GRANT PARISH
PUBLIC SCHOOLS

School Policy
Student Handbook

2026-2027

Grant Parish School Board

P.O. Box 208

Colfax, Louisiana 71417

Grant Parish School Board
Student Handbook
2026-2027 School Year
Parent/Student Acknowledgement Sheet

(Schools may opt to use a universal sign in sheet for all permissions and acknowledgments in lieu of this sign in sheet.)

Dear Parent or Guardian:

I am very proud to welcome you to a new school year. We at the Grant Parish School Board are anticipating a year of wonderful and exciting activities for your child.

The document that follows is designed to inform you of the regulations and policies that govern Grant Parish Schools. Please take time to carefully read this document. If you have any questions, please contact officials at your child's school for clarification.

After you have read the document, please sign where indicated, remove the bottom section of this letter, and return it to your child's school in order for us to have a record that you and your child have received the 2026-2027 Grant Parish School Policy Student Handbook, and that you and your child agree to comply with the rules and regulations contained herein.

Respectfully,

Dr. Erin Stokes, Superintendent

- -

(Please tear here)

Parent/Guardian

My signature below indicates that I have received and that I have reviewed all policies, rules, and general information contained in the 2026-2027 Grant Parish School Policy Student Handbook and I commit to do at least all of the following:

- Provide the school with valid phone numbers and address to enable school to contact parents as required by Louisiana state statute
- Ensure my child's attendance at school (except when absent for reasons due to illness or other excused absence)
- Ensure my child's arrival and departure at school on time each day
- Ensure my child completes all assigned homework
- Attend all required parent/teacher principal conferences
- Adhere to the Technology Acceptable Use Policy
- **Read the Bus Riders' Handbook and instruct my child(ren) on the bus rules**

____ __________

Parent/Guardian Signature Date

____ __________

Student Signature (Printed if Student is underage) Date

Authorization Form for Photo and Student Work Inclusion on the Grant Parish School Board Website and Other Media http://www.grantpsb.org

Your child's schoolwork and/or picture may be considered for publication or recognition on the Grant Parish School Board website, in the local newspaper, or other forms of media, including social media through Grant Parish Facebook Page. Please read this consent form carefully.

The Grant Parish School Board website is published on the worldwide Internet and is publicly accessible by all. The Grant Parish School Board website is accessible by Internet users from all around the world. Grant Parish School Board has no control over how information from the district or school websites may be used. Please consider the information you are willing to release and initial the blanks that apply. This permission will be valid for the duration of your child's enrollment in this school district unless specifically changed in writing.

Student Name, Schoolwork, Photograph

_____ **I DO NOT** give my permission for my child's name, schoolwork, and photograph to be posted on the Grant Parish School Board website on the World Wide Web or other forms of media.

Please print the following information:

Parent or Guardian Name:_____

Parent Signature:_____ Date:_____

Student's Printed Name: _____ School: _____

Student's Printed Name: _____ School: _____

Student's Printed Name: _____ School: _____

Student's Printed Name: _____ School: _____

You may add any additional student's names and schools to this page to return.

Complete and return to your child's school only if you do NOT give permission.

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SUPERINTENDENT'S MESSAGE

It is my pleasure to welcome you to the 2026-2027 school year! I am excited to partner with you on your child's educational journey. We pride ourselves on being one of the best school systems in the entire state, and with your help, we can make a positive impact on our community for years to come. I believe that the opportunity for an education is a basic right for all individuals. It is my goal to seek and place the most qualified administrators, teachers, and support staff in every position; therefore, ensuring an excellent education and learning environment for all.

If you have any questions or concerns, please email parents@gpsb.org or call my office at 627-3274.

Sincerely,

Dr. Erin Stokes

GRANT PARISH SCHOOL BOARD PHILOSOPHY

Teaching and learning are the basis for our educational system. We believe that each student is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. It is our desire as an educational system to help students meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas and working collaboratively to solve problems, therefore, developing the skills for successful citizens in the 21st century.

GRANT PARISH SCHOOL DISTRICT ADMINISTRATION

Superintendent	Dr. Erin Stokes	erin.stokes@gpsb.org
Child Nutrition Program Supervisor	Theresa Fletcher	tfletcher@gpsb.org
Elementary Supervisor	Michael Dubois	michael.dubois@gpsb.org
Federal Programs Director	Rebecca Fletcher	rebecca.fletcher@gpsb.org
Finance Director	Farrah Edwards	fedwards@gpsb.org
Human Resource Director	Melissa Steelman	msteelman@gpsb.org
Information Systems Manager	Gwen Mercer	gwen.mercer@gpsb.org
Maintenance Supervisor	Jim Winegeart	jim.winegeart@gpsb.org
Secondary Supervisor	Jennifer Winslett	jennifer.winslett@gpsb.org
Special Education Supervisor	Denise Young	dyoung@gpsb.org
Technology Manager	Sheila Keithley	shelia.keithley@gpsb.org
Transportation Supervisor	Ty Melton	tmelton@gpsb.org

GRANT PARISH SCHOOL BOARD MEMBERS

District 1 – April Brouillette
District 2 – Lloyd Whitman
District 3 – Karen Layton
District 4 – Mason Briggs
District 5 – Lisa Roberts
District 6 – Darin Pasche
District 7 – Debbie McFarland
District 8 – William "Bill" Riggs

GRANT PARISH SCHOOL PRINCIPALS

Georgetown High School	Amy Merrell	amy.merrell@gpsb.org
Grant Jr. High School	Haley Poole	haley.poole@gpsb.org
Grant High School	Kathy Smith	kathy.smith@gpsb.org
Montgomery Jr/Sr. High School	Terri Taylor	terri.taylor@gpsb.org
Pollock Elementary School	Erica Firment	erica.firment@gpsb.org
South Grant Elementary	Brandie Hicks	brandie.hicks@gpsb.org
Verda Elementary School	Shannon Johnson	shannon.johnson@gpsb.org

THE GRANT PARISH SCHOOL BOARD *adheres to the equal opportunity provisions of Federal Civil Rights laws and regulations that are applicable to this Board. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1954); Sex (Title IX of the Education Amendments of 1972); or handicapping condition (Section 504 of the Rehabilitation Act of 1973) in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.*

Anyone with questions regarding this policy may call the school board at 318-627-3274 or email:

Dr. Erin Stokes, Superintendent, at erin.stokes@gpsb.org

Michael Dubois, Title IX coordinator, at michael.dubois@gpsb.org

Denise Young, Section 504 coordinator, at dyoung@gpsb.org

FOOD SERVICES

This year, all schools in Grant Parish will be eligible for the Community Eligibility Program (CEP), a USDA program. The program allows schools to offer breakfast and lunch at no charge to all students. Additionally, students will be provided a snack in the afternoons. **All students eat free.** Paper applications will no longer be used to determine eligibility for meal services in participating schools. Other measures will be used to determine eligibility at the school level. If you wish for your child to have extras, you must send money for their account. This includes any additional items (ex. extra serving of the food or ice cream etc.). No child will be able to charge extras. Money will need to be put in the account or the child will need to have it with them at time of purchase.

SCHOOL BOARD POLICY ON LUNCH DEBT: Any student who owes more than three dollars ($3.00) shall not be allowed to purchase extras until the debt is paid in full.

Visitors/Employees $5.00 (Estimated-pending state review)

STUDENT OF THE YEAR GUIDELINES

Each school will select one student in the following grade levels to serve as Student of the Year: 5th, 8th, and 12th Grade. Students must have a **3.50** cumulative* grade point average and at least one mastery/advanced on the LEAP 2025 exams to qualify.

Grade 5 - cumulative GPA: grade 1-4 academic records plus current report card; individual scores on all state-wide or non-public assessments for grades 2, 3, 4 (Grade 2 if available. Scores not available from 2020.)
Grade 8 - cumulative GPA: grade 1 - 7 academic records plus current report card; individual scores on all state-wide or non-public assessments for grades 2 - 7 (Grade 2 if available. Scores not available from 2020.)
Grade 12 - cumulative GPA: high school academic records including all high school coursework transcript and current report card; high school LEAP scores (Scores not available from 2020.)

If the student meets the criteria and returns the permission form, then they are eligible to participate in the Essay portion of the contest at the school. The top five students determined by the appropriate portions of the application will qualify for the Interview Portion of the Student of the Year Competition. The Interview, essay and the application scores will determine the school winner. Once the school winner is selected, the Academic Committee at each school will assist the student with the Portfolio completion.

WEATHER CLOSINGS

The School Board authorizes the Superintendent to close the schools in the event of hazardous weather or other emergencies that present threats to the safety of students, staff members, or school property. If students have reported to school, and an emergency arises during the school day, students may be dismissed early. Such dismissal shall be only by direction of the Superintendent of Schools. In the event of dismissal during the school day all educational and building employees are to continue their work unless otherwise notified by the Superintendent. Teachers are expected to supervise all students under their jurisdiction until they have departed from the school campus. The Superintendent's Office will notify news media and other such persons and organizations as necessary of the decision to dismiss early.

SCHOOL CALENDAR OF HOLIDAYS & MONDAY REMINDERS

Monday Reminders		Holidays	
8/10	Monday School Days for Students	11/6	Pecan Festival Holiday
11/2	Monday School Days for Students	11/24 - 11/27	Thanksgiving Holiday
12/14	Monday School Day for Students	12/22 - 12/31	Christmas Holiday
4/12	Monday School Day for Students	1/1-1/6	New Year's Holiday
5/24	Monday School Day for Students	3/26 - 4/2	Easter Break

TEACHER WORKDAY/PD DATES & EARLY RELEASE DATES

8/3 - 8/6	Teacher Workday(s)
9/21	Teacher Workday 10:00 - 12:00 Parent Teacher Conferences 1:00 - 6:00 PM
1/5 & 1/6	Teacher Workday(s)
2/15	Teacher Workday 10:00 - 12:00 Parent Teacher Conferences 1:00 - 6:00 PM
5/27	Teacher Workday/PTC

HIGH SCHOOL GRADUATION DATES
Last day for Seniors: May 12, 2027

Georgetown High School	Thursday, May 20, 2027 @ 7:30 pm
Grant High School	Friday, May 21, 2027 @ 7:30 pm
Montgomery High School	Tuesday, May 18, 2027 @ 7:00 pm

KINDERGARTEN GRADUATION DATES*
Last Day for Kindergarten: May 19, 2027
*Times to be announced by the individual school.

Georgetown High School	May 19, 2027 @ 8:15 am
Pollock Elementary School	May 19, 2027 @ 8:15 am
South Grant Elementary	May 19, 2027*
Verda Elementary School	May 19, 2027 @ 8:30 am

8TH GRADE PROMOTION CEREMONY
Last day for 8th Grade students: May 25, 2027

Georgetown High School	May 21, 2027 @ 8:30 am
Grant Jr. High School	May 25, 2027 @ 11:30 am
Montgomery High School	May 25, 2027 @ 1:00 pm

Adopted 03/03/2026 Amended 4/16/2026

GRANT PARISH SCHOOLS | 2026-2027 CALENDAR

3-6 Teacher Workdays

7 Student 1st day

10 School day

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21 Teacher Workday
(10 am-12 pm)
Parent Conference
(1-6 pm)

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9 End of 1st 9 weeks

12 Half day PD
(8 – 12)

16 Report Cards

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 School day for Pecan Fest

6 **Pecan Festival Holiday**

24-27 **Thanksgiving Holidays**

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

14 School Day

18 End of 2nd 9 weeks
End of 1st semester

22-31 **Christmas Holidays**

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1-4 **New Year's Holiday**

5- 6 Teacher Workdays

7 Students Return
2nd semester begins

15 Report Cards

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

9 **Mardi Gras Holiday**

15 Teacher Workday
(10 am-12 pm)
Parent Conference
(1-6 pm)

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 End of 3rd 9 weeks

19 Report Cards

26 Good Friday

30-31 Easter Holidays

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 **Easter Holidays**

12 School day for state testing

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 Senior's Last Day

19 Last Day PK, K

24 School day

26 Student last day
End of 4th 9 weeks

27 Teacher Workday/PTC

Calculations are based on start and end times will of 7:40 am – 3:45 pm with 430 instructional minutes per day. There are 75 student days in the first semester (32,250 minutes) and 76 student days in the second semester (32,680 minutes). Total of 151 student days (64,930). State requirement – 63,720. 2 Weather/Emergency dismissal days built into calendar.

Teacher Workday First Day of Semester Holiday End of 9 Weeks Report Cards

SCHOOL ATTENDANCE REGULATIONS

Louisiana State Law mandates compulsory school attendance and students are expected to be in attendance every school day scheduled by the local school board until their eighteenth (18th) birthday.

All excuses, including original doctor/dentist verification for a student's absence(s), must be presented to the school within five (5) days of the student's return to school to be considered for extenuating circumstances. All doctor's/ parent's notes presented after this time will NOT be considered. Please be aware that a parental excuse note allows students to make up work missed and is marked excused on the report card; however, the student absence is still calculated in the number of days per year a student is allowed to miss per LDOE policy.

What are Compulsory School Attendance Ages?
Every child in the state is required by state law to attend public or private school from the child's fifth (5th) birthday, who is 5 by September thirtieth of the calendar year in which the school year begins, until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her 18th birthday. Any child below the age of five (5) who legally enrolls in school shall also be required to adhere to school attendance regulations.

What are the current regulations regarding school attendance for Grant Parish Schools?
Our Grant Parish School Calendar this year accounts for 151 student days scheduled for 430 instructional minutes. There are 75 student days in the first semester (32,250 minutes) and 76 student days in the second semester (32,680 minutes). Total of 151 student days (64,930 minutes). The state of Louisiana requires 63,720 instructional minutes a year.

A. In order to be eligible for promotion, Elementary students (K-8), shall not exceed **9 days** per year of absences.
    a. Attendance for students in grades Kindergarten through 8th grade will be calculated as half and whole day attendance and will be reported to the state as such.
B. In order to be eligible to receive grades/credits, high school students (9-12), shall not exceed **9 days** per year of absences.
    a. High School students (9-12) shall be kept on a per period basis.
    b. For High schools counting attendance by periods, a student shall be present for more than 50% of a period to be counted as being in attendance for that class period.
C. In regards to tardiness: Accumulated tardiness affects absences.
D. The principal or their representative should make an effort to verbally contact every student who has been absent for three (3) consecutive unexcused days or more in order to ascertain why the student is absent and to explain School Board attendance policy and procedure to the parents/guardians.
E. The principal or their representative should send a notification to the parent/guardians to inform them of their student's unexcused nonconsecutive absences from school or classes and will also reconfirm the parish's attendance regulations.
    a. Elementary will occur at intervals of three (3), five (5), and nine (9) nonconsecutive days.
    b. Middle School will occur at intervals of three (3), five (5), and nine (9) nonconsecutive days.
    c. High School will occur at intervals of three (3), five (5), and nine (9) nonconsecutive days nonconsecutive days in each Carnegie unit class.
    d. Other notifications to parents will be handled through verbal contacts and documentation on student progress reports and report cards.
F. A student's attendance for the year is cumulative and follows a student who transfers between schools during the school year.
G. Each school shall identify students at their school who could be considered to be high risk for absenteeism. Each teacher of high-risk students should be notified that appropriate intervention strategies will be planned and implemented.
H. The parent or legal guardian of a truant student must ensure that the student makes up missed work. This may include required after-school tutoring and/or weekend make-up classes. The parent or legal guardian of a truant student must attend monthly meetings at the school until the student has completed missing work. Failure to comply may result in penalties as outlined in R.S. 14:92,2.

I. Principals are required to report student attendance concerns on the back of any Supplemental Security Income forms that the school receives for the child.

If a student meets the following criteria, he/she will be referred to Truancy Court:

A. Grant, Montgomery, and Georgetown High School students who exceed 5 days of absence per semester in one or more Carnegie unit classes or as deemed eligible for referral by the Principal, and who do not provide a valid excuse according to the criteria for extenuating circumstances as listed above, shall be referred to Truancy Court.
B. All other Grant Parish Schools students who exceed 10 days of absence or as deemed eligible for referral by the Principal and who do not provide a valid excuse according to the criteria for extenuating circumstances as listed above, will be referred to Truancy Court.

Are there exceptions to Compulsory School Attendance?

The only exception to the attendance regulation shall be extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance. Only the following shall be considered extenuating circumstances under which absences shall be exempt from provisions of compulsory attendance laws:

A. Extended personal physical or emotional illness as verified by a physician or dentist.
B. Extended hospital stays as verified by a physician or dentist.
C. Extended recuperation from an accident as verified by a physician or dentist.
D. Extended contagious disease within a family as verified by a physician or dentist.
E. Prior school system approved travel for education.
F. Death in the family (not to exceed one week)
G. Natural catastrophe and/or disaster
H. For any other extenuating circumstances, parents must make a formal appeal in accordance with the due process procedures established by the school system.

When a student has exceeded the allowable days of absence and no extenuating circumstances are present, the principal or his designee and two teachers (when possible) should review the student's absences before credit is denied. If the committee confirms no extenuating circumstances, the student and parents receive written notification of the decision to deny credit and are informed of the appeal process. **R.S. 17:221**

TRUANCY COURT

If a student meets the following criteria, he/she will be referred to Truancy Court:

1. Elementary School Students (Grades K - 5): Elementary School students who exceed a total of 10 days absence within the second semester or as deemed eligible for referral by the Principal and who do not provide a valid excuse according to the criteria for extenuating circumstances as listed above, will be referred to Truancy Court.
2. Middle School Students (Grades 6 - 8): Middle School students who exceed a total of 10 days absence within the second semester or as deemed eligible for referral by the Principal and who do not provide a valid excuse according to the criteria for extenuating circumstances as listed above, will be referred to Truancy Court.
3. High School Students (Grades 9 - 12): High School students who exceed 5 days of absence per semester or as deemed eligible for referral by the Principal, and who do not provide a valid excuse according to the criteria for extenuating circumstances as listed above, shall be referred to Truancy Court.

When will Truancy Court be held?

Truancy Court will be held periodically throughout the school year at the discretion of the Court.

Truancy Court and Discipline Court Notice to Parents/Guardians of School Age Children

The Honorable Judge Willett, in collaboration with the Grant Parish School Board's Child Welfare & Attendance Program, wishes to notify Grant Parish residents of Truancy and Discipline Court.

What is the purpose of Truancy Court and Discipline Court?

The purpose is to alleviate unexcused absenteeism and promote compulsory school attendance. School attendance is the single most important aspect to student achievement and lifelong success. Also, with new state mandates regarding high stakes testing and school accountability, school attendance is a must for academic success, but most importantly, it's the law. It will also help reduce serious discipline infractions in our public schools. Students who chronically violate Grant Parish School Board Discipline Policy shall also be recommended to court. **R.S. 17:233**

PERFECT ATTENDANCE FOR STUDENTS

To be considered for perfect attendance recognition, a student must attend 100% of all school days from bell to bell each and every day. Exceptions are not made for medical, extenuating circumstances, etc. A student who is tardy is not to be considered as in attendance for 100% of the school day.

