

CURRICULUM

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

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

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

The curriculum design within the high schools shall consist of an academic major comprised of college preparatory courses and a career major comprised of challenging academic courses and modern vocational studies. Such a curriculum design shall allow each high school student to choose a career option at the high school level. By the end of the eighth grade each student, with the input of his/her family, shall develop a *Five Year Educational Plan*. Such a plan shall include a sequence of courses which is consistent with the stated goals for one year after graduation, and shall be reviewed annually thereafter by the student, parents and school supervisor, and revised as needed.

By July 1st of each year, the School Board shall submit to the Louisiana Department of Education a year-end evaluation of each career major program.

ELECTIVES

The Louisiana Board of Elementary and Secondary Education (BESE) has granted school systems the authority to develop, review, and approve all locally-initiated electives that comply with BESE's *State Standards for Locally-Initiated Electives*. The East Baton Rouge Parish School Board has established and approved guidelines and procedures for each school to use in the development of elective courses which are designed to expand, enhance and/or refine the core curriculum.

District Approval

The East Baton Rouge Parish School Board shall require each secondary school principal to appoint a curriculum committee whose duties shall be to study, develop, or review elective courses offered in the school. The principal, a counselor, and department heads and/or content area teachers shall be included on the committee. The purpose of the

committee is to assess all new elective courses to be included in the curriculum, and/or to review and evaluate existing elective courses for renewal.

The School Board shall require a school choosing to add an elective course to its program of studies to apply to the Superintendent or designee at least sixty (60) days prior to the anticipated date of implementation. The Superintendent or designee shall consider for approval the elective course using the state standards for elective approval set forth by BESE. All approved courses shall be submitted to the Louisiana Department of Education at least thirty (30) days prior to implementation.

The application for an elective course shall be submitted by the principal and shall contain the following information:

- ! rationale for the course
- ! detailed outline of course content
- ! time requirements (minutes per day, days per year or semester)
- ! detailed course objectives and methods by which they shall be measured
- ! qualifications of the instructor
- ! date the course is to begin and end
- ! approximate number of students
- ! criteria for enrollment, and
- ! method for measuring effectiveness of course.

All electives shall be evaluated annually. The school's curriculum committee shall oversee the application for new electives, evaluation, and renewal process for elective courses.

Ref: La. Rev. Stat. Ann. §§ 17:154, 17:181 to :189, 17:261 to :268; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; State Standards for Locally-Initiated Electives, May 27, 1999, Louisiana Board of Elementary and Secondary Education; Board minutes, 8-26-99.

BASIC INSTRUCTIONAL PROGRAM

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

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

Ref: La. Rev. Stat. Ann. ' '17:181 to :189, 17:261 to :268; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

EDUCATIONAL ASSESSMENT PROGRAM

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

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

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

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

SEX EDUCATION

In order to better educate and meet the growing awareness of today's youth, school boards have been granted the discretion, if so desired, of conducting classes in subject matter designated as sex education. Said subject matter shall be integrated into an existing course of study in grades seven through twelve. When offered, such instruction shall be offered to non-graded special education students at age appropriate levels. Whenever instruction in sex education is offered by a school, such instruction shall be available also to any student in such school regardless of the student's grade level who is pregnant or who is a mother or father.

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

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

- (a) Emphasize abstinence from sexual activity outside of marriage as the expected standard for all school children.
- (b) Emphasize that abstinence from sexual activity is a way to avoid unwanted pregnancy, sexually transmitted disease, including acquired immune deficiency syndrome and other associated health problems.
- (c) Emphasize that each student has the power to control personal behavior and to encourage students to base action on reasoning, self-esteem and respect of others.

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

Ref: La. Rev. Stat. Ann ' 17:281.

**ALCOHOL, TOBACCO, DRUG,
AND SUBSTANCE ABUSE EDUCATION PROGRAM**

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

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

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

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

DRUG-FREE ZONES

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 1000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug-Free Zones*. The School Board, in cooperation with local governmental agencies, and the State Department of Education, shall designate and mark *Drug-Free Zones* which surround all schools and school property.

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

SUMMER SESSION

The East Baton Rouge Parish School Board shall provide summer school sessions as an extension of the instructional schedule for the school district. The schedule for the summer session may provide for remedial instruction, additional instruction, and repeat courses for students who have failed. In particular, a summer school remediation program shall be offered to all students who failed the Louisiana Educational Assessment Program (LEAP) test administered in the spring of each year to 4th and 8th grade students. Operation of schools in the summer session shall be in accordance with regulations established by the State Board of Elementary and Secondary Education, guidelines of the State Department of Education, and directives of the Superintendent and staff, as may be reflected in the Board's *Pupil Progression Plan*.

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

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

AFTER SCHOOL/EVENING PROGRAMS

EXTENDED DAY PROGRAM

The East Baton Rouge Parish School Board shall operate an *Extended Day Program* designed to provide a minimum of one hour academic assistance to children on a daily basis. *Extended Day Programs* will seek to be extensions of the school day and not isolated programs. In addition to the academic component *Extended Day Programs* shall be encouraged to provide enrichment opportunities for the children to foster physical, social, emotional, and intellectual development of each child.

Goals:

1. To provide *Extended Day Programs* for children to enhance academic and social learning.
2. To create partnerships between non-profit organizations and the school system to deliver educational services to our children.
3. To provide a safe, well-supervised environment in which students may participate in enriched academic, social, and cultural activities.
4. To provide strong accountability to help assure that academic objectives are being met.

Objectives:

1. Achieve documented academic growth for each child who participates in an academic *Extended Day Program*.
2. Provide enrichment opportunities and social skills for all children in *Extended Day Programs*.
3. Develop an *Extended Day Committee* which would be composed of all the school and agency participants to oversee the *Extended Day Program* at each site. Functions of the committee are to hire and evaluate staff, assure that there is a link between the school day and the *Extended Day Program*, and assure that all programs involved in the *Extended Day Program* have objectives and means to meet those objectives.

HOME STUDY PROGRAM

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

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

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

TEXTBOOKS

The School Board may supply textbooks to home study students who have been approved by the State Department of Education, if extra copies are available. A deposit equal to fifty percent (50%) of the replacement costs shall be required. Such deposit shall be returned when the books are returned. No refunds shall be made for lost or damaged textbooks. If books are not returned or paid for, the parent or legal guardian shall not be eligible to continue participation in the textbook rental program until all textbook debts have been cleared.

