluation of each pupil's achievement in terms of appropriate instructional goals. District-wide standards for promotion and retention of students have been established in the *Pupil Progression Plan for Orleans Parish Public Schools* and shall govern the placement of students. Pupils meeting the standards and other criteria established in this plan shall be eligible for promotion and/or credit. Regulations set by the School Board and the Louisiana Board of Elementary and Secondary Education (BESE) shall also be met in order to receive credit.

Ref: La. Rev. Stat. Ann. §17:24.4.

GRADUATION REQUIREMENTS

The Orleans Parish School Board, in accordance with the regulations set forth by the Louisiana Board of Elementary and Secondary Education (BESE), shall require students, in order to be eligible for graduation, to successfully complete at a minimum the requirements mandated by BESE and outlined in the *Louisiana Handbook for School Administrators*, Bulletin 741. The School Board may impose additional requirements as it deems appropriate.

Ref: La. Rev. Stat. Ann. §17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

CREDIT RECOVERY

The Orleans Parish School Board shall conduct a credit recovery program designed to allow students an opportunity to earn high school credit for courses they have failed in the past. The program shall be intended to help students by delivering educational services in a flexible, time-efficient manner in order to help them succeed academically and ultimately graduate.

Credit recovery courses shall be aligned with Louisiana Board of Elementary and Secondary Education (BESE) approved statewide course content standards for required subjects. Credit recovery courses taught in a classroom setting using computer software programs designed for credit recovery must be facilitated by a certified teacher. Additional instruction to cover standards and grade-level expectations not included in the software programs shall be provided by a teacher properly certified in the content area.

Students earning Carnegie credit in a credit recovery course must have previously taken and failed the course. Students shall not be required to meet minimum attendance requirements for credit recovery courses, provided students have met attendance requirements when they took the course previously or the students' combined attendance during the previous course and the credit recovery course meet the necessary attendance requirements.

Ref: La. Rev. Stat. Ann. §§17:24.4, 17:81; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

TESTING PROGRAM

The Orleans Parish School Board shall take every precaution to assure that all tests administered within the school system shall be conducted in such a manner so as not to compromise in any way the testing results. For criterion-referenced, norm-referenced, alternate assessments and certain other tests administered by or through the Louisiana Board of Elementary and Secondary Education (BESE), testing materials and procedures, as well as any electronic data, computer media, or passwords related to student testing, shall be properly supervised in strict compliance with regulations outlined by BESE and the School Board. In addition, all secure tests, answer documents, student log-in information, and supplementary secure materials shall be stored under lock and key in designated areas when not in use.

Employees shall be responsible for reporting irregularities or improprieties in the administration of standardized tests. Although procedures for reporting irregularities to district personnel are listed below, employees may report such information directly to the Louisiana Department of Education, which shall investigate the allegations. No employee shall make a report of irregularities or improprieties in the administration of standardized tests knowing that the information included is false. No employee shall knowingly obstruct the procedures for receiving and investigating a report of irregularities or improprieties in the administration of standardized tests.

No public school administrator or member of a School Board shall retaliate against an employee who in good faith participates in an investigation of testing administration improprieties or irregularities. Retaliation shall include discharging, demoting, suspending, threatening, harassing, or discriminating of an employee who in good faith reports testing administration improprieties or irregularities.

DEFINITIONS

Access—access to secure test materials means physically handling the materials, not reading, reviewing, or analyzing test items or student responses, either before, during, or after testing, except where providing approved accommodations.

Secure Materials—test materials that contain test items or student responses and to which access is restricted. Secure test materials include:

1. student test booklets;
2. student answer documents;
3. student log-in information; and
4. any other materials that contain test items or student responses.

Testing Irregularity—any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data.