ADMINISTRATION OF MEDICATION: PARENT/GUARDIAN RESPONSIBILITY

1. No medication shall be allowed in the parish school system unless prescribed by a physician, dentist, or other licensed prescriber in the State of Louisiana or an adjacent state.
2. Medication shall be administered when the following requirements have been met:

a. The parent/guardian must have the treating physician complete a Grant Parish Medication Order form.
b. The parent/guardian must complete a Grant Parish Parent Medication form.
c. Parent/Guardian must contact the Grant Parish School Nurse Dept. at 627-3274 and schedule a medicine conference with the nurse **prior to the administration of any medications.** At this time, a medication packet will be completed.
d. Parent/Guardian must notify the school of any changes in medication type, time, or dosage.

3. After all requirements listed above are met, the parent/guardian may take the completed medication packet along with a **30**-day supply of prescribed medication to the school.
4. All prescription medication shall be kept in a locked container. Only the principal, school nurse, or trained medication personnel shall have access to the medication.
5. The school nurse or assigned trained medicine personnel will administer the medications.
6. Parent/Guardian must complete this process annually at the beginning of the school year. Medication orders do not carry over year to year.
7. A prescription from a physician, dentist, or other authorized prescriber must be obtained even for over-the-counter medications.
8. Parent/Guardian must supply a list of other medications that the student is currently on at home if this list is not a violation of confidentiality or contrary to the request of parent/guardian/student.
9. Parent/Guardian must arrange for safe delivery of medications to and from school in the original labeled container as dispensed by a Louisiana licensed pharmacist. **Do Not** send medication with the student to school.
10. Unit dose packaging may be used whenever possible.
11. Parent/Guardian shall administer the initial dose of medication outside the school jurisdiction and allow sufficient time for observation of adverse reactions.
12. Parent/Guardian is required to work with school personnel to count in medication and sign a drug receipt each time medication is brought to the school.
13. Medication needed 3 times a day or less shall not be given at school unless specifically instructed by the ordering physician/dentist.

STATE OF LOUISIANA
MEDICATION ORDER

TO BE COMPLETED BY LA, TX, AR, OR MS LICENSED PRESCRIBER
(In most instances, medications will be administered by unlicensed personnel)

Part 1: PARENT OR LEGAL GUARDIAN TO COMPLETE

Student's Name_____ Birthdate_____
School_____ Grade_____

Parent/Legal Guardian Name (print):_____

Parent/Legal Guardian Signature:_____ Date:_____

Part 2: LICENSED PRESCRIBER TO COMPLETE

1. Relevant Diagnosis (es):_____
2. Student's General Health Status:_____
3. Medication:_____
4. Strength of Medication:_____ Dosage:_____

   Check Route: ___ By Mouth ___ By inhalation ___Other:_____

   Frequency:_____ Time of each dose:_____

   School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by the school nurse.
5. Duration of medication order: Until end of school term _____Other: _____
6. Desired Effect:_____
7. Possible side-effects of medication:_____
8. Any contraindications for administering medication:_____
   _____
9. Other medications being taken by student when not at school:_____

   Next visit is:_____

Prescriber's Name (Printed) Address Phone and Fax #'s

Prescriber's Signature Credential (i.e., MD, NP, DDS) Date

Each medication order must be written on a separate form. Any future changes in directions for medication ordered require new medication orders. Orders sent by fax are acceptable. Legibility may require mailing original to the school. Orders to be discontinued also must be written.

PART 3: LICENSED PRESCRIBER TO COMPLETE AS APPROPRIATE

Inhalants/Emergency Drugs

Release Form for Students to be Allowed to Carry Medication on his/her Person

Use this space only for students who will self-administer medication such as asthma inhaler.

1. Is the student a candidate for self-administration training? ___Yes ___No
2. Has this student been adequately instructed by you or your staff and demonstrated competence in self-administration of medication to the degree that he/she may self-administer her/his medication at school, provided that the school nurse as determined it is safe and appropriate for this student in her/his particular school setting? ___Yes ___No
3. If training has not occurred, may the school nurse conduct a training program? ___Yes ___No

Licensed Provider's Signature Date

PARENT/GUARDIAN CONSENT FOR ADMINISTERING MEDICATION AT SCHOOL
(TO BE COMPLETED BY PARENT OR LEGAL GUARDIAN)

Student Name:_____ Birthdate:_____
Sex: _____School: _____Grade: _____Teacher:_____
Parent/Guardian:_____ Relationship to student: _____
Phone numbers: (home)_____ (cell) _____ (work)_____
Student's Mailing Address:_____
Street City ST ZIP
Do you want this medication administered on ½ days? ___ yes ___ no
Is student a **car rider** __ yes __ no or does the student ride a bus? Bus #_____Driver_____
Emergency contacts if Parent/Guardian is not available:
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

List the **student's allergies** (medications, foods, etc.…): _____
Describe reaction:_____
Requires Epi-Pen: _____ **Benadryl:** _____

1. I give permission to the school nurse or the designated unlicensed trained personnel to administer_____ to _____ As prescribed by_____
Name of Medication Name of Student Name of Doctor\Dentist

2. I give permission to the school nurse to share with appropriate school personnel information (such as adverse side effects) relative to the above-mentioned medication as the nurse deems necessary for the above-mentioned child's safety. YES: _____ NO: _____

3. I understand that I may only pick up the medication from school with a note from the doctor stating that the child will no longer take the medication at school and that **I must pick up any unused medication within 3 working days after the last day attended by student for the school year or it will be destroyed.**
YES: _____ NO: _____

The Grant Parish School Board Medication policy states:
"The school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis."
"A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication."

Signature of Parent/Guardian:
_____

Relationship to student: _____ Date: _____

PARENT/GUARDIAN and STUDENT: STATEMENT OF UNDERSTANDING REGARDING SELF-ADMINISTRATION OF MEDICATION AT SCHOOL

Student: _____ Birth date: _____

School: _____ Grade: _____ Teacher: _____

Parent: _____

The Grant Parish School Board Medication policy states:

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

"A student who uses any medication permitted by this policy in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication."

Parent/Guardian Signature: _____

Relationship: _____Date: _____

IMMUNIZATION POLICY

The Board shall require all students entering school for the first time to present satisfactory evidence of immunization against preventable communicable diseases according to a schedule approved by the Louisiana State Office of Public Health (LA OPH), or shall present evidence of an immunization program in progress. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met. The school nurse department shall be responsible for checking student's records to see that the provisions of this policy are enforced.

A student transferring from another school system, in or out of the state, shall submit either a certificate of immunization or a letter or notification from his/her personal physician indicating compliance with the required immunizations or a statement that such immunizations are in progress.
If booster immunizations are advised by LA OPH, such booster immunizations shall be administered before the child enters a school system within the state.

Should you choose not to immunize your child, you must provide one of the following to your child's school office:

- A statement from your child's doctor indicating that certain immunizations are contraindicated for medical reasons **or**
- A written letter or notification of dissent, signed by the parent or legal guardian

CHILD SEARCH

Grant Parish School Board knows that you care about your child. Every child is unique, every child is different. Differences are wonderful, but some can cause problems in schooling. Louisiana schools are ready to help all children learn. We search for children who may:

- Have academic problems
- Not hear or see well
- Have trouble following directions
- Be slow starters
- Have discipline problems
- Have any other problem that would make school a difficult experience

We also look for babies and preschoolers who may:

- Have chronic illnesses
- Not walk or talk on time
- Have other developmental problems

We look because we have programs that may help! If you feel your child has a problem that affects his/her ability to learn and would like to schedule a conference with the teacher, **please** fill out the form and return it to the school's principal. A conference will be scheduled for you to be able to discuss your concerns and the option to refer your child to SBLC (School Building Level Committee). The SBLC is a team of teachers, administrators, special education teachers, and other school personnel who find ways to help your child with his/her problems.

CHILD SEARCH FORM

Child's Name: _____ Grade:_____ Teacher:_____

My concerns are: _____

_____

_____

Signature: _____ Date: _____

Address:
_____

Phone:
_____

If you need any further information, you may contact the Special Education Supervisor, Denise Young via email dyoung@gpsb.org or phone at 318-627-3274.

NALOXONE POLICY

Grant Parish School Board shall provide and maintain on-site access to opioid antagonists in each school facility. Any trained school-staff may administer an opioid antagonist to treat a case of suspected opioid overdose in a school setting, to any student or staff or member of the public suspected of having an opioid-related drug overdose whether or not there is a previous history of opioid abuse.

- Grant Parish School Board will obtain and possess naloxone to be maintained and administered by trained school staff to a student or other individual if it is determined in good faith that person is experiencing an opioid overdose.
- Stock naloxone will be clearly labeled, stored in original packaging, and stored in a secured location that is accessible by trained staff.
- School Administration will identify appropriate staff to be trained annually at each school site. Refresher training is recommended every two years. **R.S. 17:436.1(O)**

SERVICE ANIMALS IN SCHOOLS

The Grant Parish School System acknowledges its responsibilities to permit students and/or other individual with disabilities to participate in and benefit from School Board services, programs and activities, and to promote the nondiscrimination of individuals on the basis of disability. Therefore, the School Board shall permit the use of service animals by students and other individuals under appropriate circumstances.

The full policy may be viewed at www.grantpsb.org. For questions or to request a copy of the policy, please contact the Special Education Supervisor Denise Young via email dyoung@gpsb.org or phone at 318-627-3274.

SERVICES PROVIDED THROUGH GRANT PARISH SCHOOL BOARD

Services are unique activities or instructional services that meet the special needs of children with disabilities, identified handicaps under Section 504, Special Education, are homeless, or have limited English proficiency. These services include, but are not limited to, activities conducted in the classroom, in the home, in hospitals, and in the community.

Special Education

A student with an exceptionality is entitled to receive a free appropriate public education. Special education and related services must be available to meet the unique needs of the student and must be specifically designed for the individual student. Federal and State laws provide regulations that guarantee that a student with an exceptionality has equal opportunity to benefit from a free appropriate public education. State published regulatory bulletins are available through the LEA and/or the Division of Educational Improvement and Assistance in the Louisiana Department of Education. A free, appropriate public education is available to all children with disabilities within Grant Parish's jurisdiction from ages 3-21 inclusive. Grant Parish Schools provide educational opportunities for all children from birth through age 21.

Section 504

Section 504 is a section of the Rehabilitation Act that is available to students in Grant Parish who qualify for this service. Section 504 prohibits discrimination on the basis of a disability in any program receiving federal funds. A student is eligible so long as he/she meets the definition of qualified handicapped person, i.e., has or has had a physical or mental impairment, which substantially limits a major life activity. Grant Parish School Board has a duty to provide a Free and Appropriate Education to all students. Section 504 requires the provision of a free appropriate education for students covered, including individually designed programs. “Appropriate” means an education comparable to the education provided to non-handicapped students.

The student is not required to need special education in order to be protected. It is the intent of Grant Parish School Board to ensure that students within the district who are handicapped within the definition of Section 504 of the Rehabilitation Act are identified, evaluated, and provided with appropriate educational services.

SBLC (School Building Level Committee)

The Grant Parish School Board will utilize the SBLC to conduct the referral and assessment activities and determine eligibility for Section 504. SBLC will make any needed referrals for Special education evaluation to Grant Parish Pupil Appraisal Services. SBLC is a day-to-day problem-solving group of teachers within a particular school building that work as partners to seek answers to why students are not achieving in the general education classroom. The function of this committee is to help teachers cope with students who are having behavioral and/or learning problems. The goal of SBLC is to obtain more efficient and effective delivery of special help to children.

Response to Intervention (RTI):

Response to Intervention (RTI) is a tiered process that provides high-quality, research-based instruction and interventions that are matched to a student’s academic and behavioral needs. Grant Parish adopts the three-tier instructional model as outlined in the Louisiana Literacy Plan which includes: Tier 1-The Core Curriculum; Tier 2-Strategic Intervention; and Tier 3-Intensive Interventions. Additional essential components include monitoring academic and/or behavioral student progress and making data-driven decisions about student curriculum based on a review of that progress.

Literacy Screener

The Grant Parish School System recognizes that reading is a vitally important academic skill and the foundation for all academic learning. The Grant Parish School System administers the K-3 Literacy Screener to each kindergarten through third grade student three times a year. The K-3 Literacy Screener consists of a set of measures for assessing reading skills. This universal screening identifies which students may be at risk for experiencing reading difficulties. Teachers use this data to set and monitor literacy goals, as well as provide instructional support. The literacy screener also assists in identifying students for further evaluation for specific programming, including students who display characteristics of being dyslexic or gifted. Progress is monitored and reported to parents. **Act 422 of the 2023 Legislative Session prohibits the promotion to fourth grade if the student scores at the lowest level of the literacy screener with the exception of students who meet the criteria for a good-cause exemption.**

Dyslexia Screener

The Shaywitz DyslexiaScreen will be administered to ALL kindergarten students during the second half of the school year as required by Act 266. Students in other grades may be screened upon request by the teacher or a parent. Parents will be notified within 30 days of at-risk screening results.

SECLUSION AND RESTRAINT

The School Board recognizes that, in order for students to receive a free and appropriate education, a safe 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 behaviors which pose an imminent risk of harm.

The School Board shall sanction the use of physical restraint and seclusion techniques by trained personnel in circumstances where school personnel reasonably believe that the student's behavior involves an imminent risk of harm to the student and/or others.

The full policy and applicable procedures may be viewed at www.grantpsb.org. For questions or to request a copy, please contact the Special Education Supervisor Denise Young via email dyoung@gpsb.org or phone at 318-627-3274.

INTERNET SAFETY AND TECHNOLOGY POLICY

Scope of This Policy

This policy is in addition to any other Grant Parish School Board policies currently in place. It does not take the place of or wholly supersede any previous policy. Portions of this policy that conflicts with previous policies supersede only the conflicting portion of the previous policy.

Internet Protection Measure

A technology protection measure is a hardware and/or software technology that restricts or filters access to specific areas or sites on the Internet. It provides a measure of protection against access by minors or adults to Internet resources that are obscene, contain child pornography, contain material harmful to minors (with respect to Internet access by minors), or are otherwise inappropriate in an educational environment. Grant Parish School District has had an Internet protection measure in place since 1999. The District uses various products which utilize blocking, scanning technology whereby specific Internet sites are included in a list of blocked sites and access to these sites is blocked. At the minimum, the blocked site list is updated daily. All Internet access in the District is filtered by multiple applications/software. While the filter is very effective in blocking inappropriate content, the Internet is a rapidly expanding resource and no filtering or blocking technology is 100% effective. The possibility exists that all inappropriate content may not be blocked or that a determined person may find a method to partially or completely circumvent the filtering or blocking method.

As a matter of policy, all Internet access from within Grant Parish School District will be filtered. There is no exception to this policy for students. In the case of Internet access by minors, the filtering mechanism may not be disabled for any reason. Certain employees, based upon their job, may be unfiltered with approval by and request of the Superintendent.

If a person feels an Internet site has been blocked in error, a written request from the school or central office department head must be submitted to the Technology Department who will review the site in question. If it is deemed that the site is wrongly blocked, the site will be opened. If there is any question about the appropriateness of the site, the Technology Department will make a recommendation to the Superintendent for a final decision.

Access by Minors to Inappropriate Material in the Internet and World Wide Web

The Internet is a vast and invaluable educational resource. However, in a worldwide network, there exists a small amount of information that is not appropriate for minors or an educational setting. Active measures such as filtering Internet access have been taken to minimize the chance of access by minors to these inappropriate materials. Additionally, as in other school matters, student use of the Internet will be supervised by school staff to reduce the chance a student will access inappropriate material. In order to educate students on appropriate use of the District system and the Internet, personnel who are responsible for supervising student access to the District's system will provide information to students emphasizing ethical and appropriate use of these resources.

Safety and security of minors when using electronic mail, chat or other direct communications

Due to the problems involved with providing adequate supervision of electronic communications, student email accounts will not be issued by Grant Parish School Board for grades PK-8th. Accounts may be issued for high school students to assist with college applications, etc. Additionally, two-way, real-time electronic communication technologies such as Internet-based instant messaging and Internet chat between students will not be allowed within the District. Furthermore, the participation by students in asynchronous electronic forums or bulletin boards that are not exclusively of educational nature is prohibited. The exception to this is pre-approved, temporary access to such technologies for a specific educational need. Such usage must have prior written approval from the Technology Department and will be granted on a temporary basis. Written requests for access to these technologies from the school principal or central office department head must be submitted to the Technology Department for written approval. If there is a question about the appropriateness of the access, the Technology Department will make a recommendation to the Superintendent for a final decision.

Hacking, Vandalism, and Unauthorized Access

Malicious attempts to harm, deface, degrade, or destroy District equipment, software, or data or the data of another user or system to which the District network is connected is strictly prohibited. Such action includes but is not limited to intentionally uploading or creating computer viruses, "hacking" of websites, or intentionally degrading or disrupting system performance. Additionally, attempting to log on to the system by using another person's password or attempting to access District resources, or those resources connected to the District network, for which the user does not have permissions or rights is prohibited. These actions will be viewed as violations of District guidelines and policy and, possibly, as criminal activity under applicable state and federal laws.

Unauthorized disclosure of personal information

Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Requests for account usernames and passwords will never be requested via email and any such requests should be regarded as unauthorized and should be immediately reported to the school principal or department head. Requests for personal information regarding students or staff should not be honored via email. Such requests should always occur by means of personal contact. All Board policies, state, and federal laws should be followed when a request for personal information of any sort is made.

Measures Restricting Access by Minors to Inappropriate Materials

The safety and protection of students while using the Internet or District network resources is of primary importance. Therefore, active measures will be taken to restrict, to the maximum extent reasonably possible, students' access to inappropriate material on the Internet and District network. The first of these measures is the filtering of all Internet access in the District as described above. As noted before, no filtering system is perfect and cannot substitute for staff supervision of student Internet use. As noted above, forms of electronic direct, real-time communication such as instant messaging and Internet chat are very difficult to supervise and the instant nature of the communication increases the danger that inappropriate messages will be sent or received. Because of the difficulty in supervising this type of communication, it is prohibited as outlined above.

Email and General Technology Guidelines

Email, web access, and other electronic communications should not be considered private. While it is a violation of policy for a user or student to attempt to gain access to information for which they do not have authorization, authorized staff may monitor or examine email, file folders, and communications to maintain system integrity, to ensure users are using the system responsibly, or for any other reasonable purpose.

The hardware, software, and networks that the Grant Parish School Board operates on have been purchased with public funds. For this reason, it should not be considered a private, personal form of communication. Authorized staff may actively monitor email or other electronic communications, web site usage, and searches. The contents of any communication of this type would be governed by any applicable public records law.

District computers, software, networks, and Internet access are provided to support the administrative and instructional functions of Grant Parish School Board. These resources are to be used primarily for education/ curriculum related purposes. Incidental personal use of district technology resources or equipment must not interfere with the employee's job performance or student learning. Additionally, such use must not violate this or any other Board policy, must not damage the district's hardware, software, or networks, or significantly degrade the quality of service of the District's technology resources.

Personal information on any staff member or student shall not be released by email.

All users must follow existing copyright laws and restrictions regarding computer software and must not use District computer systems to violate any software license agreement, or any applicable federal, state, or local laws.

All web pages, or electronic publications created by any organization, staff, student, or other person that are housed or created on the District's computer systems will be subject to treatment as district-sponsored publications. Therefore, the district reserves the right to exercise editorial control over the content of these web pages or publications. Only content that supports the administrative, instructional, or other legitimate mission of the school or department will be allowed on District websites. Additionally, no web page/ social media platform that represents any school, department, organization, or person of the Grant Parish School Board will be linked to the official GPSB website without permission of the Technology Department.