Textbooks should be issued from the school of the student's assigned attendance zone for no longer than the length of the current school term. Principals may require periodic inspection of the textbooks. Workbooks and supplementary materials shall not be provided by the Board.

READMISSION

Students seeking admission or readmission to East Baton Rouge Parish School Board schools shall be required to fulfill such screening and evaluation requirements as the Board of Elementary and Secondary Education (BESE) and/or the School Board may establish, including the taking of tests and diagnostic instruments used to determine appropriate grade levels or Carnegie units. The requirements and procedures for admission or

readmission shall be made a part of the Board's *Pupil Progression Plan*. Students in *grades 5 and 9* transferring to the public school system shall be required to take the 4th and 8th grade LEAP 21 tests and register an acceptable score prior to enrollment. The School Board may charge a fee, not to exceed \$100 per student, for the testing of home study students. The testing fee shall be refunded upon the student's enrollment in the public school system the semester immediately following the testing.

ACHIEVEMENT TESTING

In May and September of each year and on such other dates as the School Board may determine, the School Board shall, upon the request of a parent whose child is participating in a home study program, administer the competency-based education examination to the child. A thirty-five dollar (\$35) testing fee shall be charged for each test.

Ref: La. Rev. Stat. Ann. ' ' 17:236, 17:236.1, 17:236.2, 17:351; *Home Study Guidelines*, Louisiana Board of Elementary and Secondary Education; *Pupil Progression Plan for East Baton Rouge Parish School Board*.

COLLEGE/UNIVERSITY PROGRAMS

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

BATON ROUGE COMMUNITY COLLEGE

The East Baton Rouge Parish School Board collaborates with the Baton Rouge Community College to provide instructional services, student services, and administrative assistance for students to obtain approved course credits. This agreement provides students:

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

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

The administrators of the East Baton Rouge Parish School Board and the Baton Rouge Community College shall meet at least twice per academic year to evaluate the progress of this endeavor and to determine the courses, locations, times, faculty, and any other matters essential to making student educational opportunities available.

HOMEBOUND INSTRUCTION

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

CRITERIA FOR ELIGIBILITY

A regular education student is eligible to be a hospital or homebound student if the following criteria are met:

1. There is certification by a physician that the student is expected to be at home or hospitalized for at least fifteen (15) operational days and will be able to participate in and benefit from an instructional program.
2. The student is under constant medical care for an illness or injury which is acute or catastrophic in nature, or chronic physical condition which has acute phases and which requires homebound instruction during the acute phases. If the student is pregnant, a medical evaluation must verify that there are complications in the pregnancy or recovery which could be detrimental to the health of the student.
3. The student is free of infectious or communicable disease. If the student is not free of such diseases, other appropriate instructional arrangements must be made.
4. The parent or guardian signs a parental agreement concerning homebound or hospital policies and parental cooperation.

CONTINUITY OF INSTRUCTION

A review of the student's educational program conducted by the student's regular education teacher(s) should be provided to the hospital/homebound teacher to permit continuity in instruction. Usually, a teacher assigned to teach a disabled student will meet with the student at least twice a week. Periodic conferences between the student's regular teacher and homebound instructor should be conducted as well.

REGULATIONS

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

1. One of the student's parents, or a responsible adult, must be present in the home the entire time a homebound teacher is teaching.
2. Child and teacher are not to be disturbed during the instructional period.
3. Members of the family must remain out of the room during the class period.
4. In the event a teacher is unable to keep the child's appointment, he/she should notify the parents. If the child is unable to receive a lesson at the scheduled time, the parents should let the teacher know as soon as possible.
5. Home study is essential for the student to maintain his/her class standing. It then becomes the child's responsibility, under the supervision of the parents, to prepare the work which has been assigned. An assigned lesson which is not completed is a loss of valuable time and may jeopardize the student's course work.
6. A daily student schedule is the responsibility of the student and the parents.

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

Ref: La. Rev. Stat. Ann. '17:1946; Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education.

DRIVER TRAINING

The East Baton Rouge Parish School Board shall provide the facilities and the personnel necessary for a driver training program. This program shall be open to all students who are eligible for a driver's permit. Students will be served based on the procedures established by the program supervisor, as approved by the Superintendent.

All driver education students shall be subjected to a complete driver education program approved by the state. A fee in the amount necessary to provide for the expenses of the program shall be assessed the student.

The Driver Education Program shall have the following objectives:

1. To develop in each student the proper values and attitudes toward safe and responsible driving.
2. To develop in each student safe and efficient use of motor vehicle equipment and highways.
3. To develop in each student a strong sense of personal and social responsibility in the operation of motor vehicles.

The program shall be designed to acquaint students to the safety precautions and hazards related to highway transportation.

Ref: La. Rev. Stat. Ann. '17:270.

SPECIAL EDUCATION

Special education is an array of modifications and supports that enables the East Baton Rouge Parish School Board to offer a continuum of instructional programs and educational services to exceptional students ages three through twenty-one (3-21), as well as other early intervention services to children ages birth through two (0-2) who meet established eligibility criteria.

Generally, identified children are screened and evaluated for eligibility to receive special educational services while receiving educational support in the regular classroom. If it is determined in the evaluation process that a child has an impairment or condition that impedes educational progress, then the child is classified according to the *Pupil Appraisal Handbook*, guidelines and becomes eligible to receive special education services. All special education services shall be performed in accordance with the regulations outlined in *Regulations for the Implementation of the Exceptional Children's Act*, Bulletin 1706, as well as the Board's *Special Education Policies and Procedures Manual*.

An *Individualized Education Program* (IEP) is written for each special education student annually. This is a decision-making process in which the IEP committee members, including parents, meet to decide goals and objectives for the upcoming school year. Decisions are made regarding the placement which best suits the student's needs and the extent of the day that will be spent with his/her non-disabled peers. Of maximum consideration in this decision-making meeting is determining the least restrictive environment in which the student will function.

PROGRAMS FOR EXCEPTIONAL STUDENTS

Policies and assurances of the East Baton Rouge Parish School Board regarding the education/programs for students with exceptionalities include the following:

A. Full Education Opportunity Goal

It shall be the goal of the East Baton Rouge Parish School Board to provide full educational opportunities to all children with exceptionalities ages three through twenty-one within its jurisdiction. The School Board also provides early intervention to eligible infants ages birth through two.