CELLULAR TELEPHONES

All cell phones or other similar technological devices with imaging or text-messaging capabilities that are the property of students, test administrators, and school test coordinators must be placed in and remain in the off position while test booklets and answer documents are in the vicinity. Except for devices required for approved accommodations or online assessments, if a student is in possession of and/or uses a cell phone or electronic device in any manner during the administration of a statewide test, the phone or electronic device will be confiscated until assurance can be evidenced that all traces of information, in print, image, or verbal form, have been removed from all local and cloud storage and that no such traces remain on the device.

If evidence exists on the cell phone or other electronic device that indicates the device was used during the test administration and/or test material was recorded and/or transmitted, the student's score shall be voided.

Violation of the no cell phone or electronic device rule may result in discipline in accordance with School Board policy.

VIOLATIONS OF TEST SECURITY

It shall be a violation of test security for any person to do any of the following:

1. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board that would give examinees an unfair advantage or disadvantage;

2. Give examinees access to test questions prior to testing;

3. Examine any test item at any time (except for students during the test or test administrators while providing the accommodations Tests Read Aloud or Communication Assistance, Transferred Answers, or Answers Recorded for students determined to be eligible for those accommodations);

4. At any time, copy, reproduce, record, store electronically, discuss, or use in a manner inconsistent with test regulations all or part of any secure test item, test booklet, answer document, or supplementary secure materials;

5. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;

6. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;

7. Administer published parallel, previously administered, or current forms of any statewide assessment as a practice test or study guide; including all forms of the Iowa test.

8. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, student log-in information, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;

9. Conduct testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) without prior written permission from the *Louisiana Department of Education, Division of Assessments and Accountability* except for the purpose of providing accommodations;

10. Fail to report any testing irregularities immediately to the District Test Coordinator, who must report such incidents to the *Louisiana Department of Education, Division of Assessments and Accountability;*

11. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.

STATEMENT OF ASSURANCE

A copy of the School Board's test security policy and procedures for handling emergencies during online testing that are in compliance with the state's test security policy and a *Statement of Assurance* regarding the School Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Assessments and Accountability*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.

PROCEDURES FOR TEST SECURITY

Test materials, including all test booklets, answer documents, student log-in information, supplementary secure materials containing secure test questions, videotapes, and completed observation sheets, shall be kept secure and accounted for in accordance with procedures specified in the test administration manuals and other communications provided by the Louisiana Department of Education.

Procedures for the security of test materials shall include:

1. The Superintendent shall designate annually one individual in the district as District Test Coordinator, and, if necessary, one individual as Backup District Test Coordinator, who shall be authorized to procure test materials which are utilized in testing programs administered by or through BESE or the Louisiana Department of Education. The names of the individuals so designated shall be

provided in writing to the *Division of Assessments and Accountability, Louisiana Department of Education*, and included on the *Statement of Assurance*.

If during the academic year the person appointed as District Test Coordinator changes, the Superintendent shall notify the LDE, *Division of Assessments and Accountability* in writing within fifteen (15) days of the change of appointment.

2. All persons involved in the administration of tests or that have access to test materials or student test data shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data and confidentiality requirements. A record of such activities shall be maintained by the School Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn in-service all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data.

3. The District Test Coordinator shall provide for and assure the security of all test materials prior to distribution to the schools and upon return of test materials from the schools.

All test materials, except district and school test coordinator manuals and test administration manuals, shall be kept in a designated, locked secure storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in locked storage at both the district and school levels; secure materials must never be left in open areas or unattended; test administrators shall be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a designated locked, secure storage area each day of testing.

All test booklets, answer documents, student log-in information, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.

4. The School Board also shall maintain procedures to code testing materials at no more than two (2) secure central locations and to house the testing materials at the central locations until no more than three (3) working days prior to test administration, to the extent practicable.

5. Any discrepancies noted in the serial numbers of test booklets, answer documents, and any supplementary secure materials, or the quantity received from contractors shall be reported to the *Division of Student Assessments and Accountability* (LDE) by the District Test Coordinator prior to the administration of

the test.

6. In the event the test booklets, answer documents, student log-in information, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the *Division of Student Assessments and Accountability* (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.