District web pages or publications are not considered to be open, public forums. No such public forum may be created on any district web site to receive input from the public on any issue, educational or otherwise. District websites/ social media platforms shall be considered closed forums and shall be used only to transmit information to the public.

District sponsored web sites may contain links to web sites that are outside of the District site. While district personnel will make every reasonable effort to research links for appropriateness, these third-party sites are not under the control of the District and Grant Parish School District is not responsible for the contents of any linked site, any link contained within the linked site, or any changes or update to the linked site that may change its appropriateness. These links are provided as a convenience to users and their inclusion does not imply endorsement of these sites by Grant Parish School Board.

Students bringing obscene, vulgar, pornographic, racist, gang-related, hate, or other inappropriate material into the District's electronic environment are subject to applicable District policies and federal, state, or local laws. Appropriate disciplinary action or criminal charges may be applied to such actions. Staff members who knowingly bring obscene, vulgar, pornographic, racist, gang-related, hate, or other inappropriate material into the District's electronic environment will be subject to disciplinary action or charges in accordance with District policies or federal, state, and local laws.

Games and other software that is not of specific educational or administrative nature shall not be placed on any District computer. All software that is installed on District computers must be for a specific educational or administrative purpose. Acceptable educational games must be primarily marketed for instructional purposes. Games that are not particularly designed for or marketed specifically to the education market are not allowed on District computers. Educational software must address a benchmark, standard, or lesson plan. Excluded from this are programs that are packaged with computer operating systems, utility programs such as anti-virus software, or utility software that enhances access to a computer's resources such as multimedia utility software. If there is a question about the appropriateness of a particular software title, a request in writing should be made to the Technology Department.

Violation of Policy

In the case of students, the violation of any policy may result in the cancellation of user privileges and/or disciplinary action including expulsion or suspension. In the case of staff, the violation of any policy may result in the cancellation of user privileges and/or disciplinary action in accordance with tenure laws and due process provisions. Such acts may also result in criminal prosecution under applicable state and federal laws. In the case where such actions result in the District incurring costs to restore the network system, hardware, software, or data, the Board will require restitution for restoration costs.

GRANT PARISH SCHOOL BOARD
TECHNOLOGY ACCEPTABLE USE POLICY

Technology resources will be used in the Grant Parish School Board (GPSB) to enhance student learning by providing the student with the latest tools to make learning relevant. The district recognizes that this access gives the student greater opportunities to gain future-ready technology and communication skills that will prepare him/her for work, life, and citizenship. This is accomplished by facilitating student research, differentiating instruction, accommodating student needs, augmenting student communication skills, and motivating the student to become a life-long learner. To that end, we are pleased to provide these resources to all GPSB students.

Grant Parish Technology Resources, as used herein, may include, but shall not be limited to, the following: Internet access, wired and wireless network, servers, cloud services, content filter, desktop computers, mobile computers (laptop, iPad, Chromebook), email, videoconferencing capabilities, electronic files, online collaboration capabilities, and numerous instructional resources delivered with computer technology. Acceptable use of these resources shall be consistent with the philosophy, goals and objective of the school district. Terms and Conditions are provided herein to inform students of the responsibilities that will be assumed when using GPSB technology resources. All users, including employees, students, or any other user of school district technology resources shall abide by all policies of the School Board including the District Technology Acceptable Use Policy, EFA and the Internet and Safety Policy both found in the Parish Policy Manual, along with any applicable administrative regulations and procedures.

TERMS AND CONDITIONS OF USE

1. **Personal Safety and Privacy**
    a. Student shall not post personal contact information about themselves or other people without appropriate approval. Personal contact information includes home address, telephone number, home email address, school name and address, etc.
    b. Student shall never agree to physically meet with someone they have met online without his/her parent or guardian's prior written approval. Inappropriate contacts should be reported to school authorities immediately.
    c. Student shall promptly disclose to school district personnel any message they receive that is inappropriate or makes him/her feel uncomfortable.

d. Student shall have no expectation of privacy in their use of GPSB's technology resources. Student use of the technology resources will be monitored, accessed, reviewed and retained. Illegal activity will be reported to appropriate authorities.

2. Access and Use of Content/Resources

a. Student shall not take the ideas or writings of others and present them as if original to the student.
b. Student shall respect copyright materials and other intellectual property. Student may not duplicate, copy, or distribute electronic resources without the appropriate permission, documentation, or citation.
c. Student shall not download or install copyrighted software from any source on any school device.
d. Student shall use GPSB-provided email account, if one is issued, for the purpose of school-related communication. Student shall be responsible for the content of email messages in their account. Email communication is not a confidential medium for transmitting information and should be viewed as public in nature.

3. Illegal Activities

a. Student shall not attempt to gain unauthorized access to or "hack" into the district's network, any computer system through the district's network, or go beyond student authorized access. This includes attempting to access, alter and/or delete another person's account or files.
b. Student shall not tamper with hardware and/or software and/or make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
c. Student will not use GPSB's technology resources to engage in any illegal acts, such as, but not limited to, illegal drug activity, fraud, and criminal gang activity.
d. Student will not use GPSB's technology resources to participate in cyberbullying. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.
e. Student will not attempt to impersonate another individual or organization using GPSB technology resources for any reason (i.e., "Phishing" or "Spoofing").

4. Inappropriate Language/Content

a. Student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic format using GPSB's technology resources. This includes personal attacks or harassment of another person.
b. Student shall not use GPSB's technology resources to access and/or display obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harmful, unprofessional or disrespectful content in any electronic form including audio, images, video and text.
c. Student shall not post information in any electronic format that could cause damage, pose a danger of disruption, or incite confusion or panic, or may result in a disruption of the educational process of the school.
d. Student shall not attempt to remove, modify, or bypass district content filters, security systems, software, and/or configurations installed in order to access inappropriate content.
e. Student shall immediately report to school authorities any website inadvertently accessed with inappropriate content. Note: GPSB, in compliance with the *Children's Internet Protection Act*, will use its best effort to block content as described above; however, given the ever-changing nature of the Internet, there is no filtering system that is capable of blocking 100% of the objectionable material available on the Internet.

5. Respecting Resources

a. Student use of technology resources shall be reserved for educational purposes only as directed by the teacher. Educational purposes include classroom activities and assignments, directed student research, interpersonal communication, collaborative projects, and dissemination of successful educational practices, methods, and materials.

b. Student shall not use GPSB's technology resources for activities such as online shopping, listening to online radio stations, viewing streaming videos, downloading large files, and playing games unless directed by the teacher as part of the curriculum.
c. Student and the student's parent or guardian shall be accountable for the proper use and care of technology resources and for the repair or replacement of willfully damaged equipment.

6. Security

a. Student shall be responsible for maintaining the confidentiality of passwords. Under no condition should the student give his/her password to others nor post the password in written form to be viewed by others. Likewise, using another person's password to gain access is not permitted.
b. Student shall log off or lock user account when away from a computer for more than a few minutes to prevent unauthorized access.
c. Student shall immediately notify school authorities if a possible security problem is detected. Student shall not search for security problems, attempt to circumvent security safeguards or in any way gain unauthorized access to any system or files.
d. Student may only use memory storage devices (i.e., external hard drives, flash drives, etc.) with permission from school authorities and that have been scanned and found to be free of viruses.
e. Student shall not download, install, or execute programs from the Internet and/or external devices without permission.
f. Student shall not attach any device to the network without appropriate approval.
g. Student activity and files residing on GPSB's technology resources will be treated as district property subject to control, inspection, and/or search by School Board personnel.

7. Consequences for Inappropriate Use

a. Student use of technology resources shall be considered a privilege, not a right. Any violation of this agreement may result in, but are not limited to, the following disciplinary actions: (1) student/parent conference with school officials, (2) restriction of privileges, (3) detention, in-school suspension, out-of-school suspension, or expulsion, (4) restitution for damages or replacement, (5) legal action and/or prosecution.
b. Student will be responsible for all assignments in paper/pencil format if privileges are revoked.

Acceptable Use Policy for Artificial Intelligence

Addendum to the Acceptable Use of Technology Systems Policy (AUP)

1. Overview

In recognition of the rapid advancement of artificial intelligence (AI) technologies and their potential to enhance educational experiences, Grant Parish School District is committed to promoting the responsible, effective, and ethical use of AI tools within the educational environment. This addendum to the district's Acceptable Use Policy (AUP) establishes guidelines and expectations for the use of AI technologies, ensuring that all tools support learning while safeguarding the privacy, security, and well-being of students.

2. Definitions

- **Artificial Intelligence (AI):** Refers to computer systems or software capable of performing tasks that typically require human intelligence, including but not limited to learning, decision-making, language processing, and problem-solving.
- **Machine Learning:** A subset of AI where systems learn from data and improve their performance over time without being explicitly programmed for specific tasks.
- **Natural Language Processing (NLP):** Refers to AI's capability to understand, interpret, and generate human language.
- **Generative AI:** AI technologies that are capable of generating new content, such as text, images, audio, and video, based on patterns learned from their training data. These tools may be used for

creative or educational purposes but must be applied with consideration for accuracy, appropriateness, and originality.

3. Access and Permissions
Access to approved AI tools is granted exclusively to students, faculty, and staff for educational and administrative purposes. Use of these tools for any unauthorized purposes is strictly prohibited.

4. Ethical Use
- AI tools must not be used to facilitate or support any form of cheating, plagiarism, or academic dishonesty.
- The generation of inappropriate, offensive, or harmful content through AI tools is strictly prohibited.
- Users must demonstrate respect and courtesy when interacting with AI systems, recognizing the impact these tools have on the learning environment.
- Users should be aware of potential biases in AI tools and exercise caution when interpreting AI-generated content. The district encourages critical evaluation of AI outputs, the training data used by large language models, and other generative AI systems. Discussions on how biases in AI tools may affect fairness and accuracy are strongly encouraged. Natural language processing functions should be equally accessible and consistent for students of all languages and dialects. Users are urged to report any perceived instances of bias to the technology department for investigation.

5. Privacy, Security, and Data Protection
- Users must be mindful of data privacy concerns when using AI tools, particularly with regard to the handling of personal or sensitive information.
- Personally identifiable, confidential, or sensitive information must not be shared with AI tools unless explicitly approved by the district.
- All AI tools must comply with applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other relevant regulations.
- The district ensures that AI tools used in the educational environment have adequate security measures in place to protect user data from unauthorized access.
- Users are required to comply with the terms of service and age restrictions of any AI tools they use.
- The district conducts regular security assessments of AI tools to identify and address potential vulnerabilities.

6. Academic Integrity
- AI tools are to be used to support, not undermine, the integrity of academic work. Appropriate uses include brainstorming, tutoring, and automating administrative tasks.
- Submitting AI-generated work as one's own without proper attribution, or relying on AI to complete assignments without understanding the material, is prohibited.
- Users must adhere to copyright laws and intellectual property rights when using AI tools. This includes refraining from using AI to replicate or alter copyrighted content without authorization and ensuring that all sources, including AI-generated content, are properly cited to avoid plagiarism.

7. Monitoring and Enforcement
- The district reserves the right to monitor the use of AI tools to ensure compliance with this policy.
- Monitoring may include tracking network activity and/or maintaining logs of Internet use for later review.
- There is no expectation of privacy while using district networks or devices. Users should assume that all online activity, including interactions with AI tools, may be subject to review by system administrators.

- Violations of this policy may result in disciplinary actions, which may include suspension or revocation of access to technology resources, actions as outlined in the student or employee handbooks, and notification to relevant parties such as parents, guardians, or supervisors.
- The district reserves the right to block or restrict any AI tools that are being misused or deemed inappropriate for use in an educational environment.

VERIFICATION OF RESIDENCE

The School Board shall require verification of residence of those students whose residence is suspected to be outside the attendance zone of the school the student is attending. When investigating the residence of a student, the School Board shall attempt to verify the primary place of residence of the legal parent of legal or provisional guardian. Such verification of residence shall be based on such items as the following:

1. Voter registration card of parent or custodian, OR
2. Property tax statement of parent or custodian showing homestead exemption, OR
3. Certified copy of any judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parents. Verification of the physical residency of the legal custodian, tutor/tutor or non-parent shall also be required, OR
4. Any other documentation as may be stipulated by the Board, including any two of the following: 911 address, utility bill, or a copy of deed/rental agreement.

Grading Scale			**Grading Scale for High School Advanced Placement, Dual Enrollment, and Honors classes**	
90 -100	A		90 - 100	A
80 - 89	B		80 - 89	B
70 - 79	C		70 - 79	C
60 - 69	D		60 - 69	D
0-59	F		0-59	F

TEXTBOOKS

All textbooks being considered for adoption can be reviewed upon request. Restitution for textbooks lost or destroyed by students shall follow the schedule below:

1st year	Full price of book
2nd year	80% of full price of book
3rd year	60% of full price of book
4th year	40% of full price of book
5th year	20% of full price of book

STUDENT FEES, FINES, AND CHARGES

The Grant Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms, subjects, or sports. Generally, students should not be denied or delayed admission or denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure

to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112 (C). However, graduation and other school extracurricular activity participation may be withheld due to unpaid fees.

The School Board shall ensure that the following information regarding student fees be published on the School Board's website and on the website of each school, as well as in each school's student handbook. Please refer to your child's school handbook for the information specific to the following:

- Descriptions of each student fee being charged
- The dollar amount of each student fee
- How each student fee will be collected and used
- The deadline by which each student fee is due and the desired method of payment
- The process for collection of unpaid fees
- The process whereby students and families may request an economic hardship waiver
- The criteria by which economic hardship waivers may be approved
- The process whereby any denial of request for waiver may be appealed

Such information shall be reviewed and updated by the Superintendent and staff annually prior to the start of the school year.

Economic Hardship Waivers - The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), or Medicaid; foster families caring for children in foster care; and families that are homeless. All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

PROBLEMS AT SCHOOL

Where do I start when my child has a problem at school?

The best place to begin is with your child's teacher. The teacher is most likely to have the most information about the problem. Starting with the teacher also demonstrates respect.

When a problem arises, should I call the school or go there in person?

Minor issues can generally be addressed successfully over the phone. If you feel that a face-to-face visit is necessary, be sure to make an appointment.

When a problem comes up, how should I deal with the school?

Try to keep an open mind, get the facts, and write them down. You will then be in a better position to clearly discuss what you see as the issue is resolved.

Who should I believe when told about an incident that happened at school?

Often the conflict and emotions that arise from an incident cloud the retelling. You should look for the facts and suspend judgment until you have heard about all sides of the story.

RESOURCE OFFICER

In 2001, the Grant Parish School Board partnered with the Grant Parish Sheriff's Department to hire a school resource officer for the Grant Parish School System. A school resource officer is a commissioned police officer that is assigned to work schools. The officer is trained for the specific tasks of working in the school environment.

A school resource officer teaches law-related classes to students, does informal counseling with students and law enforcement in the schools. The school resource officer is not a disciplinarian but may assist school administrators and faculty when called upon to do so with such issues. If an incident occurs within the school system that is determined to be a criminal matter, the school resource officer will assist the administrator with the investigation of that incident. A student may face criminal charges and/or disciplinary action under the Grant Parish School Discipline Policy.

The purpose of a school resource officer in our schools is not to intimidate students. A school resource officer promotes a positive relationship between law enforcement officials and students. The officer is a friend to the students and helps promote positive behavior. School resource officers help protect every student from all forms of school violence.

The Grant Parish Resource Officer will be notified and will investigate the actions listed below. This investigation may result in criminal charges being filed.

- Fighting
- Possession of Category II or III drugs or tobacco
- Striking of staff or faculty
- Possession of weapon(s) prohibited under federal law, defined in section 921 of Title 18 of the US Code
- At any other time, the principal or his designee deems law-enforcement intervention is appropriate

STUDENT SEARCHES

The Grant Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any school administrator/designee (such as teacher, principal, other school administrator, or school security guard) employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Students shall have no expectation of privacy in use of the lockers which have been assigned to them.

The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students. Any student not present during the search shall be informed of the search immediately thereafter.

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

visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

Whenever law enforcement officers are called in or involved in a search for drugs or the presence of other illegal items on school grounds, including vehicles on campus, the law enforcement officers shall direct the search process. School personnel involvement shall be limited to identification of students and to provide assistance to the officers. Any suspected drug items found shall be tested for identification. Any extra expense incurred in identification shall be assumed by the School Board.

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

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

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

SEARCH OF STUDENT'S PERSON

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

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

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

Any search of a student's person shall be done privately by a school administrator/designee of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches.

SEARCH OF VEHICLES

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

If the automobile is locked, the student shall unlock the automobile. If the student refuses to unlock the automobile, proper law enforcement officials shall be summoned, and the student shall be subject to disciplinary action. Any student not present during the search shall be informed of the search immediately thereafter.

CONFISCATION

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

INDEMNIFICATION

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

GUIDELINES FOR USE OF METAL DETECTORS

The Grant Parish School Board, to help ensure the safety of its students and employees, has approved the use of metal detectors in schools. Strict guidelines will be followed to ensure that searches conducted with a metal detector are lawful, unbiased, and respectful of the right of privacy. This policy is based on La. R.S. §17:416.3, Paragraph A, Subsection (2) (B). Schools may utilize a weapons detector if available on campus in conjunction with a metal detector and/or wand.

PURPOSE

School systems in Louisiana are faced with ever-increasing violence and the use of weapons on or adjacent to school campuses and at after-school social functions. In this connection, it is generally believed that walk-through and metal detectors could prove useful as a deterrent when utilized in a

publicized search program. The purpose of these guidelines is to deter students from bringing weapons onto school property, thus reducing the potential for violent incidents.

NOTIFICATION

1. Signs shall be posted outside the entrances to School Board facilities in order to provide notice to all persons that they are subject to search as a condition of entry.
2. The parent or guardian of every student should be notified that searches will be conducted. This notice should be done in a way to ensure that the parents have received the notice.
3. The parent of the student will be notified if a weapon is found.

USE OF METAL DETECTORS

Only those administrators who have been trained and certified in the use of metal detectors are allowed to make searches. The search plan will be as follows:

1. Search students at random as they enter school, enter the cafeteria, and leave school, search all or every third, fourth, or fifth student
2. Select at random an entire class to search upon entering, and/or upon leaving the classroom
3. Search all students as they enter or leave the premises.

INDIVIDUAL SEARCHES

A principal or administrator may search the person of a student or individual with or without a metal detector when the administrator has a reasonable suspicion that the student or individual has in possession a weapon, illegal drugs or other contraband.

DETECTOR SEARCH PROCEDURE

When conducting a detector search of a student or individual the administrator shall request that all metal objects be removed from pockets and placed on a tray, along with any bags or parcels being carried. If the detector activates on the individual, the administrator conducting the search shall request that any remaining metal objects be removed. If the detector activates again the individual should be taken to a private area and personally searched by a search team member of the same sex. A witness of the same sex should be present during this portion of the procedure. Full strip searches are to be avoided. Once the object causing the metal detector to activate has been removed, the individual shall be searched again with the metal detector, and the search will continue only if the detector activates again. A physical exam will be made of all bags and parcels belonging to the individual.