B. Free Appropriate Public Education (FAPE)

It shall be the policy of the East Baton Rouge Parish School Board to provide, or cause to be provided, a free appropriate public education to each eligible exceptional child, ages three through twenty-one, residing within its jurisdiction who is voluntarily enrolled in a public school program.

C. Adult Education Opportunities

It shall be the policy of the East Baton Rouge Parish School Board that all eligible people shall be granted access into the adult education program regardless of race, sex, creed, or disabling condition and shall take into account the needs of these persons in determining services to be provided.

D. Vocational Education Opportunities

It shall be the policy of the East Baton Rouge Parish School Board that all children with exceptionalities, after appropriate vocational assessment, are afforded the opportunity to profit from vocational programs that are designed to meet their needs.

E. Alternative to Direct Services

If a service for an exceptional child is not provided by the East Baton Rouge Parish School Board, these services will be sought through interagency collaboration.

F. Interagency Agreements

The East Baton Rouge Parish School Board assures that interagency agreements essential to full compliance for the provision of a free appropriate public education and to ensure fiscal and human resources are developed, signed, and implemented as needed. The school system assures that each interagency agreement will be designed to achieve or accelerate the achievement of FAPE for all exceptional children. Nothing in any such agreement may be construed to reduce assistance available or to alter eligibility.

ADMISSION OF SPECIAL EDUCATION STUDENTS

A. Within the state with records

Students who have been receiving special education services in another Louisiana school system and enroll in the East Baton Rouge Parish school system shall be enrolled in the appropriate special education program with their current IEP or, if no current IEP is available, through the development of a Review IEP within five (5) business days. Appropriate special education procedures shall also be followed.

B. Outside the state with records

Students with severe or low-incident impairment who enroll in the East Baton Rouge Parish school system shall be initially enrolled in the special education program concurrent with the evaluation by Pupil Appraisal according to the requirements of BESE's *Pupil Appraisal Handbook*. Students with other documented impairments who enroll in the East Baton Rouge Parish school

system and who were receiving special education in another state will, in some instances, be initially enrolled in a special education program concurrent with the Pupil Appraisal evaluation.

This enrollment process will occur within ten (10) business days.

The initial IEP/placement document shall be developed within thirty (30) calendar days from the dissemination date of the written evaluation report.

C. Without records

A student who claims to be exceptional but is unable to present special education records should be enrolled and simultaneously referred by the school to their Pupil Appraisal contact person. That office will assume responsibility for verifying the student's special education eligibility status via electronic, telephonic, and other means.

TECHNOLOGY ASSISTIVE DEVICES FOR DISABLED STUDENTS

The School Board recognizes that, consistent with federal and state statutes, assistive technology devices that are determined necessary by the child's individualized education plan (IEP) team to ensure a free, appropriate public education (FAPE) shall be provided by the Board to a child with a disability or parent or guardian of a child with a disability at no cost to the parents. However, the School Board shall not be required to replace or repair any assistive technology device provided if such device is lost, stolen, damaged, broken, destroyed, or otherwise misused while in the possession of the child, parent, or guardian. This provision does not apply to repair or replacement of such a device which needs repair or replacement as a result of ordinary wear.

Ref: P.L. 94-142; La. Rev. Stat. Ann. '17:1941 to :1958; Pupil Appraisal Handbook; Regulations for the Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education.

ALTERNATIVE SCHOOLS EDUCATION PROGRAM

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

Pupils suspended or expelled/excluded from school shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative setting. An alternative setting may be located on or off the school site. The alternative education program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that pupils who are unmotivated or unsuccessful in the traditional programs or who are disruptive in the traditional school environment remain in school and obtain a high school diploma. Any expelled pupils attending the alternative education program and exhibiting disorderly conduct shall be dismissed from that program and shall not be permitted to return to any school program until the period of expulsion has ended.

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

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

Ref: La. Rev. Stat. Ann. ' ' 17:7.5, 17:221, 17:224, 17:416.2.

MAGNET SCHOOLS AND PROGRAMS

The East Baton Rouge Parish School Board is committed to providing quality educational opportunities for all students, regardless of background, by providing each student an educational environment that enhances that student's educational success. The School Board is also committed to encouraging all parents to play active roles in their children's education and to increasing the educational choices available to parents and students in the public schools.

The School Board supports magnet schools and programs as one tool for achieving these goals. First, the Board believes that magnet schools and programs should promote educational excellence and offer to students with different interests, talents, and aptitudes, distinct choices that may enhance their educational success. The Board also believes that magnet schools and programs should be used to develop innovative instructional practices and promote systemic reform. Lastly, magnet schools and programs are a tool for the promotion of diversity within schools. As defined by the School Board, *diversity* includes racial, ethnic, economic, gender, and special needs populations.

DEFINITION

As used in this policy, magnet schools and programs are defined as those schools and programs with a specialized curriculum or those with an emphasis on instruction that is different from that generally offered in other schools throughout the school system. Magnet schools and programs can be total-school or school-within-a-school programs.

ADMISSION REQUIREMENTS

The criteria for admission to each magnet program is printed in the *Magnet Program Catalog* for each school year. Criteria for retention in each magnet program is based on adherence to the district's policies and procedures as stated in the *Pupil Progression Plan* and the provisions enumerated in the student/parent contract.

LIMITED ENGLISH PROFICIENCY PROGRAM

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

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

Ref: 20 U.S.C. 6801 et seq., 20 U.S.C. ' 7401 et seq.

CO-CURRICULAR ACTIVITIES AND EXTRACURRICULAR ACTIVITIES

The East Baton Rouge Parish School Board shall be committed to providing for each of its schools a program of co-curricular activities and extracurricular activities to all students in a manner which allows students equal opportunity to participate in services and activities. All activities shall be in compliance with pertinent regulations of the State Board of Elementary and Secondary Education.

CO-CURRICULAR ACTIVITIES

Students may participate in those activities that are relevant, supportive, and are an integral part of the structured program of studies and which are under the supervision and/or coordination of the school instructional staff. Such co-curricular activities may include: field trips, festivals, conventions, assemblies, and organizations (science clubs, student councils) and others directly related to programs of study.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities which are not directly related to the program of studies, but are under the supervision of school instructional staff and are considered valuable for the overall development of the student. Activities not directly related to programs of study may include: field trips (entertainment in nature), assemblies (pep rallies, beauty contests), and organizational activities (athletic teams, cheerleaders, pep squads).