7. *Only personnel trained in test security and administration* shall be allowed to have access to or administer any statewide assessments.

8. Individuals shall adhere to all procedures specified in all operational manuals that govern the mandated testing programs, as well as ensure the security of individual student test data in electronic formats, including encryption of student demographics in any email correspondence.

9. All test administrators and proctors shall be required to sign the *Oath of Security* and return it to the School Test Coordinator to keep on file for three (3) years. The School Test Coordinator and principal shall be required to sign an *Oath of Security* and return it to the District Test Coordinator to be kept on file at the School Board office for three (3) years.

10. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the School Board. School personnel authorized to have access to the locked secure storage area shall only include the School Test Coordinator, principal, or assistant principal of each school. Additionally, a list of all individuals who have access to student level test data shall be maintained.

11. The School Board shall ensure that individual student test data in electronic and paper formats, are protected from unauthorized access and disclosure. The District Test Coordinator and other authorized users of the LEAP*web* Reporting System, the End-of-Course Tests Online Assessment System, the LEAP*data* Query System, and the Enhanced Assessment of Grade Level Expectations (EAGLE) System shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. Any student information from these systems shall not be disclosed to anyone other than a state, district, or school official, or parent/guardian as defined by the *Family Educational Rights and Privacy Act of 1974* (FERPA). All users who are granted a password to these systems shall abide by FERPA provisions.

School level passwords for access to individual school data shall be provided to school principals by the District Test Coordinator as requested. Principals shall

be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

All school users shall be required to sign a confidentiality agreement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the confidentiality agreement shall be sent to the District Test Coordinator for safekeeping, or for school users, maintained by the principal of each school. Signed confidentiality agreements shall be valid until the District Test Coordinator receives notification that the confidentiality agreement available online has been revised. A new confidentiality agreement shall be signed by all users each year after the new password letter for schools and districts has been automatically generated in August of each year. If a breach in security occurs, principals shall immediately contact the District Test Coordinator or his/her backup for a replacement password. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords. District Test Coordinators shall send their signed confidentiality agreements to the Louisiana Department of Education.

12. Any testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, or breaches in test security, including access to electronic data, shall be reported in writing to the District Test Coordinator, who will conduct an investigation and report the findings to the Superintendent.

13. The District Test Coordinator shall initiate the investigation of all reports of testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of plagiarism or excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education in Bulletin 118, *Statewide Assessment Standards and Practices*, and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Assessments and Accountability, Louisiana Department of Education*, and the Superintendent.

<u>Investigation Process</u>

Procedures for investigating any testing irregularity (including cheating), and any employees accused of improprieties shall follow the procedures outlined in Bulletin 118, *Statewide Assessment Standards and Practices*, but shall include the following:

A. In instances where any testing irregularities may have occurred, an initial

written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.

B. The District Test Coordinator shall review the allegation of test security violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to:

(1) The location of the designated, locked, secure area for storage of materials shall be examined, and the individuals with access to secure materials shall be identified;

(2) Interviews regarding testing administration and security procedures shall be conducted with the principal, school test coordinator(s), test administrator(s), and proctor(s) at the identified schools. All individuals who had access to the test materials at any time shall be interviewed;

(3) Interviews shall be conducted with students in the identified classes regarding testing procedures, layout of the classroom, access to test materials before the test, and access to unauthorized materials during testing;

(4) Compilation of any documents to support or to refute allegations made. All individuals who had access to the test materials at any time must be interviewed.

A written summary of the findings of the investigation shall be provided the Superintendent.

C. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.

(1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the Orleans Parish School Board *Policy Manual*.

(2) Any teachers or other school personnel found to have purposefully violated test security shall be charged with violation of state and/or School Board policy and disciplinary action shall be pursued in

accordance with the provisions of state statutes, with direction from the Orleans Parish School Board.

D. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.