DISCOVERY OF CONTRABAND

Should an individual be found in possession of contraband (such as weapons, illegal drugs, or other prohibited objects), the search team member shall notify the appropriate school official and/or law enforcement officer. The law enforcement officer shall take custody of all weapons and illegal drugs. The administrator should attempt to notify parents of a student when a discovery of contraband has been made.

RETURN OF PROPERTY

All property removed from an individual that is not prohibited by School Board policy shall be returned to the individual upon completion of the search.

SCHOOL GROUNDS

Following completion of a search of students, the search team should conduct a perimeter search of the school grounds for weapons or other contraband.

STUDENT ACCESS OF AUTOMOBILES

During the school day students shall not enter automobiles on or near campus without permission from teacher or principal. This will reduce student access to weapons or contraband.

GRANT PARISH CODE OF CONDUCT

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

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

Multi-Tiered Systems of Support (MTSS) is a proven, research and evidence-based framework used in school settings to address the academic, behavioral, social, and emotional needs of students. It utilizes a three-level framework to employ evidence-based and data-driven decision making to ensure student success through the use of appropriate interventions. Successful implementation of MTSS requires all teachers, administrators, students, families, and the community working together to support the student. MTSS aligns with other school programs including PBIS (Positive Behavioral Interventions and Supports), SEL (Social Emotional Learning), and Special Education Services.

Positive Behavioral Interventions and Supports (PBIS) is a proven, research and evidence-based discipline program that emphasizes school-wide systems of support that include strategies for defining, teaching, modeling and supporting appropriate student behaviors to create positive school environments. PBIS emphasizes teaching students to behave in ways that contribute to academic achievement and school success and that support a school environment where students and school staff are responsible and respectful. PBIS also emphasizes the need for school staff to promote appropriate behaviors by teaching, modeling, reinforcing and monitoring appropriate behaviors and by treating many minor misbehaviors as

"teaching moments" rather than punishment opportunities. PBIS recognizes that effective school discipline is anchored to meaningful corrective instruction and guidance that offers students an opportunity to learn from their mistakes and contribute to the school community. PBIS also involves ongoing monitoring of discipline data to ensure equitable school-based discipline practices are implemented in a fair and non-discriminatory manner.

The Student Code of Conduct complements and supports the district-wide implementation of MTSS and PBIS to foster student academic and behavioral success.

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

POSSIBLE CORRECTIVE STRATEGIES

TEACHER/STAFF INTERVENTIONS
Each school is required to have a documented minor fraction policy in accordance with their school-wide MTSS and PBIS plans.
The following classroom interventions may be used to correct student behavior: ● Restating desired behavior/expectation and verbal reminder ● Re-teaching of desired behavior/expectation; student-teacher conference ● Verbal warning ● Assignment of extra duties ● Limited access recess ● Supervised isolation of the student within the classroom (time out) ● Assignment of reasonable written work ● Written warning, phone call/note home ● Behavioral Contract ● Individual Behavior Plan ● Referral to SBLC ● Referral to counseling service ● Peer mediation/conflict resolution ● Parent conference ● Detention - during school hours (i.e., not including recess detention)

ADMINISTRATIVE INTERVENTIONS	
Disciplinary Intervention/Consequence	**Brief Description**
Student Conference	The principal and/or designee meets with the student regarding the discipline incident to discuss what happened and steps that the student can take in the future to prevent further discipline incidents.
Peer Mediation	Meeting between two or more students to discuss a discipline incident and work out a meaningful and peaceful resolution between the students.
Restorative Justice	Restorative justice empowers students to resolve conflicts with the help of the school community through means that bring students together in peer-mediated small groups to discuss the infraction that occurred and determine a consequence/intervention that restores the school community.
Before or After School Detention	Morning, afternoon, or recess detention is held at the school site. An administrator, certified teacher or school staff monitors the detention activities. The child does not miss class time. The parent must drop their child off for Morning Detention and pick them up following After School Detention. No transportation is provided to students assigned to detention. Parents are given a minimum of a 24-hour notice prior to the student serving the ASD. Failure to report for detention as scheduled without reasonable explanation will result in additional disciplinary action unless there is a documented reason as per policy why the child cannot attend.
Behavior Intervention Plan	A student specific plan that is aimed at improving problem behavior. Parents, students and school staff work together to develop and implement this plan
Referral to School Building Level Committee (SBLC)	A referral to this multidisciplinary (licensed social workers, school counselors, teachers, nurses and other essential members) team is suggested to initiate a problem-solving process. The parent, and sometimes the student dependent upon age, will be invited to participate as the team assesses each individual situation to uncover the root of the problem behavior and provide appropriate interventions to prevent further problem behavior.
In-School Detention (ISD)	May take place during breaks in a school day or during an elective period. It cannot exceed 1 hour/period per day or remove the student from core academic instruction. Student may not be kept from participating in these activities for more than three (3) consecutive days because of discipline or makeup.
Bus Suspension	Corrective consequence for violations of the Student Code of Conduct that occurs on the bus. It involves removal of the ability to ride the bus to and from school for a number of days not to exceed five school days maximum.
Non School Day/Alternate Day/Non-Calendar Day Detention	Detention is held at the school site on a non-instructional day. An administrator, certified teacher (If paid through district funds) or school staff monitors the detention activities. The child does not miss 9 class time. The parent must drop off and pick up their child at the designated time. No transportation is provided to students assigned to detention. Parents are given a minimum of a 24-hour notice

	prior to the student serving the ASD. Failure to report for detention as scheduled without reasonable explanation will result in additional disciplinary action unless documented reason as per policy why the child cannot attend.
In-School Suspension (ISS)	ISS is a corrective consequence for violations of the Student Code of Conduct that involves the temporary removal of a student from regular school classes and the placement of a student in an approved in-school setting during the course of the school day. Students assigned to ISS are required to complete relevant social skills activities that relate to their referral concern(s), as well as their academic class work and other assignments that are in keeping with the student's curriculum. Assignment to ISS may occur for specific periods of time (e.g., 1 hour to 3 school days for 1 offense) deemed appropriate by the school district administrative team to effectively address behavioral infractions for which ISS is an appropriate consequence. ISS includes planned remediation designed to teach the student replacement behaviors and generalization strategies to assist the student in displaying the replacement behaviors in the school environment, as well as restorative justice practices, if appropriate. Students who are assigned ISS will be marked present and are allowed to complete missed class work/tests for full credit.
Loss of Privileges	A student may be denied certain privileges such as attending games or school dances for misbehavior.
Out of School Suspension	Out of school suspension means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities. In all instances of suspension, parents shall be notified by telephone if they can be reached with reasonable effort, and by letter from the principal with a copy of the suspension notice to be given to the student. During any period of suspension, the student shall not be permitted to be on school grounds or attend any school – related activity, including band, athletics, chorus, strings, etc.
Parent Contact/ Conference	Phone calls, notes home, letters, meetings with parents, automated calls, emails. Must occur each time a State Form is completed.
Referral to School Counselor or School Social Workers	School based counseling or mental health services aimed at improving student behavior. Written parental consent is required for mental health services.
Restitution or Repair	Payment or repair for damages to property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student. A student may be suspended for damages and shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the superintendent of schools. If the property damaged is a school bus owned by, contracted to, or jointly owned by any city, parish, or other local public school board, a student suspended for such damage shall not be permitted to ride any school bus until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the superintendent of schools.
Emergency Conference	After a referral for an emergency conference and an emergency conference, a parent/guardian may be required to bring a student to a medical provider (Medical Doctor, Psychologist, Psychiatrist, or Nurse Practitioner) for a threat assessment. A parent or guardian must report to the school for a conference immediately to review a situation deemed as an emergency. The parent/guardian is given 72 hours to provide the school documentation that the child has been seen by a medical provider listed and notice of whether the child is cleared or referred for further services by the provider. If a parent does not comply with the timeline, the school will make a referral to the Department of Child and Family Services regarding the situation and include the fact that the parent has not provided documentation from a medical provider for the child.

BULLYING POLICY

The Grant Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Additionally, the School Board does not discriminate on the basis of race, color, national origin, sex, or disability and discriminatory harassment is expressly prohibited. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students or school personnel shall be unacceptable. All students, teachers, and other school employees shall take prompt and effective steps within the scope of their individual authority to prevent violations of this policy.

Bullying shall mean:

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

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

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

Discriminatory harassment shall mean bullying, as defined above, on the basis of race, color, national origin, sex, or disability that creates a hostile environment, i.e., the conduct is sufficiently serious to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

REPORTING - The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s).

Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law.

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

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

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

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

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

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

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

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

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

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

B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

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

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

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

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

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

PARENTAL RELIEF - If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy

has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board. Such a request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall: Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

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

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

TRAINING - The School Board shall provide training for all employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

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

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

DISCIPLINARY ACTION - Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, discriminatory harassment or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions shall also be implemented. Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

Should the investigation determine that an incident has occurred; the student(s) involved shall be disciplined in accordance with this policy. Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying.

Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Conference with the student(s) involved; with the parents/guardians
- Counseling
- Character Education
- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Schedule change
- Detention

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying, students who witness incidents of bullying behavior, and students who commit an offense of bullying.

Student(s) may be suspended/expelled from school as follows:

- First offense: 4 days out of school suspension (8 days ISS may be substituted if available) in addition to other interventions
- Second offense: Students in grades 4-12 who are guilty of bullying for a second time as determined by the school administrators will be recommended for expulsion.
- Serious cases: In more serious cases, students may be recommended for expulsion on first offense.

SEXUAL HARASSMENT

A charge of Sexual Harassment will result in the following: Full investigation by principal or his designee, determination to the validity of charge, and appropriate action. The action may range from mandatory counseling sessions, or any form of Administrative action(s) found in the Disciplinary Policy.

a) Principal will investigate, contact the parent and determine appropriate action. Discipline may include counseling, suspension/expulsion from school and other forms of disciplinary action as deemed necessary. Mandatory session with appropriate school board personnel may be required.

b) Mandatory Counseling

GRANT PARISH BUS RIDER'S HANDBOOK

Student Responsibilities:

<u>Before the Bus Arrives</u>

1. Arrive at the bus stop five (5) minutes before the bus is due. If a student is not at their designated stop, the bus will not stop. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place; stand ten (10) feet back from the roadway and wait until the bus comes to a complete stop before approaching.
3. Form a single line and enter the bus in an orderly manner (no pushing or shoving).
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find your assigned seat quickly.
6. Carry belongings in a backpack or book bag and if something falls under or around the bus, tell the driver. NEVER TRY TO PICK IT UP YOURSELF!

<u>While on the Bus</u>

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted. Remain quiet so as not to distract the driver.
2. Always cooperate with the bus driver and other school officials.

3. Remain seated and face forward at all times; keep feet out of the aisle and do not change seats. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly. Do not stand to exit the bus while the bus is still in motion.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus. Vandalism, including writing on seats, will not be tolerated.
5. Harmful items, such as drugs, tobacco, matches, lighters, electronic smoking devices, obscene materials, alcohol, knives, weapons, etc. are strictly prohibited.
6. Be courteous to your bus driver and fellow passengers. Do not use profane language or gestures.
7. Sports equipment and band instruments must be in a bag or case.
8. Help keep the bus clean.
9. Keep all parts of your body inside the bus at all times.
10. No food or beverages are permitted.
11. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus. Do not bring large objects such as science projects, poster boards, etc. on the bus.
12. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.
13. Boarding or exiting the bus at a stop other than your assigned stop will not be allowed without written permission from a parent/guardian, signed by the principal.
14. Keep the rear emergency exit door clear. Do not use the emergency exits except for emergencies.
15. Do not bring glass objects (except eye glasses prescribed by a doctor), balloons or floral arrangements on the bus.
16. Keep objects such as pens and pencils in a backpack or purse while on the bus.
17. Animals are not allowed on the bus.
18. Electronic devices such as cell phones, MP3 players, gaming devices, etc. are not allowed on the bus. Devices will be confiscated and turned over to the school administration.
19. Students are expected to follow school dress codes while riding the bus.

When Exiting the Bus

1. Exit the bus in an orderly manner (no pushing or shoving).
2. If you must cross the street, walk away from the bus and forward about ten (10) feet until you can see the driver's face. Cross only after the driver motions for you to cross, and check traffic before you cross the street.
3. If something falls under or near the bus, tell the driver. NEVER PICK IT UP YOURSELF!
4. Never cross behind the bus.
5. Cross over about ten (10) feet away from the side of the bus and stay away from the wheels. Do not attempt to grab the bus or run after it. Never crawl under the bus.
6. Go directly home after leaving the bus.

Parents' Responsibilities:

The task of transporting students safely and efficiently can only be successfully accomplished with the cooperation and help of parents who are encouraged to reinforce safety guidelines with their children and to support and appreciate disciplinary measures. All of these policies are designed to help insure a SAFE and pleasant ride for ALL students. Knowledge and support by parents concerning student responsibilities and disciplinary guidelines will help the students retain their privilege of riding a school bus. Listed below are responsibilities which parents should assume in order to reach the goal of a safe ride for everyone.

1. Make sure your children are at the bus stop five (5) minutes before scheduled bus arrival. Be sure they dress appropriately for the weather, since they may have to wait in the rain or cold.
2. Supervise your children to, from and at the bus stop for their safety and protection.
3. If you have to pick up your children from the school, please do so in a timely manner. Failure to do so could result in your children being turned over to our Grant Parish Sheriff's Department Resource Officer.
4. Equip your children with backpacks or book bags which free their hands for balance and holding onto the bus handrail.

5. Teach your children the rules for safe bus riding (see students' responsibilities).
6. Teach your children their address, phone number and bus number.
7. Items and objects that are not permitted on the bus must be taken to school in some other way (see items not allowed on buses).
8. Report illegal and/or unsafe school bus driving to the Transportation Department immediately.
9. Assume responsibility for the behavior of your children while they are riding the bus and at the bus stop. If bus riding privileges are revoked, parents must provide transportation to and from school, until privileges are reinstated.
10. All motorists should know and obey the Louisiana school bus stop law La RS 32:80.
    §80. Overtaking and passing school buses
    - The driver of a vehicle upon a highway meeting or overtaking from any direction any school bus that has stopped for the purpose of receiving or discharging any school children shall stop the vehicle not less than thirty feet from the school bus before reaching such school bus when there are in operation on said school bus visual signals as required by R.S. 32:318, and said driver shall not proceed until such bus resumes motion or the visual signals are no longer activated.
    - The driver of any school bus is authorized to notify the appropriate law enforcement authority of any violation of this Subsection within twenty-four hours of the violation. This notification shall be in writing on a form provided to the bus driver by the school board, shall be signed by the school bus driver, under penalty of criminal prosecution, in the presence of two witnesses, and it shall include the license plate number and color of the vehicle. The notice may be sent to the appropriate law enforcement agency by mail, fax, or electronically. If mailed, the notice shall be deemed timely if postmarked the day after the violation.
    - The appropriate authority may issue a citation to the owner or, in the case of a leased vehicle, the lessee of the vehicle involved, on the basis of this information. The owner or lessee shall not be cited if the vehicle is stolen, or if another driver is cited for the violation.
    - Any person convicted of violating this Subsection shall be fined not less than one hundred dollars nor more than five hundred dollars or imprisoned for not more than six months, or both, in accordance with the provisions of R.S. 32:398.2, and shall have his driver's license suspended in accordance with the provisions of R.S. 32:414(A)(2).
11. At no time is anyone allowed to step onto a school bus who is not a Grant Parish student or a Grant Parish School employee.

Items Not Allowed On Buses - Students are not permitted to bring large items on the bus that cannot be held in their lap or stored under a seat. This includes large band instruments, boxes, or projects. Students are not allowed to store items in the front of the bus under the dash or next to the driver. Also, the transportation of animals, weapons, drugs, and objects that pose a threat to the passengers is strictly prohibited.

Lost and Found - Items accidentally left on the school bus will generally be kept on the bus by the driver for one or two days. If unclaimed, items will be turned in to the respective school.

Safety Tips - Be aware of the Danger Zone – The Danger zone is the ten (10) feet area around the bus. The bus driver can't see you when you are in the Danger Zone. If the bus starts moving while you are in the Danger Zone, you could be injured.

Safety Tips at the Bus Stop

- Wait away from the road.
- If it is dark outside, make sure you are visible. Wear light colored clothing.
- Don't fool around while waiting on the bus.
- Wait until the bus comes to a full stop.
- Walk to the bus single file.
- Use the handrail to get on and off the bus.
- Move away from the door quickly once you are off the bus.
- If you must cross the road, walk at least ten (10) steps ahead of the bus along the edge of the road.
- Wait until the driver signals you across the road – check traffic first.

Weather / School Closings

- There is always the possibility that inclement weather may hinder transportation services. Parents should remind students on days when there is snow, ice or flooding and school is in session, that buses will often be running late.
- JTEXTS will be utilized to communicate transportation information to parents/guardians. It is imperative that parents/guardians provide current and accurate contact information to the school in order to receive these notifications.
- To determine if school has been dismissed, parents and students may also check the GPSB webpage or Facebook page, listen to the radio, or watch the television. Listed are the stations that receive school cancellation information before 6:00 a.m.
    - Television: KALB, KLAX
    - Radio: KLAA FM 103.5, KRRV FM 100.3, KVDP FM 89.1

Emergencies - In the event of an emergency on the school bus, students must always cooperate with the bus driver. Students should remember to remain calm and be quiet so they can hear the driver's instructions. This is especially critical if it becomes necessary to evacuate the bus due to an immediate hazardous condition.

Riding a Different Bus - Students who wish to ride a bus other than their assigned bus (i.e., going home with a friend, going to a babysitter, etc.) should provide the school with a note from their parent or guardian. If the request cannot be granted, the parent or guardian will be contacted.

Late Buses - Despite everyone's best efforts to keep the buses on time, it is inevitable that buses will sometimes be late. Unforeseen situations such as mechanical breakdowns or traffic congestion can prohibit the bus from being on time. When these situations occur, the Transportation Department makes every effort to get the bus back on schedule; however, it is not always possible.

Parents are encouraged to wait with their children at the bus stop. Parents, who cannot stay at the bus stop with their children, should have contingency plans with neighbors and with their children on what to do if the bus is late or if the child should miss the bus.

Field Trips / Activity Trips - Transportation is also provided, when feasible, to transport students attending various academic or competitive events. Students riding the bus on field trips/activity trips are expected to follow the same rules that apply to students riding buses to and from school on a daily basis. Misbehavior will not be tolerated and will result in loss of future riding privileges.

Parents of students going on field trips/activity trips must sign a separate permission form, provided by the school, before students will be allowed to ride the bus on a field trip/activity trip. Field trip/activity trip transportation is provided only for students and employees of the Grant Parish School Board. Only the parent or legal guardian has permission to check a student out from an off-campus activity.

Reporting Problems - Parents and students should report problems, with other students on the bus, to the bus driver. Please do not distract the driver while students are loading or unloading and keep conversation with the driver to a minimum. Other children are waiting for the bus at the next stop and extended conversation with the driver may cause other traffic to be delayed and/or cause an accident. If parents need to have a discussion with the driver, please call the driver or schedule a meeting at the school. Parents/guardians or any person who is not a Grant Parish School Board employee or a Grant Parish student are not allowed by law to step onto a bus. Please be aware there are laws protecting school board property and school board employees.