1. Extracurricular activities shall not be scheduled during instructional time.
2. Eligibility Requirements for Extracurricular and Co-curricular Activities:
 - a. No student shall be allowed to participate in any event on the day or night while the student is under suspension from school.
 - b. All work missed by students while on co-curricular or extracurricular events must be made up and completed in a manner that would be required of any other students.

Special Education Student Participation

All non-academic and extracurricular services and activities shall be offered to each exceptional child in a way which allows equal opportunity to participate in such services and activities.

Ref: Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Official Handbook, Louisiana High School Athletic Association.

INTERSCHOLASTIC ATHLETICS

The East Baton Rouge Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program. The athletic program shall also be based on a spirit of nonprofessionalism so that participation is regarded as a privileged opportunity.

ATHLETIC PROGRAM

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

PARTICIPATION REQUIREMENTS

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

1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
2. Properly complete a LHSAA Medical History Form and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school.
3. Once a student passes the initial medical examination and completes an LHSAA Medical History Form prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her LHSAA Medical History Form as required.
4. A copy of the completed and signed LHSAA Medical History Form and the medical examination form must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.

5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.
6. An election by the student's parent(s) or legal guardian(s) either (a) to decline student insurance and be fully responsible for all bills associated with any injuries suffered by the student as a result of participating in any East Baton Rouge Parish school system public school interscholastic athletic programs, or (b) to purchase student insurance and be responsible for any bills not covered by such insurance.
7. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic activity. (See policy *IDFAA, Drug Testing of Student Athletes*)

RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the Board. Any violations of athletic rules shall be immediately reported to the Superintendent and/or his/her designee by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent in turn shall make a report to the School Board with pertinent recommendations for disciplinary action.

ELIGIBILITY

The School Board endorses the eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. In order to remain eligible for athletic participation, the participating student shall be required to successfully pass five (5) subjects and maintain at least a 1.5 grade point average, unless the student is a senior. In the case of a senior, the student shall be required to take and successfully pass the minimum number of courses required and enumerated in the eligibility rules of the LHSAA.

SAFETY

The Superintendent or his/her designee shall have the responsibility in the school district to identify risks to students participating in athletic activities. Participants in the various sports shall be instructed in proper techniques to practice for maximum safety in the contact phase of a game.

The East Baton Rouge Parish School Board shall require injury prevention techniques be promoted by all coaches to all athletes. All players and parents of players shall be provided information concerning the physical risks to students participating in varsity athletic programs. Before any student shall be allowed to participate in athletics the athlete and his/her parents shall sign a statement certifying that they have been provided the safety information required.

Ref: *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; *Official Handbook*, Louisiana High School Athletic Association.

INTERSCHOLASTIC ATHLETICS

The East Baton Rouge Parish School Board believes that the competitive athletic program is a part of the overall educational program of the school system. It also believes that the athletic program should be closely coordinated with the general instructional program of the school, and that the aims achieved through athletics should justify its inclusion in the overall educational program. The athletic program shall also be based on a spirit of nonprofessionalism so that participation is regarded as a privileged opportunity.

ATHLETIC PROGRAM

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

PARTICIPATION REQUIREMENTS

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

1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
2. Properly complete a LHSAA Medical History Form and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school.
3. Once a student passes the initial medical examination and completes an LHSAA Medical History Form prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her LHSAA Medical History Form as required.
4. A copy of the completed and signed LHSAA Medical History Form and the medical examination form must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.

5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.
6. An election by the student's parent(s) or legal guardian(s) either (a) to decline student insurance and be fully responsible for all bills associated with any injuries suffered by the student as a result of participating in any East Baton Rouge Parish school system public school interscholastic athletic programs, or (b) to purchase student insurance and be responsible for any bills not covered by such insurance.
7. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic activity. (See policy *IDFAA, Drug Testing of Student Athletes*)

RULES VIOLATION

Adherence to the rules of athletic representation and participation shall be strictly enforced by the Board. Any violations of athletic rules shall be immediately reported to the Superintendent and/or his/her designee by the principal. In the event that a member school, member school principal, or member school coach is penalized or cited by the LHSAA due to a violation, the athletic director, principal, and coach involved shall provide a full report to the Superintendent. If found warranted, the Superintendent in turn shall make a report to the School Board with pertinent recommendations for disciplinary action.

ELIGIBILITY

The School Board endorses the eligibility requirements as a condition for participation in high school extracurricular activities as stipulated by the LHSAA. In order to remain eligible for athletic participation, the participating student shall be required to successfully meet academic requirements of the East Baton Rouge Parish School Board as outlined in policy IDE, Co-Curricular and Extracurricular Activities.

SAFETY

The Superintendent or his/her designee shall have the responsibility in the school district to identify risks to students participating in athletic activities. Participants in the various sports shall be instructed in proper techniques to practice for maximum safety in the contact phase of a game.

The East Baton Rouge Parish School Board shall require injury prevention techniques be promoted by all coaches to all athletes. All players and parents of players shall be provided information concerning the physical risks to students participating in varsity athletic programs. Before any student shall be allowed to participate in athletics the athlete and his/her parents shall sign a statement certifying that they have been provided the safety information required.

Revised: September, 2005

Ref: Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Official Handbook, Louisiana High School Athletic Association. Board minutes, 7-21-05.

DRUG SCREENING OF STUDENT ATHLETES

The East Baton Rouge Parish School Board is cognizant of the privacy rights of individuals and believes that the safety and well being of these individuals require that it take legally permissible steps to prevent and eliminate substance use, abuse or misuse by its student athletes. The School Board acknowledges that extracurricular activities are not an essential part of the educational process in our state, as written in the *Louisiana Handbook for School Administrators*, Bulletin 741. It is therefore a privilege, not an absolute right, offered to all eligible students on an equal opportunity basis and thus is voluntary and not required by local Board policy and state and/or federal law.

The purpose of this *Drug Screening of Student Athletes* policy is

- (1) To provide for the health and safety of student athletes,
- (2) To help prevent the use, abuse or misuse of drugs,
- (3) To provide student athlete drug users with an education assistance program, and
- (4) To try to preserve a positive conducive learning environment for our student athletes.

As a part of the interscholastic athletic program, the School Board authorizes random urinalysis drug testing of students who participate in any of the school's athletic programs.