E. In accordance with provisions of BESE's *Test Security Policy*, it is understood that the Louisiana Department of Education may conduct its own investigation into allegations of test security violations. In such instances, the District Test Coordinator and Superintendent shall aid and assist state department officials in the conduction of their investigation and provide documentation of information obtained in local investigative efforts.

TEST ENVIRONMENT

Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom environment (excluding computer labs used for online testing) must be obtained in writing from the *Louisiana Department of Education, Division of Assessments and Accountability* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of Assessments and Accountability*, the School Board shall provide at least one proctor for every thirty (30) students.

To the extent practicable, the School Board shall maintain administrative procedures to assign a different test administrator for a class than the teacher of record for the class, except for teachers testing students with accommodations and younger students, grades 3 through 8.

The School Board shall also maintain administrative procedures for the monitoring of test sites to ensure appropriate test security procedures are being followed and to observe test administration procedures.

CONDITIONS AND PENALTIES FOR VIOLATIONS

The State Superintendent of Education may disallow test results which may have been achieved in a manner which violates test security. In addition:

1. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have been

met.

2. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual(s) or student who knowingly causes or allows the presentation of forged, counterfeit, or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores and will be allowed to retake the test at the next test administration.

3. Test scores may be voided at the school level in cases of cheating or other violations of test security. When either cheating or the violation of test security is suspected, a committee to include at least the principal, school test coordinator, and test administrator shall be convened to determine whether or not a score should be voided. A written report documenting and describing the incident(s) shall be completed. In the event the decision is made to void scores because of cheating, the student and parents shall be notified and offered an opportunity for a hearing to be conducted by the principal with the test administrator and school test coordinator also present. The principal shall make the final decision regarding voiding of test scores or breach of ethics. If the decision is made to void test scores, the school test coordinator must submit a letter on school letterhead with the principal's and school test coordinator's signatures to the District Test Coordinator. Attached to the letter should be the written record of the breach of security or cheating, dates and times of all meetings/hearings relating to the incidents with signatures of all present at these meetings/hearings, and documentation of phone calls to parents. Any witnesses to cheating or breach of security should complete a written statement describing the incident and sign and date the statement. These should be submitted with the written report.

4. Any teacher or other personnel who breaches test security or allows breaches in test security shall be disciplined in accordance with the provisions of School Board policy and regulations adopted by the BESE and any applicable state laws. Any violation of test security or breach of ethics on the part of an employee of the Orleans Parish School Board before, during, or after testing (including erasure analysis and/or other evidence that results in the voiding of test scores) shall be investigated by the District Test Coordinator. If the violation occurred at the school level, the building principal shall participate in the investigation. In the event sufficient evidence exists to support a violation in test security or breach of ethics, a written report shall be submitted to the Superintendent. A hearing shall be conducted by the Superintendent with the employee(s) under investigation, the District Test Coordinator, the building principal, and the Director of Personnel present. If the Superintendent determines that a violation of test security or breach of ethics has occurred, appropriate recommendations for disciplinary

action shall be made and action taken in accordance with School Board policy.

In the event that an employee has participated in activities to provide answers or otherwise alter test scores, the recommendation will be dismissal. All evidence of violations of test security and breach of ethics reported to the Superintendent by the Louisiana Department of Education shall require a written report from those suspected of violations, the building principal, and the school test coordinator regardless of whether or not the claims are substantiated.

6. Anonymous complaints received by either the Superintendent or the District Test Coordinator regarding violations of test security or breach of ethics shall be investigated by the District Test Coordinator. If evidence exists to support the complaint(s), appropriate action as described above shall be initiated.

Ref: La. Rev. Stat. Ann. §§17:24, 17:81, 17:81.6, 49:953; *Statewide Assessment Standards and Practices*, Bulletin 118, Louisiana Department of Education.

PLEDGE OF ALLEGIANCE/FLAG DISPLAY

At the beginning of each school day, time shall be permitted for those students and teachers desiring to do so to observe a brief time in silent meditation (not intended or identified as a religious exercise), which shall not exceed five (5) minutes, and for reciting the Pledge of Allegiance to the Flag.