Safe Conduct Guidelines - A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions from students who are misbehaving; therefore, unacceptable behavior by students will not be tolerated and will ultimately result in loss of bus riding privileges.

In addition, the quality of the ride and atmosphere inside the bus affects the students' ability to learn and his/her attitude for the whole day. Therefore, it is important that disruptive students not be allowed to negatively impact a child's school day. Students who disrupt the bus will not be allowed to ride the bus.

Parents should also be aware that the inside of a bus is a confined space where children are sitting very close together, usually with several age groups mixed together. This creates an atmosphere where even minor behaviors can be annoying to other students and cause conflicts. Also, since so many children are together at the same time, peer pressure may cause a child to act out, when under other circumstances, the child may not. Because of these factors which are unique to the bus, a child may not exhibit the same behavior on the bus as he/she does in the classroom, at home, or in a less stressful environment. Parents are requested to instruct their children appropriate bus behavior and tolerance. Please help reinforce the authority of the bus driver as you would a teacher's authority in the classroom.
Drivers are trained to recognize and deal appropriately with misbehavior. They don't arbitrarily choose a student to "pick on". If a child is continually getting in trouble on the bus, it is because of some behavior that is inappropriate. Many times, the best way to keep a child out of trouble is to separate him/her from other children who are not making good decisions or are causing the child to act out. For these reasons, the bus driver's second step, after talking, is to assign a different seat. Parents or the child can request an assigned seat to keep the student out of trouble.

Parents should also recognize that the driver's attention is divided between the traffic outside the bus and the children inside the bus. A driver can only monitor students through a mirror while maneuvering a large vehicle through traffic. Misbehavior, which distracts the driver's attention, could result in a catastrophe, while the same behavior in the classroom may result in only a slight disruption.

Bus Stops - Bus stops will be assigned only at a student's residence. Students boarding or exiting the bus at an unauthorized stop is not allowed unless other arrangements have been made through the school administrator. A place of business cannot be used as a bus stop unless the residence is located at the same address. Arrangements may be made to accommodate daycare facilities but only if feasible. If the number of children riding the bus to and from the daycare facility overcrowds a bus, school bus transportation will not be available.

A student's behavior at a bus stop, prior to the arrival of the bus, is the responsibility of the parent. Destruction of property and/or vandalism at a bus stop by a student is a civil matter and will be handled by the police.

Bus stop mileage requirements:

- 3/10 of a mile total (in and out) for PreK – 8th grade
- 4/10 of a mile total (in and out) for 9th – 12th grade
- The road must be an all-weather road with a bus turnaround. If the road and/or the turnaround is on private property, a notarized permission form must be completed by the property owner. The Transportation Department will inspect the road and/or turnaround before final approval will be given.
- The Grant Parish School Board does not create or maintain roads, driveways or turnarounds.

In an effort to keep our younger students safe, it is the practice of the Grant Parish School Board not to release students, pre-kindergarten through third grade, off of the bus unless a parent/guardian or other designated adult is in view of the driver.

If there is not a parent/guardian or designated adult at the bus stop, the student will be returned to the school or placed into the custody of our Grant Parish Sheriff's Department Resource Officer after the bus route.

Transportation will be suspended:

- Third occurrence for five (5) days
- Fourth occurrence for ten (10) days
- Fifth occurrence for the remainder of the school year

In an effort to reduce fuel and transportation related costs, the Grant Parish School Board will discontinue the use of a morning bus stop after the 3rd day in a row of no student utilizing the bus stop.

- Parents should notify the bus driver and school when occasions arise where a student will not be utilizing public school transportation for 3 or more consecutive days.
- If the bus stop is discontinued, the bus stop can be reinstated after the parents contact the Grant Parish School Board Transportation Manager Ty Melton via email at tmelton@gpsb.org or phone at 318-627-3274.

BUS CODE OF CONDUCT: GRADES PRE-K - 12

Major bus infractions such as fighting, drugs, weapons, inappropriate bodily contact, etc. may warrant more severe consequences that could include, but not limited to suspension from the bus or out of school suspension or recommendation for expulsion from school. The school level principal and/or principal's designee will make the determination of consequences after appropriate assessment protocols and thorough investigation of events have been completed. In the case that a bus incident involves students from multiple schools, each school building level principal or designee shall consult with each other to discuss the facts of the case. Each school is responsible for determining the appropriate punishment for the student that attends their school. School buses are equipped with cameras and audio recording devices. Law Enforcement officials may be contacted at the discretion of the transportation supervisor and/or principal.

Bus Infractions & Corrective Strategies		
Disruption that violates traffic and safety regulations/bus disturbance	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations. To cause any type of disturbance that distracts the bus driver.	**Bus Consequences** (Action by administrator and report to driver will occur within 48 hours of referral submission by driver) **First Infraction:** ● Restorative Justice ● Parent Contact (Contacted by the driver, documented in log) ● Assign detention before or after school **Repeated Infractions:** ● Bus suspension for 1-3 school days of probation ● Removal from the bus ○ SEL Lesson ○ Parent contact (Contacted by the driver, documented in log) (Contact may also be made by school administration) ○ Referral for MTSS
Leaving the bus without permission	Exiting a bus without the explicit permission from the bus driver	
Boarding and Exiting bus at incorrect stop	Getting on or off the bus at a stop that is not your bus stop without the explicit permission for bus driver, administrator, or other school official	
Defacing bus or destroying property or bus vandalism	Damage, destruction or defacement of bus/bus property	
Refusing to sit in assigned seat on the bus	Sitting in seat that is not assigned to you without explicit permission and refusing to return to the assigned seat when asked to	

OFFENSES AS LISTED IN THE ELEMENTARY AND SECONDARY CODE OF CONDUCT WILL FOLLOW POLICY OUTLINED IN THE CODE OF CONDUCT BUT MAY ALSO INCLUDE BUS SUSPENSION AND/OR REMOVAL AT PRINCIPAL'S DISCRETION. OFFENSES SUCH AS: INSTIGATES OR PARTICIPATES IN A FIGHT, THROWS OBJECTS, HORSE PLAY, USE OF PROFANITY, TAMPERING WITH EMERGENCY EQUIPMENT.

Please sign on page 1 to indicate you will inform your child of the bus rules and regulations.

CAR RIDERS: It is the responsibility of the parent to ensure children are dropped off and picked up at the appropriate times-see school handbook for times. Should parents neglect to pick students up during the appropriate times-the following will be enforced:

1. First Offense—Warning
2. Second Offense-Student will be charged $1 per minute after first 15 minutes
3. Third Offense—Student will be charged $1 per minute after the first 15 minutes and referred to OCS and/or family court.

DISRUPTION THAT VIOLATES TRAFFIC AND SAFETY REGULATIONS/STUDENT DRIVERS

School's administration has the authority to suspend a student's driving privileges at any Time. SRO will be notified. Student may receive a citation.

a) Administrative warning for car driver.
b) Parent conference and driving privileges suspended 2 days
c) Driving privileges suspended 4 days
d) Student's driving privileges suspended for remainder of semester.
e) Student's driving privileges suspended for remainder of school year.

DRESS CODE GRADES PRE- K - 12TH
Reviewed: 10/5/2022, 5/24/2023, 6/14/2024, 4/11/2025
Adopted: 06/02/2025

Shirt:
- Solid Color: Navy, White or school designated color, or any other shirt approved by the principal
- Polo with no more than three buttons at the top of the collar (short or long sleeves).
- Oxford/Dress shirt (short or long sleeves)
- Only school approved emblems, monograms or logos allowed
- Any shirt worn under the uniform shirt must be white, navy or school approved color, including turtlenecks and tee shirts with no visible emblems.

Slacks:
- Solid color: Khaki or Navy
- No cargo pockets
- Capri style slacks are allowed
- No stretch material, oversized, or low riders, or low riding hip huggers
- No overalls
- Loose fitting
- Must be hemmed and have no frays
- Must be worn at the waistline, no low rise, mid-rise, or low riders

Shorts/Skorts/Skirts/Jumpers: (Updates pending board decision)
- Solid color: Navy or Khaki
- Length no shorter than 4 inches from the top of the kneecap
- Loose fitting
- No cargo pockets
- Slits in skirts/skorts/jumpers are to be no shorter than 4 inches from the top of the kneecap
- Must be hemmed and have no frays.

Shoes:
- Shoes must be worn.
- All shoes must have a back or a back strap. Shoes that slip off of feet can cause a safety problem.
- If shoes have laces, the laces are to be tied in order to eliminate the possibility of tripping on the laces or having the shoes fall off the feet.
- No slippers, or house shoes are allowed

Outerwear:
- No distracting or inappropriate logos are allowed.
- Pullovers or Hoodies are allowed, but hoods <u>may not be worn on campus or on the school bus.</u> Must not have inappropriate slogans or advertisements for beer, cigarettes, drugs, obscenities, sexual connotations, etc.
- Sweaters may not be tied around the waist.
- Trench coat style longer coats are not allowed.
- In grades 6-12, wearing a shirt as outerwear is not permitted. (Non-school shirt over school shirt)

General Regulations:

1. Hair should be clean, neat and well groomed. Extreme hairstyles are not allowed. Students have 4 school days to comply with hair regulations. In accordance with La. R.S. 23:332, the school board shall not discriminate based on a person's natural, protective, or cultural hairstyle. Natural, protective, or cultural hairstyle includes but is not limited to afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
2. All adornments and embellishments (including but not limited to make up, earrings, facial piercings, girls' headbands, bracelets, leggings, etc.) must be appropriate and non-distractive—must not have inappropriate slogans or advertisements for beer, cigarette, drug, obscenities, or sexual connotation, etc. or pose a safety issue for student or others.
3. Disrespectful, hurtful, or derogatory tattoos must be covered by clothing, Band-Aids, or makeup. This shall include but not limited to: depictions of nudity or violence, vulgar or profane art, words, or language, symbols likely to incite a strong negative reaction in any group, and initials, symbolism or acronyms that represent criminal or historically oppressive organizations or activities.
4. Facial hair can be worn in grades 9-12 but must be neat and well-groomed in appearance.
5. Facial hair in K- 8 is not allowed.
6. Sunglasses are not allowed unless a physician prescribes them.
7. Hats, caps, kerchiefs, or bandannas are not allowed.
8. Transfers into the Grant Parish School System will be allowed four (4) school days to obtain apparel that meets the restrictive dress code.
9. Modifications for spirit days may be made at the discretion of the principal.
10. Principals have the discretion to issue and require student identification badges.
11. Undergarments shall be worn at all times.
12. Backpacks for students in grades 6 - 12 must be clear—allowing all contents to be visible. (Excluding Georgetown High School)

ELECTRONIC SIGNALING DEVICE POLICY GRADES K - 8

All GPSB students are assigned a technological device to use for instruction. According to R.S. 17:239 (A), no student, unless authorized by the school principal or his/her designee, shall possess on his/her person an electronic telecommunication device throughout the instructional school day. Any device which records sound and/or images, electronic telecommunication device, or other electronic device included but not limited to any cell phone, smart watch, wireless headphones, camera, video/audio recorder, MP3, iPod, or gaming device must be turned off, stowed away out of sight and not used during the instructional school day or while riding the bus. The instructional school day is defined as the time students arrive on campus in the morning until the time they are officially dismissed in the afternoons. Students will ONLY be allowed to bring and use **wired earbuds** as needed in class. All other headphones/external devices will be confiscated and electronic signaling device policy followed.

Grant Parish School Board will not be responsible for any electronic device carried onto the school campus by a student or parent.

Photographing, audio recording or videotaping of any persons/activities/incidents/etc. during the instructional day is strictly prohibited. The device will be confiscated and additional disciplinary actions, beyond the list below, may be administered.

Students may be suspended and/or recommended for expulsion due to unauthorized use of technology. The includes the following:

Violations include: videoing, photographing, transmitting images of students and/or staff during or after school and/or school functions (with or without) the express intent to cause harm.

Students K - 8 - Electronic Signaling Device cannot be seen, heard, or used at school by student. *Electronic communication devices shall include, but not be limited to cellular phones, personal computers, laptops, electronic instruments, iPads, iPods, tables devices, e-readers, or similar devices.*

1st Offense	• Device is confiscated and turned over to the office and/or administration. • Parent/guardian must schedule an appointment with school administration to review and sign electronic device receipt and acknowledge policy reminder. ***Device will be held until the meeting is scheduled.**
2nd Offense	• Device held at school for a period of **7 days** and parents/guardians may pick up during school hours at the school campus on the 7th day. **OR** • Parent/guardian may pay **$20** during the school hours and pick up the device. (Payments should be made in cash only with exact change.) ***If the 7th day falls on and/or during a weekend or school holiday, devices will be returned on the first day of school following the weekend or holiday.**
3rd & Subsequent Offenses	• Device held at school for the period of **14 days** and parent/guardian may pick up during school hours at the school campus on the 14th day. **OR** • Parent/guardian can pay **$30.00** fee during school hours and pick up the device. (Payments should be made in cash only with exact change.) ***If the 14th day falls on and/or during a weekend or school holiday, devices will be returned on the first day of school following the weekend or holiday.**

*Devices will only be returned to the parent/guardian.

DEVICES NOT CLAIMED BY JUNE 30TH WILL BE DISPOSED OF PROPERLY

ELECTRONIC SIGNALING DEVICE POLICY GRADES 9 - 12

Grant Parish School Board will not be responsible for any electronic device carried onto the school campus by a student or parent.

All GPSB students are assigned a technological device to use for instruction. According to R.S. 17:239 (A), no student, unless authorized by the school principal or his/her designee, shall possess on his/her person an electronic telecommunication device throughout the instructional school day. Any device which records sound and/or images, electronic telecommunication device, or other electronic device included but not limited to any cell phone, smart watch, wireless headphones, camera, video/audio recorder, MP3, iPod, or gaming device must be turned off, stowed away out of sight and not used during the instructional school day or while riding the bus. The instructional school day is defined as the time students arrive on campus in the morning until the time they are officially dismissed in the afternoons. Students will ONLY be allowed to bring and use **wired earbuds** as needed in class. All other headphones/external devices will be confiscated and electronic signaling device policy followed.

Photographing, audio recording or videotaping of any persons/activities/incidents/etc. during the instructional day is strictly prohibited. The device will be confiscated and additional disciplinary actions, beyond the list below, may be administered.

Students 9 - 12 - Electronic Signaling Device cannot be seen, heard or used at school by student.

Electronic communication devices shall include, but not be limited to cellular phones, personal computers, laptops, electronic instruments, iPads, iPods, tables devices, e-readers, or similar devices.

1st Offense	• Device held at school for a period of **7 days** and parent/guardian may pick up during school hours at the school campus on the 7th day. **OR** • Parent/guardian* can pay a $20.00 **fee** (cash only, exact change) during school hours and pick up the device. *If the 7th day falls on and/or during a weekend or school holiday, devices will be returned on the first day of school following the weekend and/or holiday.
2nd & Subsequent Offenses	• Device held at school for a period of **14 days** and parent/guardian may pick up during school hours at the school campus on the 14th day. **OR** • Parent/guardian* can pay a $30.00 **fee** (cash only, exact change) during school hours and pick up the device. *If the 14th day falls on and/or during a weekend or school holiday, devices will be returned on the first day of school following the weekend and/or holiday.

*If the parent/guardian does not come to the school, the device will only be released to the student at the end of the school day, whether released by date or payment.

Students may be suspended and/or recommended for expulsion due to unauthorized use of technology. This includes the following:

Violations include: videoing, photographing, transmitting images of students and/or staff during or after school and/or school functions (with or without) the express intent to cause harm.

DEVICES NOT CLAIMED BY JUNE 30TH WILL BE DISPOSED OF PROPERLY

ELEMENTARY CODE OF CONDUCT GRADES PRE-K - 5

Administrative Actions for infractions not covered in this policy will be at the discretion of the principal. If 18 or more weeks occur between infractions, the principal/designee has the discretion to move to a lesser penalty phase. The principal reserves the authority to suspend a student out of school. Law Enforcement officials may be contacted at the discretion of the principal. Student may be recommended for expulsion when the safety of students and/or staff are put in jeopardy.

Parents shall be notified in regards to the student code of conduct. All offenses are progressive except dress code and tardies. Administrators reserve the authority to utilize detention and in school suspension if these programs are available at the school site.

The Grant Parish School Board disciplinary policy for students will be enforced without regard to race, sex, religious or political affiliations. This policy governs student actions of all students under the direct supervision of the Grant Parish School Board or designee. Ref: La. Rev. Stat. Ann. §17:416

Although the following administrative offenses are outlined below, the administrative actions will be at the discretion of the principal of the school or his/her designee.