Definitions:

- ! Drug: Any substance considered illegal within the following categories: amphetamines, marijuana, cocaine, opiates, or PCP
- ! Student Athlete: Any student participating in interscholastic athletic programs sponsored by the East Baton Rouge Parish School Board.
- ! Sport Season: Fall, Winter, and Spring seasons begin on the first day of practice allowed By the Louisiana High School Athletic Association and end the day prior to the beginning date of practice of the next season.
- ! Medical Review Officer (MRO): A licensed physician with knowledge of drug abuse disorders. The MRO shall review all drug test results and interview parents of the student athlete who tested positive to verify whether the student athlete had a legal prescription.

PROCEDURES

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

Student Selection:

Random testing shall be conducted three (3) times during the school year. The selection for random testing shall be from a list of athletes from each high school. The drug screening eligibility list shall be sent to the Superintendent and/or his/her designee on or before the due date for each sport. The eligibility list shall be sent to the contracted laboratory where a number will be randomly assigned to each athlete according to his/her social security number or student number. The random assigned numbers for each school will be placed in a "pool" from which a representative of the contracted laboratory will blindly draw the names of three (3) percent of each school's available athletes. The Superintendent and/or his/her designee shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process.

A professional NIDA approved laboratory that is selected by the East Baton Rouge Parish School Board shall perform all urinalysis testing. The sample sent to this laboratory will be routinely tested only for AMPHETAMINES, MARIJUANA, COCAINE, OPIATES AND PCP.

Collection Procedures:

It is the responsibility of the collection site person to maintain the integrity of the specimen collection process along with ensuring the modesty and privacy of the student.

Prior to collection:

1. Authorized personnel shall designate and isolate the collection site for security and privacy. Site shall be clean, well lighted, and dedicated solely to urinalysis collection during the collection process.
2. **Only** authorized personnel shall be allowed in collection area during the collection process, or where specimens are stored.
3. Toilet bluing agent shall be placed in the toilet bowl.

4. No other source of water shall be located in the enclosure where urination occurs.
5. If toilet has a water tank, the cover to the tank shall be taped with tamper-proof tape.
6. Authorized personnel shall obtain positive (photo) identification of each Student Athlete for testing.
7. Each donor shall complete, or provide completed, "Drug Testing Authorization/Records" form.
8. Authorized personnel shall complete the "Chain of Custody" block of Drug Testing Custody and Control form in accordance with laboratory instructions.
9. Authorized personnel shall fill in, or check to be sure, MRO information appears in appropriate place on the "Chain of Custody".
10. Authorized personnel shall indicate on "Chain of Custody" form reason for drug test. (Random, Follow-up)
11. Authorized personnel shall indicate on "Chain of Custody" form which drugs are to be tested.

Collection:

12. The Student Athlete shall be advised remove unnecessary outer garments, such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the sample.
13. The Student Athlete shall be instructed to wash and dry hands.
14. The Student Athlete shall be provided with a urine specimen collection container that is in a sealed wrap.

Note: The Student Athlete shall remain in the presence of Collector and shall not have access to fountains, faucets, soap dispensers, or any other materials which could be used to adulterate the specimen.

15. The Student Athlete shall enter the stall or otherwise partitioned area that allows for individual privacy.
16. The Collector shall advise the Student Athlete to provide specimen, in specimen cup provided by Collector.
17. The Collector shall note any unusual circumstances, behavior, or appearance on

the "Chain of Custody" form.

After Collection:

18. The Collector (while observing) shall instruct the Student Athlete to transfer specimen from collection container to primary leak proof bottle, and to tightly screw on the cap to activate the leak proof seal. Primary specimen should have at least thirty (30) mls. urine.

The balance of the urine should be poured into the leak proof split specimen container and should be tightly sealed. The split specimen should have at least fifteen (15) mls. urine.

19. The Collector will measure the temperature of specimen.

Note: Acceptable temperature range is 32-38 Degrees Celsius/90-100 Degrees Fahrenheit.

Note: Time from urination to temperature measurement SHALL NOT EXCEED 4 MINUTES.

20. The Collector shall record the specimen temperature on the "Chain of Custody" form.
21. The Collector shall inspect the specimen color and look for any signs of contaminants.
22. If the toilet has a water tank, the Collector shall check that the tape was not tampered with.
23. The Collector shall request that another specimen be collected UNDER DIRECT OBSERVATION if he/she believes, based on the following circumstances, that the Student Athlete may have altered the specimen:
 - A. The urine specimen falls outside the acceptable temperature range and the Student Athlete declines to provide a measurement of oral body temperature, or the oral body temperature does not equal or exceed the specimen temperature.
 - B. There has been conduct, clearly and unequivocally, indicating an attempt to substitute or alter the sample.
 - C. The Student Athlete has previously been determined to have used a controlled substance medical authorization and the test is being conducted as part of a post rehabilitation program.

Note: BOTH SPECIMENS MUST BE SENT TO THE LABORATORY !

24. The Collector and Student Athlete shall keep the specimen in view at all times prior to being sealed and labeled.
25. The Collector shall label and initial all specimen bottles.
26. The Collector, (while Student Athlete observes) shall place the "Tamper-proof" seal over the bottle caps and down the sides of both bottles.
27. The Student Athlete shall initial the "seals" certifying that it is the specimens he/she provided.
28. The Student Athlete shall sign the "Chain of Custody" form certifying that the specimens identified are in fact the specimens he/she provided.
29. The Student Athlete shall complete his/her portion of the "Chain of Custody" form.
30. The Collector shall complete the balance of the "Chain of Custody" form to indicate receipt from the Student Athlete and shall certify proper completion of the collection form.
31. On the appropriate space of the "Chain of Custody" form, the Student Athlete shall provide a telephone number where his/her parents can be reached within the next few days and his/her date of birth.
32. The Collector shall prepare specimens for shipment/transfer m drug testing laboratory.
33. The Collector shall separate "Chain of Custody" form pages and distribute them as follows:
 - A. Copy #1 - Laboratory copy
 - B. Copy #2 - To Collector
 - C. Copy #3 - To MRO
 - D. Copy #4 - To Student Athlete
34. The Collector shall ensure that all necessary, parts form "Chain of Custody" are sealed in provided container for shipment/transfer to drug testing laboratory along with specimen.
35. On sealing, the Collector shall sign and enter date Specimens are sealed in container for shipment/transfer.
36. The Collector shall enter shipment on Log In Form (date, company, name, and

"Chain of Custody" I.D. to be signed by courier when picked up).