Every assembly or meeting in each school should begin with the Pledge of Allegiance to the Flag and with the playing or the singing of the National Anthem, and all students shall be encouraged to learn the words of the National Anthem. Throughout the playing (singing) of the National Anthem and/or the recitation of the Pledge of Allegiance to the Flag, all students shall stand at respectful attention. During recitation of the "pledge," each student shall place his/her right hand over his/her heart.

If a student, due to a conscientiously and sincerely held religious belief, feels entitled to an exemption to the requirement to recite the pledge, such student shall still be required to stand.

Ref: La. Rev. Stat. Ann. §§17:81, 17:416, 17:2115.

GRADUATION EXERCISES

The Orleans Parish School Board shall not allow any student to participate in commencement exercises until he/she has successfully completed all graduation requirements as prescribed by the Louisiana Board of Elementary and Secondary Education (BESE). Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

Students who complete their work at midterm may participate in the senior class spring activities and in graduation.

All graduation ceremonies shall be conducted in a dignified manner. Any person, guest, or participant shall be removed from the ceremony if the behavior is contrary to established graduation rules and regulations.

Any graduating senior who commits a serious major or criminal infraction after the last regular class period as upheld by the Superintendent or his/her designee shall be excluded from year-end activities, including graduation exercises. Diplomas may be given or mailed to the student after the close of the school year. Seniors shall be made aware of this policy prior to the final exam period and a notice of the policy shall be mailed to parents from the school.

Ref: La. Rev. Stat. Ann. §17:81.

PRAYER IN SCHOOLS

The Orleans Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation.

Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted; however, no student attending the school shall be required to participate in any religious activity at school.

No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. Athletic teams shall not be prohibited from engaging in voluntary, student-initiated, student-led prayer.

No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer.

A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

School officials shall be prohibited from censoring for religious content the speech of a high school student invited to speak at a commencement ceremony at the school he/she is attending.

When student volunteers are called upon to offer an inspirational quotation or statement, offer a prayer, or lead in silent meditation, such students shall be selected at random by a student from among student volunteers without respect to their individual religious beliefs or lack thereof. No student shall be called upon to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation unless the student has volunteered to do so.

STUDENT-INITIATED PRAYER

Upon the request of any public school student or students, the principal or his/her designee may permit students to gather for prayer in a classroom, auditorium, or other space that is not in use, at any time before the school day begins when the school is open and students are allowed on campus, at any time after the school day ends provided that at least one student club or organization is meeting at that time, or at any

non-instructional time during the school day. A school employee may be assigned to supervise the gathering if such supervision is also requested by the student or students and the school employee volunteers to supervise the gathering.

Any school employee may attend and participate in the gathering if it occurs before the employee's work day begins or after the employee's work day ends.

Any parent may attend the gathering if the parent adheres to school procedures for approval of visitors on the school campus.

The students may invite persons from the community to attend and participate in the gathering if other school organizations and clubs are allowed to make similar invitations. Such persons shall adhere to school procedures for approval of visitors on the school campus.

Ref: La. Rev. Stat. Ann. §§17:2115, 17:2115.1, 17:2115.2, 17:2115.3, 17:2115.4, 17:2115.5, 17:2115.6, 17:2115.7, 17:2115.8, 17:2115.9, 17:2115.10, 17:2115.11.

LESSON PLANS

The Orleans Parish School Board shall require the development of lesson plans by each teacher, in accordance with requirements established by the Superintendent and by school site administration for this purpose. It shall be the responsibility of each principal to see that the teachers under his/her supervision prepare lesson plans. Assistance shall be made available to teachers in developing effective and acceptable plans when this service is requested.

Lesson plans shall be available for inspection by the principal. The Superintendent shall instruct principals and supervisory personnel to review lesson plans periodically.

Ref: La. Rev. Stat. Ann. §17:81.