Level 1 Elementary Infractions (Offenses which are considered less serious and harmful to others) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
Not having proper materials, supplies, and/or equipment for participation		Follow PBIS Plan	Follow PBIS Plan
Not participating in class		Follow PBIS Plan	Follow PBIS Plan
04 - Uses Profane or Obscene Language to Another	Vulgar verbal messages, words or gestures that include swearing/cursing or name calling used towards another student.	NOTE: Must follow MTSS. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students. Assign consequences appropriate for the type and number of infractions that will include: Reteach the behavioral expectations Student/Parent Conference Peer Mediation Restorative Justice Loss of Privilege Referral to Counselor and/or SBLC as deemed appropriate Detention(s) – Multiples may be assigned Or In school suspension(s) – Multiples may be assigned Administrative Conference with student	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) **First Infraction:** Verbal Student Warning Peer Mediation Restorative Justice Parent Contact Loss of Privilege **Repeated Infractions:** Referral to SBLC Assign detention before or after school Bus Suspension for 1-3 school days ISS OSS 1-3 days
12 - Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc.		
19 - Is Habitually Tardy/and or absent after the bell at the beginning of day. Also reporting to class after tardy bell	Reporting late to class (within 15 minutes) after the bell when the day begins without permission from school staff. Also reporting to class after the tardy bell rings without permission from a school staff member. (Habitually means to use the following after you have followed the school's minor infraction plan). 1st Offense – Letter to parent (After 3rd Tardy) 2nd Offense – Letter to Parent (After 6th Tardy) 3rd Offense – Parent Conference and Letter to Parent (After 9th Tardy) 4th Offense – Referred to Child Welfare and Attendance Officer 5th Offense – 2 Hours of Detention 6th Offense and Subsequent – 4 Hours of Detention or In-School Suspension		

Level 1 Elementary Infractions (Offenses which are considered less serious and harmful to others) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
	***If habitual tardy/absence continues, the student will be referred to Truancy Court.	Parental contact	
28 - Gambling	Wagering money or property		
30 - Disturbs the class and/or school	Behavior causing disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out-of-seat behavior.		
32 - Improper dress, Dress code violation, or ID violation	Improper and/or out-of-dress code or not visibly wearing a school ID 1st Offense - Documented warning and notification of parent by teacher 2nd Offense - Documented warning by teacher or administrator. Parent/guardian must immediately correct the problem. 3rd Offense - 2 Hours of Detention. Parent/guardian must immediately correct the problem. 4th Offense - 4 hours of Detention. Parent/guardian must immediately correct the problem. *****Every effort should be made to return the student to the classroom to avoid missing instructional time. *****		
51 - Unauthorized use of technology/electronic devices that are prohibited on campus	"On his person" - is defined as a student having phone on his/her body and can be seen (for example - in student's pocket) "Use or operation" is defined as the device being powered on or heard during regular school hours. Cellular device – any device that can receive a cellular signal, Wi-Fi signal, or Bluetooth, including phones, smart watches, iPads, iPods, etc. If a student is found to be using a cellular device as described above, the electronic signaling device policy will apply: Use of (as seen or heard by a school official) of any electronic device (texting, talking, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, including cell phones, smart watches, MP3 players, iPods, headphones, cameras, tablets, laptops, or book readers, etc., in prohibited areas or times without explicit permission of a school official.	Refer to school Electronic Signaling Device Policy	Refer to school Electronic Signaling Device Policy

Level 2 Elementary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
01 - Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority and/or violates Stay Away Agreement.	NOTE: Must follow MTSS. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students. Possible Corrective Strategies: Multiple strategies may be used depending on the individual student's needs. Assign consequences appropriate for the type and number of infractions **First Step (NOTE: Step 1 may be repeated)** Detention(s) – Multiples may be assigned Or Assign in-school suspension – 1 class period up to 1 day Or Assign out-of-school suspension for 1 day Administrative Conference with student Assign SEL Lesson Parent contact Consider classroom behavior management plan **Second Step** Assign out-of-school suspension for 2-3 days Parent contact Refer to MTSS if not previously referred Consider RTI Interventions: check-in, check-out, SEL Assignment, Counseling, Consider behavior plan on student (after 2nd OSS) Conduct parent conference on student's return from suspension. **Third Step** Assign out-of-school suspension for 3-4 days Parent contact Revisit behavior plan & make adjustments	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) **First Infraction:** Restorative Justice Parent Contact Assign detention before or after school **Repeated Infractions:** Bus suspension for 1-3 school days of probation SEL Lesson Parent contact Referral to SBLC BIP
02 - Treats authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.		
04 - Uses Profane or Obscene Language to an adult	Vulgar verbal messages, words or gestures that include swearing or name calling used towards an adult.		
06 - Conduct or habits injurious to his associates (intent or no intent)	Any intentional or unintentional but not malicious act, for example but not limited to play fighting, horseplay, pushing, shoving, slapping that causes injury, damage, or pain to another.		
10 - Habitually violates rules	A student has had repeated (3 or more) infractions in another category and continues to violate the same rule.		
11 - Cuts, defaces, or injures any part of public school buildings/property - Vandalism under $100 (Requires restitution)	Damage, destruction, or defacement of property belonging to the school or others valued at under $100 (Requires restitution).		
15 - Throwing missiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.		
17 - Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.		
18 - Leaves classroom without permission	Exiting a classroom, or instructional area without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class.		
20 - Takes another's property or possession without permission, is guilty of stealing valued at less than $100 (Requires restitution)	Taking, obtaining, or gaining the property of another without permission or knowledge of the owner without violence valued at less than $100 (Requires Restitution)		
26 - Skipping class or school	Student fails to report to class or his/her assigned area on time		
41 - Forgery	To use, make, or reproduce another's signature.		
66 - Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials. Refer to Medication Policy on page ____.		

Level 2 Elementary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
78 - Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110)	Student is in possession of a pocket knife with a blade length of less than 2 1/2 inches on a school campus, bus, or school-related event and does not use the knife in a threatening manner toward anyone or anything.	Conduct parent conference on student's return from suspension **Fourth Step** Repeat Step 3 until the student reaches 3rd out-of-school suspension. On 3rd out of school suspension, student shall be recommended for expulsion	
79 - Public indecency	Exposure of private body parts—such as the genital or buttock areas, or female breasts—in public view. Consequences may vary depending on the severity of the incident.		
81 - Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property and/or school-related events while on a restrictive access, suspension, or expulsion.		
82 - Misusing the Internet or other forms of technology*	Violating the GPSB Acceptable Use Policy. (Refer to the GPSB Acceptable Use Policy) *Depending on intent or the effect, the administrator may suspend or recommend expulsion.		
100 - False Report	It is determined through investigation that a student provided a false report to school administrators during the course of an incident.		
104 - Academic Dishonesty*	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. **Students guilty of cheating will not receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original.		
112 - Willful disobedience - Public display of affection	Participating in kissing, touching or other acts of inappropriate public affection.		

Level 3 Elementary Infractions (Offenses that compromise the safety of the school community) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
05 - Commits/Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical, or racial component. Act that is dangerous, aggressive or would be perceived as disturbing and not conforming to approved standards.	NOTE: Infractions may result in an Out of School Suspension, Recommended Expulsion, or a Change of Placement.	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) **First Infraction:**

Level 3 Elementary Infractions (Offenses that compromise the safety of the school community) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
11 - Cuts, defaces, or injures any part of public school buildings/property - Vandalism $100 or more (Requires restitution)	Damage, destruction, or defacement of property belonging to the school or others valued at $100 or more (Requires restitution). **If an event results in a felony charge, recommendation of expulsion is required.	In the case of a Recommended Expulsion, a hearing will be conducted. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate. Possible Corrective Strategies: Multiple strategies may be used depending on the individual student's needs. **First Step (NOTE: Step 1 may be repeated)** Assign in-school suspension for 2-3 days or Assign out-of-school suspension for 1 day Parent contact SEL Lesson Consider referral to counselor Consider classroom management plan **Second Step** Assign in-school suspension for 4-5 days or Assign out-of-school suspension for 2-3 days Parent contact Consider referral to counselor (if applicable) Refer for MTSS if not previously referred Consider RTI Interventions: check-in, check-out, SEL Assignment, Counseling Begin behavior plan on student. Conduct parent conference on student's return from suspension **Third Step** Assign out of school suspension for 3-4 days Parent contact Revisit behavior plan & make adjustments Conduct parent conference on student's return from suspension **Fourth Step**	Restorative Justice Parent Contact Assign detention before or after school **Repeated Infractions:** Bus suspension for 1-3 school days SEL Lesson Parent contact Referral to SBLC BIP
27 - Threatening students, teachers, or staff *Threat Assessment must be completed	Statements and/or gestures intended to frighten or intimidate others—including verbal, written, visual, or symbolic forms (such as pictures or drawings). Consequences may vary based on the severity and nature of the behavior.		
20 - Takes another's property or possession without permission, is guilty of stealing over $100 (Requires restitution)	Taking, obtaining, or gaining the property of another without permission or knowledge of the owner valued at $100 or more (Requires Restitution).		
33 - Failure to serve assigned consequence	Failure to serve Detention, In-School Suspension or other assigned consequences		
45 - Bullying/Harassment *(Complete Bullying Form)	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines.		
59 - False alarm	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.		
77 - Cyberbullying *(Complete Bullying Form)	Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines.		
90 - Instigates a fight	A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident.		
91 - Participates in a fight while under school supervision	Principals and their designees shall exercise appropriate judgment and discretion in determining whether a student is involved in a "fight" as defined below. Administrators may consider in this determination the following among other factors:		

Level 3 Elementary Infractions (Offenses that compromise the safety of the school community) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
	Whether closed fists, objects or weapons were utilized; Whether the participants were shouting, threatening or cursing prior to or during the incident; Whether any participant, bystander or school employee was physically injured or whether clothing or other property was damaged or destroyed; Whether the activity ceased immediately upon instructions to stop given by uninvolved students, teachers, administrators, school resource officers or other school employees; Whether the incident is related to earlier events or the student has a pattern of fighting with, bullying or intimidating others; Any other fact or circumstance relative to an appropriate determination. A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense. Self Defense - A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense.	Repeat Step 3 until the student reaches 3rd out-of-school suspension. On 3rd out of school suspension, student shall be recommended for expulsion	
109 - Leaves school premises without permission	Exiting a school campus without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class.		

Level 4 Elementary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
07 - Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.	NOTE: Infractions may result in a Recommended Expulsion or Change of Placement. In the case of a Recommended Expulsion a hearing will be conducted by the GPSB Superintendent and/or Designee and the school's principal or his/her designee. After the hearing, the Superintendent will determine, according to GPSB policy, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their expulsion term and/or earned a probationary release. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) NOTE: Infractions may result in a Recommended Expulsion or Change of Placement. In the case of a Recommended Expulsion a hearing will be conducted by the GPSB Superintendent and/or Designee and the school's principal or his/her designee. After the hearing, the Superintendent will determine, according to GPSB policy, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their expulsion term and/or earned a probationary release. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.
08 - Uses or possesses tobacco products, lighter or matches	The possession, use, concealment, of tobacco products, lighters, matches, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles **Note: Use and possession may result in a suspension for 1st occurrence.		
09 - Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.		
13 - Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code	Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives.		
14 - Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½ "- refer to code 78 no intent or 110 with intent)	Possesses firearms, knives or blades (2.5 inches or greater in length), which may or may not be used to inflict bodily injury or damage to property. This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker, and/or storage space. This includes ANY item that could be deemed dangerous and does not belong at school, for example but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, lasers, look-alike weapons, sharp objects.		
21 - Commits any other serious offense	Any other serious offense not covered by any other of these codes resulting in or not resulting in the need for law enforcement intervention.		
38 - Sexual harassment *(Complete Bullying Form)	Intimidation, bullying, or coercion of a sexual nature.		
56 - Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed	Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object.		

Level 4 Elementary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
57 - Crime of Violence - Arson (starting a fire)	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner.		
61 - Crime of Violence - Burglary	The unauthorized entering of a school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein.		
67 - Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another.		
69 - Crime of Violence – Murder *Threat Assessment must be completed	Unlawful killing of another human being.		
70 - Crime of Violence - Assault and Battery *Threat Assessment must be completed	Aggressive action directed at students, which may involve unwanted physical contact while on school grounds or at a school related activity, and/or a written or verbal threat to cause physical harm to a student with or without the use of a weapon. *Must conduct a threat assessment and hold a conference with the parent.		
71 - Crime of Violence – Kidnapping *Threat Assessment must be completed	Intentional, forcible seizing and carrying of any person from one place to another without his consent.		
72 - Crime of Violence - Criminal Damage to Property *Threat Assessment must be completed	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations).		
73 - Crime of Violence - Misappropriation with violence to the person *Threat Assessment must be completed	Taking something of value using force, intimidation or weapons.		
74 - Discharge or use of weapon(s) prohibited by federal law *Threat Assessment must be completed	Discharge or use of weapon as described under “Weapon Type Code” in SIS user guide.		
75 - Crime of Violence - Serious Bodily Injury	An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ or faculty.		
80 - Obscene behavior or Possession of obscene/ pornographic material	Engaging in behavior of a sexual nature including consensual sexual activity. Possession of sexual images in any form, for example but not		

Level 4 Elementary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
	limited to electronic/tablet/computer/flash drive/phone, video, book, magazine, photo, drawing.		
106 - Crime of Violence - Assault of GPSB Employee *Threat Assessment must be completed	Intentionally engaging in conduct (without physical contact) that places a GPSB Employee in reasonable apprehension of bodily harm; includes assault and/or written or verbal threat to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements: INTENT - an intention that the threat is written, posted, heard, or seen by anyone. FEAR – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out. CAPABILITY – The ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained. *Must conduct a threat assessment		
107 - Crime of Violence - Battery of GPSB Employee *Threat Assessment must be completed	The unlawful use of any physical force on a GPSB Employee including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury results, including a situation where a staff member is intervening in a fight or other disruptive activity.		
108 – Possession and/or use of any electronic smoking device	The possession, use, concealment, any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including vaping and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles. **Note: Use and possession may result in a suspension for 1st occurrence.		
110 - Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent)* (No intent refers to code 78) *Threat Assessment must be completed	Student is in possession of a pocket knife with a blade length less than 2 1/2 inches on a school campus, bus, or at a school-related event with the intent to use the knife in a threatening manner, to inflict bodily injury, or to damage property.		
111 - Bomb threat *Threat Assessment must be completed	Initiating or making a bomb threat or communicating false threats to a school via any means, for example but not limited to written, verbal, electronic, phone, social media, texts, chat groups, etc.		
113 – Distribution or Selling of Electronic Smoking Device and/or Pods/Liquids	Distribution or Selling of Electronic Smoking Device and/or Pods/Liquids on GPSB campus, at a school-sponsored event, or on a school transportation vehicle.		

SECONDARY CODE OF CONDUCT GRADES 6 - 12

Administrative Actions for infractions not covered in this policy will be at the discretion of the principal. If 18 or more weeks occur between infractions, the principal/designee has the discretion to move to lesser penalty phase. The principal reserves the authority to suspend a student out of school. Law Enforcement officials may be contacted at the discretion of the principal. Student may be recommended for expulsion when the safety of students and/or staff are put in jeopardy.

Parents shall be notified in regards to student code of conduct. All offenses are progressive except dress code and tardies. Administrators reserve the authority to utilize detention and in school suspension if these programs are available at the school site.

The Grant Parish School Board disciplinary policy for students will be enforced without regard to race, sex, religious or political affiliations. This policy governs student actions of all students under the direct supervision of the Grant Parish School Board or designee. Ref: La. Rev. Stat. Ann. §17:416

Level 1 Secondary Infractions (Offenses which are considered less serious and harmful to others) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
19 - Is Habitually Tardy/and or absent after the bell at the beginning of day. Also reporting to class after tardy bell.	Reporting late to class after the bell when the day begins without permission from school staff. Also reporting to class after the tardy bell rings without permission from a school staff member. (Habitually means follow after school's minor infraction plan)	NOTE: Must follow MTSS. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students. Assign consequences appropriate for the type and number of infractions that will include: Student/Parent Conference Loss of Privilege Detention(s) – Multiples may be assigned or In school suspension(s) – Multiples may be assigned Administrative Conference with student Parental contact NOTE: Repeated violations (3) of these infractions will be coded as Level 2 infraction - (#10) Habitual Violations. *Refer to school counselor/MTSS/SBLC as deemed appropriate	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) **First Infraction:** Verbal Student Warning Parent Contact Detention School Specific Intervention **Repeated Infractions:** Bus Suspension for 1-3 school days ISS OSS 1-3 days NOTE: Repeated violations (3) of these infractions will be coded as Level 2 infraction - (#01 - Willful Disobedience)
25 – Eating, Drinking, Littering	Consuming of food and drinks, outside of regularly scheduled meals, is not permitted unless a medical reason permits. Littering is not permitted.		
30 - Disturbs the class and/or school	Behavior causing disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out-of-seat behavior.		
28 - Gambling	Wagering money or property		
30 - Disturbs the class and/or school	Behavior causing disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling or screaming, noise with materials, and/or sustained out-of-seat behavior.		
32 - Improper dress, Dress code violation, or ID violation	Improper and/or out-of-dress code or not visibly wearing a school ID *****Every effort should be made to return the student to the classroom to avoid missing instructional time. *****		
35 – Refusing to sit in assigned seat	Student refuses to comply with sitting in a seat or assigned area.		
36 - Treats students with disrespect	Showing a lack of respect or courtesy towards a student		

Level 1 Secondary Infractions (Offenses which are considered less serious and harmful to others) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
39 – Not having proper materials, supplies, and/or equipment for participation	Student does not have required materials, supplies, or equipment (ex. writing utensil, notebook, assigned Chromebook, etc...) necessary for participation in assigned classroom activities		
40 - Not participating in class	Not participating in classroom activities and or assignments		
43 – Violates Off Limit Areas	Being in an area on campus declared as off limits to students or no students allowed		
47 – Not Dressing Out for PE	Student fails to dress in the proper attire required for physical education class.		
48 – Sleeping in Class	Student head down/sleeping in class		
50 – Talking in Class	Talking in class without the explicit permission of the classroom teacher		
51 - Unauthorized use of technology/electronic devices that are prohibited on campus	"On his person" - is defined as a student having phone on his/her body and can be seen (for example - in student's pocket) "Use or operation" is defined as the device being powered on or heard during regular school hours. Cellular device – any device that can receive a cellular signal, Wi-Fi signal, or Bluetooth, including phones, smart watches, iPads, iPods, etc. If a student is found to be using a cellular device as described above, the electronic signaling device policy will apply: Use of (as seen or heard by a school official) of any electronic device (texting, talking, recording, taking/looking at pictures, or used as a music device) prohibited by district policy, including cell phones, smart watches, MP3 players, iPods, headphones, cameras, tablets, laptops, or book readers, etc., in prohibited areas or times without explicit permission of a school official.	Refer to school Electronic Signaling Device Policy	Refer to school Electronic Signaling Device Policy

Level 2 Secondary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
01 - Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority and/or violates Stay Away Agreement.	NOTE: Must follow MTSS. A proactive approach to maintaining appropriate student behavior must be the greatest impact on changing the behavior of students.	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver)
02 - Treats authority with disrespect	Talking back, mocking, gesturing, or any act which demonstrates a disregard or interference with authority or supervising personnel.		