REVIEW OF DRUG TESTING RESULTS

The company shall have on staff or contract for the services of a Medical Review Officer (MRO). The MRO shall be a licensed physician with knowledge of drug abuse disorders. The MRO shall review all negative and positive drug test results and interview parents of Student Athletes who tested positive to verify whether the Student Athlete had a legal prescription before the School Board is notified. The review of a negative test may be an administrative process to ensure the chain-of-custody procedures were intact.

Reporting and Review of Results

The MRO shall review confirmed positive results. An essential part of the drug testing program is the final review of confirmed positive results from the laboratory. A positive test result does not automatically identify a Student Athlete as having used drugs in violation of School Board policy. An individual with a detailed knowledge of possible alternate medical explanations is essential to the review of results. This review shall be performed by the MRO prior to the transmission of results to School Board personnel. The MRO review shall include review of the chain-of-custody to ensure that it is complete and sufficient on its face.

Qualifications and Responsibilities

1. The MRO shall be a licensed physician with knowledge of substance abuse disorders. The MRO shall not be an employee of the laboratory conducting the drug test.
2. The role of the MRO is to review and interpret confirmed positive test results obtained through the drug screening program, in carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action could include conducting a medical interview with the parents of the Student Athlete and review of the individual's medical history or review of any other relevant biomedical factors. The MRO shall review all medical records made available by the parents when a confirmed positive test could have resulted from legally prescribed medication. The MRO shall not, however, consider the results of urine samples that are not obtained or processed in accordance with State and Federal regulations.
3. The MRO may require the original specimen be reanalyzed to determine the accuracy of the test result. The MRO may verify that the laboratory report and assessment are correct.

Positive Test Results

1. If a test is verified positive, the parents of the Student Athlete may present to the MRO information documenting that the Student Athlete had a legal prescription or a medical condition. If the MRO concludes that there is a legitimate explanation, the MRO shall declare the test to be negative.
2. Following verification of a positive test result, the MRO shall refer the case to the designated school official for action.

Reconfirmation Analysis Authorization

1. Should any question arise as to the accuracy or validity of a positive test result, only the MRO is authorized to order a reconfirmation of the original sample and such results are authorized only at laboratories certified by DHHS.
2. The MRO shall authorize a reconfirmation of the original sample if requested in writing by the parents of the Student Athlete within sixty (60) days of the employee having received actual notice of the positive test.
3. If the retest is negative, the MRO shall cancel the test.

Results Scientifically Insufficient

The MRO, based on review of inspection reports, quality control data, multiple samples, and other pertinent results, may determine that the result is scientifically insufficient for further action and declare the test specimen negative. In this situation the MRO may request reanalysis of the original sample before making this decision.

RETENTION OF SAMPLES

Samples that yield positive results on confirmation shall be retained by the laboratory in properly secured, long-term, frozen storage for at least three hundred sixty-five (365) days.

RETESTING OF SAMPLES

Parents of a Student Athlete may request in writing to the MRO a retest of the original split sample within seventy two (72) hours of notification of a positive test result from the MRO.

Retest Provisions

The parents may specify that the specimen be retested by the original laboratory or sent to another certified laboratory. The parents will be required to pay in advance for the cost of shipment and reanalysis of the sample. The parents will be reimbursed for the cost

incurred in the reanalysis if the retest of the specimen is negative.

Detection Levels

Because some analities deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.

PROCEDURE FOR POSITIVE RESULTS

If a Student Athlete's test results indicate a "Positive Test", a second test of the original sample shall be administered as soon as possible to confirm the results. Should the second test results indicate a "Negative Test's no further action shall be taken. However, if the second test results indicate a "Positive Test the athlete's parents shall be notified and a meeting with the Student Athlete, his/her parent(s) or guardian and the school's principal shall be scheduled.

CONSEQUENCES

In the event of a **first offense violation**, the student is given two (2) options:

- a) Suspension from the school athletic program until the completion of a six-week educational assistance program provided by an I CARE Advisor with at least one hour per week minimum meeting. The I CARE Advisor shall determine if the student needs to be referred for further assistance to other agencies. During this time, the athlete shall not be allowed participation in any athletic program, including practicing with the team. During this six-week period, the student may be subjected to random testing at the expense of the school system. At the end of the six-week program, a second urinalysis test shall be given at the cost of the student's parents. There should be a written assessment by the counselor or advisor at the end of six-week period, which involves a certificate of completion.
- b) Should the student refuse the option of the six-week program or fail the successful completion of the six week program, then the penalty be suspension from athletics for the remainder of the current season and the next season for which the student athlete is eligible. The student athlete shall be required to pass a urinalysis test before re-entering any athletic program at the school.

In the event of a **second offense violation**, which is defined as a second positive test result in any two (2) consecutive calendar years, the student athlete shall be suspended from all athletic programs for the remainder of the current season and the next athletic season for which the student is eligible.

In the event of a ***third offense violation***, which is defined as a third positive test result in any two (2) consecutive calendar years, the student athlete shall be suspended from all athletic programs for the remainder of the current season and the next two athletic seasons for which the student is eligible.

In any event, any re-entry into an athletic program following a violation shall not be allowed until the student undergoes a urinalysis test given at the cost of his or her parents.

If a student athlete confesses his/her drug use, a test shall still be given to the athlete and, following a positive result, the student shall be required to complete the six-week educational assistance program detailed above. It is recommended that no self-referrals be allowed on a random test date.

No student athlete should be penalized academically for testing positive for illegal drugs. The results of drug test pursuant to this policy should not be documented in any student's academic records. Information regarding the results of drug tests should not be disclosed to criminal or juvenile authorities, absent legal compulsion by valid and binding subpoena or other legal process, which the District should not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian should be notified at least 72 hours before the District makes a response.

PARENTAL RELEASE

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

Ref: La. Rev. Stat. Ann. ' ' 17:81, 40:961, 49:1111 et seq.; Veronia School District 47J vs. Action, 115 S.Ct. 2386 (1995); *Louisiana High School Athletic Association, Rule 1.17.2*; Board minutes, 7-29-99.