Level 2 Secondary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
03 - Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating or dealing with them.	Possible Corrective Strategies: Multiple strategies may be used depending on the individual student's needs. Assign consequences appropriate for the type and number of infractions that will include: **First Step (NOTE: Step 1 may be repeated)** Assign in-school suspension – 1 class period up to 2 days (*OSS may be appropriate in extreme circumstances) Or Assign out-of-school suspension for 1 day Administrative Conference with student Assign SEL Lesson Parent contact Consider classroom behavior management plan **Second Step** Assign in-school suspension for 3-4 days Or Assign out-of-school suspension for 2-3 days Parent contact Refer to MTSS if not previously referred Consider referral to counselor if appropriate Consider RTI Interventions: check-in, check-out, SEL Assignment, Counseling, Consider behavior plan on student (after 2nd OSS) Conduct parent conference on student's return from suspension. **Third Step** Assign in-school suspension for 5-6 days Or Assign out-of-school suspension for 3-4 days Parent contact Revisit behavior plan & make adjustments if applicable	**First Infraction:** Restorative Justice Parent Contact Assign detention before or after school **Repeated Infractions:** Bus suspension for 1-3 school days of probation SEL Lesson Parent contact Referral to SBLC BIP
04 - Uses Profane or Obscene Language to an adult	Vulgar verbal messages, words or gestures that include swearing or name calling used towards an adult.		
06 - Conduct or habits injurious to his associates (intent or no intent)	Any intentional or unintentional but not malicious act, for example but not limited to play fighting, horseplay, pushing, shoving, slapping that causes injury, damage, or pain to another.		
08 - Uses or possesses tobacco products, lighter, or matches	The possession, use, concealment, of tobacco products, lighters, matches, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles		
10 - Habitually violates rules	A student has had repeated (3 or more) infractions in another category and continues to violate the same rule.		
11 - Cuts, defaces, or injures any part of public school buildings/property - Vandalism under $100 (Requires restitution)	Damage, destruction, or defacement of property belonging to the school or others valued at under $100 (Requires restitution).		
12 – Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc.		
15 - Throwing missiles liable to injure others	Throws any object toward a person that is either heavy, sharp, and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.		
16 – Instigates or participates in fights	Instigates - A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident. ***This could result in an OSS depending on the severity of the incident. Participates - A hostile confrontation resulting in physical contact for example but not limited to blows with fists, shoving, slapping,		

Level 2 Secondary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
	kicking, biting, pulling hair, or an attempt at physical contact involving two or more individuals. *** For first offense altercations that do not result in significant injury may result in students being assigned to the School Specific Intervention or suspended out of school rather than an expulsion recommendation*** A principal would automatically recommend the expulsion of a student for fighting when one or more of the following occur: A school employee is intentionally injured as a result of attempting to disengage student/students from physical confrontation. Any student involved in the fight requires medical attention outside the school setting. The fight is defined as a fight with three or more students engaged (group fight). The fight is the student's second fight during an academic year. (Instigate or Participate) Any instrument utilized as a weapon is used. A principal would suspend for one to three (1 – 3) days all other physical confrontations that are determined through investigation to constitute a fight which does not meet the above exceptions. Self Defense – A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense.	Conduct parent conference on student's return from suspension **Fourth Step** Repeat Step 3 until the student reaches 3rd out-of-school suspension. On 3rd out of school suspension, student shall be recommended for expulsion	
17 - Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.		
18 - Leaves classroom without permission	Exiting a classroom, or instructional area without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class.		
20 - Takes another's property or possession without permission, is	Taking, obtaining, or gaining the property of another without		

Level 2 Secondary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
guilty of stealing valued at less than $100 (Requires restitution)	permission or knowledge of the owner without violence valued at less than $100 (Requires Restitution)		
26 - Skipping class or school	Student fails to report to class or his/her assigned area on time		
28 – Gambling	Wagering money or property.		
31 – Habitual Violations	A student has had repeated school/class infractions and continues to violate rules.		
33 – Failure to serve assigned consequence	Failure to serve detention, in school suspension or other assigned consequences.		
41 - Forgery	To use, make, or reproduce another's signature.		
42 – Horseplay	Rough or rowdy play, non-threatening, non-violent.		
46 – Inappropriate Body Contact	Touching that involves but is not limited to hugs, touches and other gestures of a physical nature, but may not necessarily be of a sexual nature, these physical encounters tend to make a student feel uncomfortable.		
52 – Physical Assault w/out Serious Bodily Injury	An assault on another student without causing serious bodily injury		
66 - Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine, whether prescribed or not, without permission from school officials. Refer to Medication Policy on page ____.		
78 - Possesses pocket knife with a blade length of less than 2 1/2 inches (no intent) (With intent refer to code 110)	Student is in possession of a pocket knife with a blade length of less than 2 1/2 inches on a school campus, bus, or school-related event and does not use the knife in a threatening manner toward anyone or anything.		
82 - Misusing the Internet or other forms of technology*	Violating the GPSB Acceptable Use Policy. (Refer to the GPSB Acceptable Use Policy) *Depending on intent or the effect, the administrator may suspend or recommend expulsion.		
97 – Refuse to Comply	A student's failure to or refusal to comply with directives or instructions given by school personnel.		
98 – Uses Profane and/or obscene language against staff	Using profanity or morally offensive language in a sexual way toward a GPSB staff member.		
100 - False Report	It is determined through investigation that a student provided a false report to school administrators during the course of an incident.		

Level 2 Secondary Infractions (Offenses which may seriously disrupt the learning environment) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
104 - Academic Dishonesty*	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. **Students guilty of cheating will not receive a zero on the assignment or test. They will be re-assessed and/or complete a similar assignment to determine mastery of the content. The assignment or test may be a different version of the original.		
108 – Possession and/or use of any electronic smoking device	A student found in possession of and/or found using an electronic smoking device and/or pods/liquids on GPSB campus, at a school-sponsored event or on a school transportation vehicle. (Refer to policy on page 73)		
112 - Willful disobedience - Public display of affection	Participating in kissing, touching or other acts of inappropriate public affection.		

Level 3 Secondary Infractions (Offenses that compromise the safety of the school community) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
07 – Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.	NOTE: Infractions may result in an Out of School Suspension, Recommended Expulsion, or a Change of Placement. In the case of a Recommended Expulsion, a hearing will be conducted. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate. Possible Corrective Strategies: Multiple strategies may be used depending on the individual student's needs. **First Step (NOTE: Step 1 may be repeated)** Assign in-school suspension for 3 - 4 days	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) **First Infraction:** Restorative Justice Parent Contact Assign detention before or after school **Repeated Infractions:** Bus suspension for 1-3 school days of probation SEL Lesson Parent contact Referral to SBLC BIP
09 – Uses or possesses alcoholic beverages.	The possession, use, purchase, intent to distribute, concealment, distribution, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.		
13 – Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code	Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives.		
20 - Takes another's property or possession without permission, is guilty of stealing over $100 (Requires restitution)	Taking, obtaining, or gaining the property of another without permission or knowledge of the owner valued at $100 or more (Requires Restitution).		

Level 3 Secondary Infractions (Offenses that compromise the safety of the school community) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
27 - Threatening students, teachers, or staff *Threat Assessment must be completed	Verbal statements meant to frighten or intimidate	Or Assign out-of-school suspension for 3 days Parent contact SEL Lesson Consider to counselor Consider classroom management plan Assign SEL Curriculum. **Second Step** Assign in-school suspension for 5-6 days Or Assign out-of-school suspension for 4 days Parent contact Refer to counselor (if applicable) Refer to MTSS if not previously referred Consider RTI Interventions: check-in, check-out, SEL Assignment, Counseling Consider behavior plan Conduct parent conference on student's return from suspension **Third Step** Assign in-school suspension for 7-8 days Or Assign out-of-school suspension for 5 days Parent contact Revisit behavior plan & make adjustments if applicable Conduct parent conference on student's return from suspension **Fourth Step** Repeat Step 3 until the student reaches 3rd out-of-school suspension. On 3rd out of school suspension, student shall be recommended for expulsion R.S. 17:416.23	
33 - Failure to serve assigned consequence	Failure to serve Detention, In-School Suspension or other assigned consequences		
45 - Bullying/Harassment *(Complete Bullying Form)	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines.		
59 - False alarm	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911 or discharging a fire extinguisher.		
77 - Cyberbullying *(Complete Bullying Form)	Cyber bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person. This includes any acts that may occur off school campus but cause a school disruption. **In order to use this code, a bullying investigation must be completed as per the LDOE guidelines.		
79 - Public indecency	Exposure of body parts such as genital/buttock areas or female breasts in view of public.		
81 - Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property and/or school-related events while on a restrictive access, suspension, or expulsion.		
90 - Instigates a fight	A hostile confrontation not resulting in physical contact or an attempt at physical contact involving two or more individuals. Also includes all spectator students who incite, instigate, or encourage fighting before, during, or after the incident.		
91 - Participates in a fight while under school supervision	Principals and their designees shall exercise appropriate judgment and discretion in determining whether a student is involved in a "fight" as defined below. Administrators may consider in this determination the following among other factors: Whether closed fists, objects or weapons were utilized;		

Level 3 Secondary Infractions (Offenses that compromise the safety of the school community) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
	Whether the participants were shouting, threatening or cursing prior to or during the incident; Whether any participant, bystander or school employee was physically injured or whether clothing or other property was damaged or destroyed; Whether the activity ceased immediately upon instructions to stop given by uninvolved students, teachers, administrators, school resource officers or other school employees; Whether the incident is related to earlier events or the student has a pattern of fighting with, bullying or intimidating others; Any other fact or circumstance relative to an appropriate determination. A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense. Self Defense - A student who uses reasonable force to prevent a forcible offense against that student should not be disciplined under this provision, provided that the force used must be reasonable and apparently necessary to prevent such offense and further that the student may not claim the right of self-defense if the student is the aggressor or brings on or precipitates a difficulty by taunting, fighting words, challenges or any other verbal or physical activity which contributes to the initiation of the physical incident. Additionally, a student who continues an affray after being urged to stop may not claim self-defense.		
109 - Leaves school premises without permission	Exiting a school campus without explicit permission from the teacher, instructor, Administrator, his/her designee, and/or any School Official and/or failure to return to class.		

Level 4 Secondary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
07 - Uses or possesses any controlled and/or dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase or being under the influence of any drug, narcotic, synthetic drug, legally defined controlled and/or dangerous substance or any paraphernalia linked to above on school grounds, at school-sponsored events or on school transportation vehicles.	NOTE: Infractions may result in a Recommended Expulsion or Change of Placement. In the case of a Recommended Expulsion a hearing will be conducted by the GPSB Superintendent and/or Designee and the school's principal or his/her designee. After the hearing, the Superintendent will determine, according to GPSB policy, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their expulsion term and/or earned a probationary release. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.	(Action by administrator and report to driver will occur within 48 hours of referral submission by driver) NOTE: Infractions may result in a Recommended Expulsion or Change of Placement. In the case of a Recommended Expulsion a hearing will be conducted by the GPSB Superintendent and/or Designee and the school's principal or his/her designee. After the hearing, the Superintendent will determine, according to GPSB policy, if the student is readmitted to his school or will be transferred to an Alternative Placement until the student has successfully completed their expulsion term and/or earned a probationary release. At the student's hearing or placement meeting, or upon returning from an out of school suspension, administrative, teacher, and/or staff interventions will be put in place as appropriate.
08 - Uses or possesses tobacco products, lighter or matches	The possession, use, concealment, of tobacco products, lighters, matches, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles **Note: Use and possession may result in a suspension for 1st occurrence. (Refer to policy on page 73)		
09 - Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution, sale, or being under the influence of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.		
13 - Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code *Use of Code 13 requires additional submission of the Weapon Type Code	Possessing weapon(s) designed to expel a projectile by action of an explosive, for example but not limited to firearms-loaded or unloaded, parts of a firearm, bullets, explosives.		
14 - Possesses Firearms (not prohibited by federal law), knives, or other implements which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½ "- refer to code 78 no intent or 110 with intent)	Possesses firearms, knives or blades (2.5 inches or greater in length), which may or may not be used to inflict bodily injury or damage to property. This includes any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker, and/or storage space. This includes ANY item that could be deemed dangerous and does not belong at school, for example but not limited to mace, pepper spray, BB guns, pellet guns, airsoft guns, lasers, look-alike weapons, sharp objects.		
21 - Commits any other serious offense	Any other serious offense not covered by any other of these codes resulting in or not resulting in the need for law enforcement intervention.		
38 - Sexual harassment *(Complete Bullying Form)	Intimidation, bullying, or coercion of a sexual nature.		
56 - Crime of Violence - Rape/sexual assault/battery *Threat Assessment must be completed	Forced attempt or actual anal, oral, or vaginal penetration by using sexual organ or an object simulating a sexual organ, or the anal, oral, or vaginal penetration of another by any body part or object.		

Level 4 Secondary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
57 - Crime of Violence - Arson (starting a fire)	Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner.		
61 - Crime of Violence - Burglary	The unauthorized entering of a school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein.		
67 - Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another.		
69 - Crime of Violence – Murder *Threat Assessment must be completed	Unlawful killing of another human being.		
70 - Crime of Violence - Assault and Battery *Threat Assessment must be completed	Aggressive action directed at students, which may involve unwanted physical contact while on school grounds or at a school related activity, and/or a written or verbal threat to cause physical harm to a student with or without the use of a weapon. *Must conduct a threat assessment and hold a conference with the parent.		
71 - Crime of Violence – Kidnapping *Threat Assessment must be completed	Intentional, forcible seizing and carrying of any person from one place to another without his consent.		
72 - Crime of Violence - Criminal Damage to Property *Threat Assessment must be completed	Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations).		
73 - Crime of Violence - Misappropriation with violence to the person *Threat Assessment must be completed	Taking something of value using force, intimidation or weapons.		
74 - Discharge or use of weapon(s) prohibited by federal law *Threat Assessment must be completed	Discharge or use of weapon as described under “Weapon Type Code” in SIS user guide.		
75 - Crime of Violence - Serious Bodily Injury	An injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ or faculty.		
80 - Obscene behavior or Possession of obscene/ pornographic material	Engaging in behavior of a sexual nature including consensual sexual activity. Possession of sexual images in any form, for example but not		

Level 4 Secondary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
	limited to electronic/tablet/computer/flash drive/phone, video, book, magazine, photo, drawing.		
106 - Crime of Violence - Assault of GPSB Employee *Threat Assessment must be completed	Intentionally engaging in conduct (without physical contact) that places a GPSB Employee in reasonable apprehension of bodily harm; includes assault and/or written or verbal threat to cause physical harm to a staff member with or without the use of a weapon that includes all of the following elements: INTENT - an intention that the threat is written, posted, heard, or seen by anyone. FEAR – a reasonable fear or apprehension by the person who is the object of the threat that the threat could be carried out. CAPABILITY – The ability of the offender to actually carry out the threat directly or by a weapon or other instrument that can be easily obtained. *Must conduct a threat assessment		
107 - Crime of Violence - Battery of GPSB Employee *Threat Assessment must be completed	The unlawful use of any physical force on a GPSB Employee including hitting, beating, or offensive touching without the Employee's consent where police charges may or may not be filed and could result in serious harm or bodily injury results, including a situation where a staff member is intervening in a fight or other disruptive activity.		
108 – Possession and/or use of any electronic smoking device	The possession, use, concealment, any electronic smoking device, electronic cigarettes, and ALL nicotine delivery systems including vaping and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events or on school transportation vehicles. **Note: Use and possession may result in a suspension for 1st occurrence.		
110 - Possesses pocket knife with a blade length of less than 2 1/2 inches (with intent)* (No intent refers to code 78) *Threat Assessment must be completed	Student is in possession of a pocket knife with a blade length less than 2 1/2 inches on a school campus, bus, or at a school-related event with the intent to use the knife in a threatening manner, to inflict bodily injury, or to damage property.		
111 - Bomb threat *Threat Assessment must be completed	Initiating or making a bomb threat or communicating false threats to a school via any means, for example but not limited to written, verbal, electronic, phone, social media, texts, chat groups, etc.		
113 – Distribution or Selling of Electronic Smoking Device and/or Pods/Liquids	Distribution or Selling of Electronic Smoking Device and/or Pods/Liquids on GPSB campus, at a school-sponsored event, or on a school transportation vehicle. (Refer to policy on page 73)		

Level 4 Secondary Infractions (Serious offenses which involve law enforcement intervention (does not require arrest of student) & Corrective Strategies			
Infraction	**Definition of Infraction**	**Interventions/Consequences**	
		School Consequences	**Bus Consequences**
114 – Threat of Terrorism or Violence *Emergency Conference Mandatory	Communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.		

GRADES K-12	PENALTY PHASE: RECOMMENDATION FOR EXPULSION
STUDENT WILL AUTOMATICALLY BE RECOMMENDED FOR EXPULSION WHEN THE SAFETY OF STUDENTS AND/OR STAFF ARE PUT IN JEOPARDY.	

1. SRO will be contacted
2. Superintendent shall be notified immediately
3. Student shall be recommended for expulsion R.S. 17:416.2
4. Student will be suspended out of school pending the decision of the expulsion hearing.
5. If appropriate, threat assessment will be completed.

Violations include:
-Bomb threats, Kidnapping, Arson, Criminal damage to property, Burglary, Murder, Rape and sexual battery and/or Sexual Misconduct
-Misappropriation with violence to the person; Assault and battery; Any student who willfully strikes or batters faculty or staff; physical assault with or without serious bodily injury; Aggravated assault to another student; the use of any object as a weapon.
- Possession of and/or under the influence of Category II and/or III drugs, drug paraphernalia

Possesses weapon(s) prohibited under federal law as defined in section 921 of Title 18 of the US Code. Illegally carrying, possession of, and/or discharge of firearms, knives, or other implements **prohibited** by federal law which can be used as a weapon, the careless use of which might cause physical or emotional harm to another individual.

UNAUTHORIZED USE OF TECHNOLOGY:
Cell phone may be confiscated if determined to have been used during school hours and/or school functions. May result in the cancellation of user privileges. Violations include:

a) Videoing, photographing, transmitting images of students or staff during or after school and/or school functions **with** the express intent to cause harm.
b) **Posting**, transferring, and/or sharing of videos, photographs of students or staff during or after school and/or school functions from school events on any Grant Parish campus with the express **intent** to cause harm and/or student unrest.

R.S. 107.4 Unlawful posting of criminal activity for notoriety and publicity
A. It shall be unlawful for a person who is either a principal or accessory to a crime to obtain an image of the commission of the crime using any camera, videotape, photo-optical, photo-electric, or any other image recording device and to transfer that image obtained during the commission of the crime by the use of a computer online service, Internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, Internet chat room, electronic mail, or online messaging service for the purpose of gaining notoriety, publicity, or the attention of the public.

PROCEDURES FOR EXPULSIONS

A principal cannot expel a student. A principal can recommend a student for expulsion. If a principal recommends a student for expulsion the student will then be:

“Suspended pending a hearing for a recommendation for expulsion.” The student will then have an expulsion hearing, in which a hearing officer working for the district will determine if the recommendation for expulsion is upheld, denied, or modified.

The due process procedures for recommendations for expulsion and expulsion hearings are as follows:

1. The school must conduct a student conference and school-level investigation within a 24-hour period.
2. Prior to any suspension or recommendation for expulsion, the school principal or designee must inform the student of the "particular misconduct of which he/she is accused" and the basis for the accusation. *
3. Prior to any suspension or recommendation for expulsion, the principal or designee must give the student an opportunity to present his/her version of the incident. The principal or designee may call witnesses requested by the student. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition. *
4. The school must hold a school-level conference within a reasonable time.
5. A recommendation for expulsion is made by the principal. The student will be suspended pending expulsion hearing. Procedures for suspension will be followed.
6. The school must contact the parent/guardian by telephone and send a certified letter giving notice of the recommendation for expulsion, the reason for the recommendation for expulsion, and the date and time of a hearing to determine whether the student is expelled.
7. The school must give the parent/guardian notice in writing of the recommendation for expulsion and the reason for the recommendation for expulsion. *
8. If the parent/guardian fails to attend the required conference within 5 days of the mailing of the certified letter or other contact with the parent/guardian, the truancy laws shall become effective.
9. A hearing is conducted by the Superintendent or a designee, within 15 school days of the incident.
10. A determination of whether to expel the student is made by the Superintendent or a designee.
11. The principal and teacher as well as the student may be represented by someone of their choice at this hearing.
12. Until the hearing takes place, the student shall remain on suspension.
13. The parent/guardian of the student, within five days after the decision to expel the student has been rendered, may request the district to review the findings of the Superintendent or his designee. Otherwise, the decision of the Superintendent shall be final.
14. The board, in reviewing the case, may affirm, modify, or reverse the action previously taken.
15. If the board upholds the decision of the Superintendent, the parent/guardian may within 10 days, appeal to the district court for the parish in which the student's school is located. The court may reverse the ruling of the board.
16. No student receiving behavioral supports (i.e., individual behavior support plan) may be expelled and/or referred to the Alternative Program unless the school administrator has validated, through observation, that the student's behavior support plan has been implemented with high levels of integrity and compliance.

*Louisiana State Law

EXPULSION HEARING BY SUPERINTENDENT OR DESIGNEE

A hearing shall be conducted by the Superintendent of the district or his/her designee at the request of the school administration for all recommendations for expulsion. This hearing will determine the facts of a conduct infraction and make a finding of whether the student is guilty of conduct warranting the recommendation of expulsion.

The student must be present at the expulsion hearing. The student will be informed of the particular misconduct of which he/she is accused and will be given the opportunity to defend his/her actions. The student may be represented by a person of the student's choice. A parent/guardian must be present at the hearing. If the student chooses to be represented by someone other than his/her parent/legal guardian, then a written request must be made to the principal. Until the date of the hearing, the student shall remain suspended from school and all related school activities.

If the misconduct of a qualified student with a disability is determined not to be a manifestation of the student's

disability, the relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that GPSB must adhere to requirements regarding the provisions of Free Appropriate Public Education (FAPE).

Upon conclusion of the hearing, the Superintendent or designee shall determine whether such student shall be expelled or if other corrective or disciplinary action shall be taken. Notification of the determination will be made in writing within 5 days of the hearing.

SUSPENSION/EXPULSION NOT APPLICABLE/APPEALS

Suspension and/or expulsion may not apply to the following:

1. Student reasonably concluded to be acting in self-defense may not be disciplined. Self Defense – A student must do everything within reason to avoid a fight, including walking away and getting a teacher or staff member. After having done so, if the student is attacked, he/she may defend themselves within reason. At no time should the student become the aggressor or escalate the situation verbally or physically.

Suspension/Expulsion shall not apply to the following:

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

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

APPEALS FOR SUSPENSION

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

APPEAL OF EXPULSION

The parent or legal guardian of student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise, the decision of the Superintendent shall be final. Such review shall also be available to the parent or legal guardian of a student who was recommended for expulsion but whose discipline was reduced to a suspension. After reviewing the findings of the Superintendent or designee, the School Board may affirm, modify, or reverse the action of the Superintendent or designee.

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

ELECTRONIC SMOKING DEVICE, SMOKING, TOBACCO, AND/OR VAPING PRODUCTS AND/OR DEVICE POLICY GRADES K-12

Students shall not be permitted to have tobacco in their possession or to smoke on the school grounds, or in school buildings during the school day, or at school activities held after school hours, or when riding school buses to and from school. This includes all tobacco products, nicotine products, vaping, e-cigarettes, and related paraphernalia, etc. Parental permission to smoke does not exempt a student from this policy. It is unlawful for any person under the age of twenty-one to possess any tobacco product, alternative nicotine product, or vapor product. (R.S. 14:91.8)

Students age 10 and up may be referred to the SRO and may receive a citation for the 1st and subsequent offenses. Electronic smoking devices may be field-tested for controlled dangerous substances if suspected and testing is available.

Violations may include one or more of the following disciplinary codes:

- Uses/Possesses Tobacco And/Or Lighter
- Uses/Possesses Vaping Products And/Or Lighter
- Possession/Use Of Electronic Device
- Distributes Tobacco Products/Lighter
- Distribution Or Selling Of Electronic Smoking Device And/Or Pods Or Liquids

	PK - 3	4th - 5th	6th - 12th
First Offense*	Administrative warning and 1-day suspension	2 - 3 day suspension	6 day suspension
Second Offense	2-3 day suspension	4-5 day suspension	8 day suspension
Third Offense	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion

*For the first offense, parents/guardians may elect for his/her student, age 10 and up, to participate in an Intervention for Nicotine Dependence: Education, Prevention, Tobacco and Health program. Students will be notified of the date and location for the class. Parents will be responsible for transportation to and from the class. The Code of Conduct will be followed; however, students who attend will not receive the citation for the first offense. Students who do not attend on the assigned day will be cited in addition to disciplinary action in accordance with Code of Conduct.

Devices and/or PODS or Liquids will be field tested for a banned substance by SRO if available. If positive, student will receive referral for uses/possession of controlled dangerous substance. The parent/guardian may elect to provide proof of a negative drug test within 24 hours to administration for documentation. Drug test results from an at-home test will not be accepted.

PreK-12 Students: Possession of and/or under the influence of Category II and/or III drugs shall be recommended for expulsion. R.S. 17:416

POSSESSION OF DRUGS/UNDER THE INFLUENCE OF DRUGS

A drug will be defined as any non-food substance that is intended to affect the function of the body. Food will be defined as any nourishing substance that is eaten or drunk, or otherwise taken into the body to sustain life. The Drugs/Tobacco/Alcohol chart defines, gives examples and punishments for the three categories of drugs that have been identified by the Grant Parish School Board. The chart on the following pages defines, gives examples* (not inclusive of all drugs) and punishments for the three categories of drugs that have been identified by the Grant Parish School Board.

All drugs found on campus will be confiscated as per state law and board policy, unless the Grant Parish Medication Policy has been followed.

Students (K - 12) shall be recommended for expulsion for possession of and/or under the influence of Category II and Category III drugs and may receive a citation. The parent/guardian may elect to provide proof of a negative drug test within 24 hours to administration for documentation. Drug test results from an at-home test will not be accepted.

"Use" and/or *"under the influence"* shall mean a student has smoked, ingested, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's actions, breath, speech, and/or physical evidence.

"*Possession*" shall mean a student has on his/her person and/or his/her belongings a controlled dangerous substance and/or drug paraphernalia. Possession may include personal belongings such as, vehicle on school grounds, backpack, purse, lunch box, and/or assigned locker. Students should not share personal belongings such as backpacks and assigned lockers with another student. Drug paraphernalia may include oils, liquids, pods, disposable marijuana vape pens, and/or cartridges. Drug paraphernalia may include any vape product(s) or device(s) that is specifically used for controlled dangerous substances or that has been modified for the use of controlled dangerous substances.

Violations may include one or more of the following disciplinary codes:

- Uses/Possesses Controlled Dangerous Substance
- Possession/Use Of Electronic Device
- Distribution Or Selling Of Electronic Smoking Device And/Or Pods Or Liquids

A student recommended for expulsion grades 6-12, 16 years or older, for possessing category II and category III drugs or weapons shall be expelled for a minimum of four complete semesters at the discretion of the superintendent or his designee R.S. 17:416.

A student under 16 in grades 6-12 shall be expelled for two complete school semesters R.S. 17:416.

ATTENTION: PARENTS AND STUDENTS

If you know about something that could harm you or someone you know, report it to your school officials now. But, if reporting what you know, in person, is not an option – provide your information on-line.

KidsMatter2.org is a SAFE and CONFIDENTIAL website for students of all ages to utilize. Parents are encouraged to access the website for information and resources. Any issue of concern can be reported. However, PLEASE report any potentially dangerous situations that may harm someone IMMEDIATELY.

All reports are confidential and you can remain anonymous.

CATEGORY OF DRUGS

Category I Definition	Examples*	Administrative Action	
		Junior/ Senior High School	**Elementary School**
Any drug that can be purchased without a prescription from a licensed doctor. Also, any drug that has been determined not to pose an immediate threat of life	Advil Motrin NyQuil Tylenol Listerine Benadryl Dramamine Nicotine-Patch Cough Drops	**1st Offense:** ● Administrative warning **2nd Offense:** ● 2 days detention OR ● 2 day suspension **3rd Offense:** ● 4 days detention OR ● 4 day suspension **4th Offense:** ● Recommend for expulsion	**1st Offense:** ● Administrative Warning **2nd Offense:** ● 2-4 hours detention **3rd Offense:** ● 1-2 days suspension **4th Offense:** ● 3-5 days suspension **5th Offense:** ● Recommend for expulsion

K-12 Students: Possession of and/or under the influence of Category II drugs shall be recommended for expulsion. R.S. 17:416	
Category II Definition	**Examples***
Any intoxicating liquor produced by yeast fermentation. These drugs also pertain to any substance that must be obtained with a prescription from a licensed physician and is in the possession of the individual for whom the prescription was written but the student/parent has failed to follow the 2022-2023 GPSB Medication Policy. Includes Possession of Drug Paraphernalia.	Gin, Wine, Beer, Vodka, Whiskey Ritalin, Soma, Xanax Valium, Vicodin Codeine Percocet Percodan, OxyContin Antibiotics Methadone Amphetamines

K-12 Students: Possession of and/or under the influence of Category III drugs shall be recommended for expulsion. R.S. 17:416	
Category III Definition	**Examples***
All drugs that *cannot* be obtained legally with or without prescription from a licensed doctor. Also, any prescribed drug found in the possession of a student *for whom it was not prescribed*. Also, any drug that has been determined that may/will pose an immediate danger. Any substance not defined thus far.	PCP, GHB, LSD Heroin, Darvon, Ecstasy Cocaine, Inhalants, Morphine Ketamine, Nitrous Oxide Marijuana, Synthetic Marijuana Mushrooms, Yellow Jackets, Hydrocarbons

***The examples given in this chart are not inclusive** Revised 06/2019

Grant Parish Schools
Parent & Family Engagement Policy
2026 - 2027

Our schools are a place where every child shines. Our dedicated teachers go above and beyond to inspire and empower our students. With a focus on innovative learning, we're preparing our kids for a bright future.

- Excellence: Grant Parish Schools aspire to set the standard for excellence in all endeavors.
- Student-Focused: Every decision we make is guided by what's best for our students.
- Safety: Empowering every Grant Parish student and staff member to feel safe and supported, both physically and emotionally, in every school and classroom.
- Inclusion: A caring community where every student is valued, heard, and inspired to reach their full potential. Partnership: We believe that learning is best achieved in an environment of trust, respect, and collaboration.
- Opportunity: We believe schools should be dynamic spaces where curiosity is kindled and creativity soars.
- Community: We believe our community and schools are stronger when we work together.
- Empowerment: We believe in the limitless potential of every student.

PART I.GENERAL EXPECTATIONS AND OBJECTIVES

The Grant Parish School Board is committed to providing the students of Grant Parish with the opportunities to receive an education that will prepare them for success throughout their lives. With a focus on safety, parent and family involvement, community support, technology and by fostering a love for learning, we believe that all students can and will succeed.

The Grant Parish School Board agrees to implement the following statutory requirements of ESSA:

1. Consistent with Section 1116 of ESEA, the district will ensure that the required Family Engagement Policy meets the requirements and includes, at each school-level, a school-parent compact.
2. We will involve parents and family members in jointly developing the LEA's plan under ESEA section 1112, and support and improvement plans under ESEA section 1111(d)(1)-(2),
3. We will provide the coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
4. We will coordinate and integrate parent and family engagement strategies under Title I, Part A, with parent and family engagement strategies under other relevant Federal, State, and local laws and programs, to the extent feasible and appropriate;
5. We will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served with Title I, Part A funds, including

   identifying barriers to greater participation by parents in activities under ESEA section 1116, with particular attention for parents who are economically disadvantaged, are disabled, have limited

English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

6. We will use the findings of the evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the parent and family engagement policies under ESEA section 1116; and
7. We will involve parents in the activities of Title I, Part A schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population served by the LEA for the purposes of developing, revising, and reviewing the parent and family engagement plan/policy.

This LEA's Parental and Family Engagement Plan/Policy has been developed jointly with, and agreed on with, parents/families of children participating in Title I, Part A programs. For questions or comments, please email parents@gpsb.org.

Grant Parish Parent and Family Engagement Plan

Statute: Section 1116(a)(2)ESEA states that each LEA must establish the LEA's expectations for parent and family engagement.

Grant Parish will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition: Parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

A. that parents play an integral role in assisting their child's learning;
B. that parents are encouraged to be actively involved in their child's education at school;
C. that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
D. the carrying out of other activities, such as those described in section 1116 of the ESEA.

The Grant Parish School Board agrees to implement the following activities to engage parents and families:

Category	Planned Activities	Timeframe
Informative Communications	Schools will provide calendars each month along with website updates on events. Flyers, letters, and/or digital communication will be used for announcements and invites to upcoming events. District and school websites will be used to remind of events, activities and announcements. Schools with outdoor signage will post events. The Grant Parish Social media site is constantly updated to allow parents access to current events and offerings for schools.	Ongoing

Parent-Teacher Conferences	Parent/Teacher conferences are scheduled during the semester at various times to accommodate work schedules. Conferences can be held via phone. Families have the opportunity to get up-to-date information on grades and attendance through the JCampus Parent Portal.	Fall, Spring, End of Year
Workshops and Learning Sessions	Take home literacy/math activities, Early Childhood Expo, Ag Day, CTE meetings, financial aid nights, literacy/math nights, testing/data workshops, open house, dual enrollment, summer learning options, IASP planning, and parent portal and Title I annual meets are options available for parents to acquire skills to support their students.	Ongoing
Family Events	Each school hosts events for families to attend with their students and participate in activities. Math/Literacy nights, STEM activities, Child Learning Expo, post-secondary planning, and Star Academy and similar Family Engagement events will be held by schools.	Ongoing
Feedback Mechanisms	Families can give feedback, recommendations, and ask questions through the district email (@parents.gpsb.org), Parent Square, messaging services or by scheduling a conference time. Surveys and focus groups provide input for the schools after scheduled activities throughout the year. Each school collects an end of year reflection when planning for the upcoming year.	Ongoing

Notification of Rights under FERPA and ESSA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age "eligible students" certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational

interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

In addition, if your child attends a federal Title I school, ESSA (Every Child Succeeds Act) provides you the right to know the following information which should be provided to you in a timely manner upon the initial request:

- You have the right to request information regarding the professional qualifications of your child's classroom teachers, including the following:
  - Whether your child's teacher has met state licensing criteria for the grade level and subject taught.
  - Whether your child's teacher is teaching under emergency or provisional status whereby state licensing criteria have been waived.
  - The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
  - Whether your child is provided services by a paraprofessional and, if so, their qualifications.
- You have the right to know the achievement level and academic growth of your child on each of the state academic assessments.
- You have the right to know if your child has been assigned, or has been taught for four (4) or more consecutive weeks by a teacher who does not meet state certification requirements at the grade level and subject area in which the teacher has been assigned.

Questions & comments can be emailed to parents@gpsb.org.

Education of Homeless Children and Youth
District-Level Dispute Resolution Process Policy

Section VII(B) of the McKinney-Vento Homeless Assistance Act, McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The Grant Parish School District dispute resolution process follows the guidelines set forth in the McKinney-Vento Homeless Assistance Act and in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 341, which is available online at the following website address: www.doa.louisiana.gov/osr/lac/28v115/28v115.doc. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Dispute Resolution Process
If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute (five days). The dispute process may be initiated by the parent/guardian, unaccompanied youth, principal or other school officials. At this time, the registrar must provide the student/parent/guardian with a copy of the District-Level Dispute Resolution Process Policy.

The parent/guardian or unaccompanied youth must also be:

1. Referred to the Homeless Liaison,
2. Provided a written explanation of the school's decision to deny enrollment or school selection.
3. Informed of their right to dispute the school decision and
4. Provided with a brochure that states the rights of Homeless parents/guardians/unaccompanied youth (Supporting the Education of Children & Youth Experiencing Homelessness in Grant Parish).

The child, parent, guardian, or other accompanying adult who wishes to appeal an adverse decision must start the appeal process by submitting a request for dispute resolution to the District Homeless Liaison. Upon submission of a request for dispute resolution, the Liaison will:

1. Confirm that the child has received the opportunity to immediately enroll in the district school in which enrollment is sought, pending resolution of the appeal; and
2. Expeditiously resolve the appeal according to the following dispute resolution procedures:
    A. The Liaison, along with district personnel will set up an appointment with the person initiating the dispute within five (5) working days of receiving the notice of dispute. The committee will listen to the person's account of the problem, review information from the school, and consider the law and what factors impact the best interest of the child.
    B. The committee will provide within five (5) working days:
        i. A written explanation of the decision regarding school selection or enrollment; and
        ii. Notice of the right to appeal the committee decision to the State Homeless Education Coordinator and the form with which to initiate such appeal.

If the district's committee denies a school selection or enrollment request that is based upon the rights of the child under the McKinney-Vento Act, the Liaison will provide to the child, parent, guardian, or other

accompanying adult, in writing, the reason for the decision and notice that the decision may be appealed. This notice will advise the child, parent, guardian, or other accompanying adult that the child will be immediately admitted to the school in which enrollment is sought and transportation will be provided, pending resolution of the appeal.

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

GRANT PARISH SCHOOLS EVACUATION PLAN

In the event a school must:

(1) Evacuate the campus or
(2) If entrance to the campus is prohibited, please utilize the following locations for students or information.

Evacuation/Relocation Centers

SCHOOL	LOCATION	ADDRESS	PHONE
Grant Junior High	**First Baptist Church Dry Prong**	**920 Hwy. 167 Dry Prong, La. 71423**	**(318) 899-3371**
Georgetown High	**Georgetown Baptist Church**	**4465 Hwy. 500 Georgetown, La. 71432**	**(318) 827-5222**
Grant High School	**First Baptist Church Dry Prong**	**920 Hwy. 167 Dry Prong, La. 71423**	**(318) 899-3371**
Montgomery High	**Northside Baptist Church**	**300 Bienville Street Montgomery, La. 71454**	**(318) 646-2266**
Pollock Elementary	**First Baptist Church Pollock**	**7936 Ridge Street Pollock, La. 71467**	**(318) 765-3525 (318) 765-3523**
South Grant Elementary	**New Prospect Baptist Church**	**111 Prospect Church Road Dry Prong, La. 71423**	**(318) 640-9712**
Verda Elementary	**Verda Baptist Church**	**2688 Hwy. 122 Montgomery, La. 71454**	**(318) 646-2730**

Notice To Secondary School Students and Parents/Guardians of Secondary Students Military Recruiters' Request for Student Information

The federal No Child Left Behind Act requires the Department of Education (DOE) to provide to military recruiters, upon their request, the name, address, and telephone number (including unlisted number) of

secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the board category of "secondary" students. Secondary school students are defined as students enrolled in middle, intermediate and high schools. It also applies to students in grades 7 through 12 in combination elementary/secondary schools (e.g., K-7, K-8, K-9, K-11, K-12, 7-12).

If any secondary student or the parent/guardian of a secondary student does not want the DOE to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information. To do this, a legible, signed written request needs to be submitted to the school office. The request must contain the school name and the student's name and birth date.

If the secondary school student or the student's parent/guardian does not opt out or request non-disclosure, student information will be provided to the military recruiters as required by law.

Protection of Pupil Rights Amendment (PPRA)

The Grant Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent/guardians;
2. Mental or psychological problems of the student or family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardians; or
8. Income, other than as required by law to determine program eligibility.

If at any time during the school year, you would like to opt-out of a survey of this kind, please contact the school for an opt-out form. The following is an example of an opt-out form.

Asbestos Notification Letter
for
2026-2027 School Year

To: Whom it May Concern
From: Grant Parish Schools
Subject: Asbestos-Containing Materials

In compliance with the Environmental Protection Agency's Asbestos-Containing Materials in Schools Rule of October 30, 1987, we wish to notify you of the of the following:

- Asbestos is a building material that has been used in floor tiles, ceiling tiles, insulation and several other materials for many years. Asbestos fibers can cause serious health effects if they are not sealed into a material.

- Air Environmental Services, Inc. has conducted an inspection of the building for asbestos-containing building materials. You may view a copy of the asbestos inspection report and action plan by contacting Jim Winegeart, Maintenance Director.

- The action plan, also known as an Asbestos Management Plan, includes a description of asbestos-containing materials in the building and procedures for re-inspecting the building every six months.

- We want you to know that we have instituted procedures which will ensure asbestos remaining in the building will be maintained in a safe condition until it is removed. We will continue to keep you informed of new actions regarding asbestos.

If you have any questions about this program, you may contact Jim Winegeart, Maintenance Supervisor, at the Grant Parish School Board 627-3274 for further information.