ADULT EDUCATION

The East Baton Rouge Parish School Board shall operate an adult education and family literacy program which is designed to allow eligible individuals to continue their education to at least the level of completion of secondary school and to make available to them an opportunity to acquire basic literacy skills necessary to function in society and become more employable, productive, and responsible citizens and family members. The adult education program shall be administered and conducted in accordance with regulations established by the Board of Elementary and Secondary Education (BESE).

1. Enrollment Requirements

The parent, tutor, or other person responsible for the school attendance of a child who is under the age of eighteen (18) and who is enrolled in school beyond his/her sixteenth (16th) birthday may request a waiver from the parish Superintendent for the child to exit school to enroll and attend an adult education program approved by the Board of Elementary and Secondary Education if one or more of the following hardships exist and if appropriate documentation is on file at the School Board office:

- pregnant or actively parenting
- incarcerated or adjudicated
- institutionalized or living in a residential facility
- chronic physical or mental illness
- family and/or economic hardships

In the case of a child with no parent, tutor, or other person responsible for his/her school attendance, the Superintendent may act on behalf of the student in making the request.

The Superintendent or his/her designee may approve the request without requesting action from BESE. If the request to exit school to enroll in a State approved adult education program is denied by the Superintendent or his/her designee, a student may request the waiver from the Department of Education for approval by BESE with documentation of reason for denial at the local level.

2. Subject Matter Area

The adult education program shall operate one or more projects that provide services or instruction in one or more of the following:

- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)/GED

English Literacy
Workplace Literacy
Family Literacy

3. Equitable Access and Participation

The School Board shall attempt to provide equitable access and participation in adult education programs to ensure that all students develop the knowledge and skills needed to participate effectively on the job and in the family and to obtain satisfaction in one's personal life. Adult education programs and activities shall strive for high educational standards by organizing academic, life, and job curricular offerings around student diversity.

Steps for addressing equitable access to and participation in adult education programs, while at the same time seeking high standards for students with participation barriers, shall include those outlined in the *Louisiana State Plan for Adult Education and Family Literacy*.

4. GED Testing

Students attending Adult Education Programs may be recommended by the site of instruction to take the General Educational Development (GED) test.

Ref: 29 U.S.C. 2801 et seq.; La. Rev. Stat. Ann. '17:14, 17:221; *Louisiana Handbook for School Administrators*, Bulletin 741; *Louisiana State Plan for Adult Education*

and Family Literacy, Louisiana Department of Education.

CLASS SIZE

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

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

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

SCHEDULING FOR INSTRUCTION

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

Middle and high schools shall operate and conduct a sufficient number of classes per school day that will allow for the earning of Carnegie units as outlined in state regulations. High school seniors shall be required to pursue a minimum of five (5) units of work, and early release from the seven-period day or equivalent may be granted by the principal.

Ref: La. Rev. Stat. Ann. §§ 17:151, 17:174; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; East Baton Rouge Parish School Board *Pupil Progression Plan*.

INSTRUCTIONAL MATERIALS

The East Baton Rouge Parish School Board strongly encourages the utilization of a wide variety of materials and equipment in the instructional program. Instructional personnel shall keep abreast of the types of materials and equipment which can contribute toward meeting the goals and objectives of courses. Instructional personnel shall also assist the administration in the selection and purchase of such materials and equipment for the school.

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

RESPONSIBILITY FOR SELECTION

Responsibility for the purchase of library and instructional materials is vested legally in the East Baton Rouge Parish School Board. The School Board delegates to the appropriate instructional staff the responsibility of developing final recommendations for purchase.

The actual selection of materials shall be the responsibility of professionally trained personnel who are familiar with the courses of study, the methods of teaching, and the individual needs of students. The appropriate instructional staff, aided by suggestions from the school administrators, the school faculties, students and parents, make the final selection. The individual school faculty shall be responsible for the final evaluation and selection of materials based on the needs of the school. The selection of media shall be determined by the objectives of the course and the experiences and activities to be provided to meet such objectives, in accordance with the Board's *Guidelines for Selection of Books and Other Materials of Instruction*.

PROCEDURE FOR REEVALUATION OF MATERIALS OF INSTRUCTION

Criticism or objection to information presented in textbooks, library books, and other materials of instruction shall be handled as follows:

1. Materials or texts to which objection has been raised may not be withdrawn officially or removed at the school level without prior approval from the Office of the Superintendent indicated in item #3 below.
2. Criticisms of, or objections to, instructional materials shall be taken up, initially, with the principal of the school involved and with the teacher using the materials. The principal may handle the complaint in one of two methods, as follows:

- a. If, after proper study of instructional material or book in question, the principal in his/her opinion determines there may be grounds for reevaluation of instructional materials, the principal shall forward the material or book in question and the appropriate form to the Superintendent and/or his/her designee for consideration for reevaluation.
 - b. Should the principal find, in his/her opinion, material or book in question is not in violation of Board policy, he/she may then recommend that the complaining party fill out the form *Request for Reevaluation of Materials of Instruction*, to be processed according to the guidelines herein.
3. The completed form shall be directed to the Office of the Superintendent for referral to the committee designated by the Superintendent to review such requests. At the same time, the teacher shall submit a written statement explaining the rationale for using the material in question.
 4. Members of the *Committee for Reevaluation of Books and Other Materials of Instruction* shall be appointed by the Superintendent and composed of the following members, with the chairperson designated by the Superintendent:
 - a. the supervisor in the academic area concerned
 - b. a teacher in the academic area concerned
 - c. a school librarian from the East Baton Rouge Parish public school system
 - d. an assistant principal for instruction
 - e. a faculty member from Southern University in the academic area concerned
 - f. a faculty member from Louisiana State University in the academic area concerned
 - g. a citizen of the community at large
 - h. a parent with a child or children in the East Baton Rouge Parish public school system

- i. a maximum of three (3) people appointed by the Board
5. The reevaluation shall be handled within a twenty-one (21) day period and the Superintendent and/or his/her designee shall notify the interested citizen, in writing, of the disposition of the request.
6. All meetings of the committee shall be held in public, with the date and time of each meeting published at least twenty-four (24) hours in advance of such meeting.
7. If not satisfied with the decision, the citizen may appeal to the School Board for a review of the matter and a final decision, by submitting a request in writing to the Superintendent for a place on the agenda of the next Board meeting, in accordance with Board policy.

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

TEXTBOOK SELECTION AND ADOPTION

The East Baton Rouge Parish School Board shall authorize the Superintendent to select and recommend for adoption by the Board according to State Department of Education guidelines, all textbooks and supplementary instructional materials. In the preparation of such courses of study and in the selection of textbooks, he/she shall have the cooperation of other officers of instruction and of such special committees of teachers, principals, supervisors and representatives for students and community groups as he/she may appoint.

Ref: La. Rev. Stat. Ann. ' ' 17:351, 17:352.

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

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

SELECTION AND USE OF AUDIO/VISUAL MATERIALS

The primary objective in using audio/visual materials is to implement, enrich, and support the instructional program of the school. All such material should be shown with a purpose and relate specifically to stated goals and objectives of a given lesson.

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

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

No member of any school staff shall use the VCR and/or TV for his/her own recreation during the school day. Use of the VCR and/or the TV shall be limited to classrooms, libraries, and auditoriums (or large meeting areas) and only in compliance with this policy.

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

Ref: *Standards and Guidelines for Library Media Programs in Louisiana Schools*,
Bulletin 1134, Louisiana Department of Education.

FIELD TRIPS AND EXCURSIONS

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

Teachers planning on conducting out-of-parish field trips or learning experiences shall submit, through the principal, an application in writing to the Superintendent or his/her designee for approval at least ten (10) school days prior to the scheduled trip date. Before any trip or excursion is taken, *written parental permission* shall be secured for every pupil planning to take the trip. Students who have not submitted signed parental permission forms shall not be allowed to make the trip.

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

Administrative regulations and procedures governing field trips and excursions shall be developed and maintained by the Superintendent and staff.

STUDENT EXCURSIONS

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

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

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

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

Revised: September, 2004

Ref: La. Rev. Stat. Ann. §§17:81, 17:176.1; Board minutes, 1-20-05.

SCHOOL VOLUNTEERS

The East Baton Rouge Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the Board welcomes volunteers and endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools.

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

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

1. Every volunteer permitted to assist personnel in any school related program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.
2. The agreement shall include a statement that the volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.
3. Every volunteer shall agree to undergo, and shall undergo, an extensive criminal background check as required by statute.
4. Every volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.

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

PARENTAL INVOLVEMENT IN EDUCATION

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

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

DISTRICT LEVEL RESPONSIBILITIES

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
 - a) appointing to, and interacting with, each school's *School Improvement Team*, which is actively involved with assessing needs and addressing these needs in the school;
 - b) conducting open public workshops on major issues;
 - c) holding regular School Board meetings, with opportunities for the Board to receive public input and comments; these meetings are televised on local cable television with periodic replays for greater viewership and public exposure;
 - d) requiring each school to conduct an annual town meeting;

- e) encouraging school based parental organizations, such as PTA, PTO, etc.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in East Baton Rouge Parish in planning and implementing effective parental involvement programs and strategies.
3. Coordinate and integrate parental involvement programs with other programs that promote parental involvement.
4. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of components and strategies of the Board's parental involvement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
5. Distribute to parents information about the East Baton Rouge Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
6. Submit with the *No Child Left Behind (NCLB) Consolidated Application* plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.
7. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

SCHOOL LEVEL RESPONSIBILITIES

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

of the East Baton Rouge Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parental involvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the schoolwide parental involvement program plan.
4. Provide parents, especially those of participating children in NCLB programs:
 - a) timely information about educational and parental involvement programs;
 - b) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet;
 - c) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the schoolwide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

SHARED RESPONSIBILITIES

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

1. Shall provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic

content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters (HIPPY), and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

11. May adopt and implement model approaches to improving parental involvement.
12. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs.
14. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
15. Shall provide such other reasonable support for parental involvement activities as parents may request.
16. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

PARENTS' RESPONSIBILITIES

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

1. Make sure children attend school regularly and arrive at school on time.
2. Supervise completion of all homework assignments.
3. Assure proper hygiene and daily cleanliness of their children.
4. Make sure children are dressed properly, in accordance with the uniform or dress code.
5. Make sure that children get adequate amounts of sleep nightly.
6. Visit and discuss their child's academic progress regularly with teachers.
7. Discuss academic progress and school events regularly with their child.

8. Instill proper respect for parents, teachers, and other adults.
9. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
10. When feasible, attend school-sponsored programs in which their child may participate.
11. When feasible, join and be active in parent/teacher organizations.

Statement of Compliance

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

SCHOOL-PARENT COMPACT

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

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 - a) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates

to the individual child's achievement;

- b) frequent reports to parents on their children's progress;
- c) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- d) parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS

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

Ref: 20 U.S.C. ' 6312, 20 U.S.C. ' 6319; La. Rev. Stat. Ann. ' 17:235.2; Board minutes, 5-30-02.

PARENTAL RIGHTS/STUDENT RIGHTS OF PRIVACY

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

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

- Their right to view any instructional material used in the curriculum for the student
- Their right to view any 3rd party surveys (including evaluations) before they are administered to their child, and to opt out of participation for surveys that delve into sensitive subjects identified by the *Protection of Children's Rights* of the *No Child Left Behind Act of 2001* (NCLB)
- The collection or use of any personal information for the purpose of marketing the information (except for the development of educational products or services) and their right to opt their child out of participation
- The administration of any non-emergency, invasive physical examination or screening otherwise not permitted or required by state law, including those without parental notification, and their right to opt their child out of participation
- Their rights under the *Family Educational Rights and Privacy Act of 1974* (FERPA), including the right to refuse to allow the Board to designate any or all of the types of information about their child as directory information thus prohibiting its release to the public

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

- Annually, of their right to request from the school district information regarding the professional qualifications of the student's classroom teachers, including the following:
 - Whether their child's teacher has met state licensing criteria for the grade level and subject taught
 - Whether their child's teacher is teaching under emergency or

provisional status whereby state licensing criteria have been waived

- The undergraduate degree major of their child's teacher and any graduation certification or degree and field of discipline
- Qualifications of any paraprofessional providing services to their child
- Annually, of the availability of services for students in schools failing to make *Adequate Yearly Progress (AYP)*
- Whenever their child has been taught for four (4) or more consecutive weeks by a teacher who is not *highly qualified* as defined by the NCLB
- The achievement level of their child on each of the state academic assessments
- The identification of their child's school as needing improvement, corrective action, or restructuring
- Contents of programs such as safe and drug-free schools funded by federal funds

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

Revised: October, 2004

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

GRADING SYSTEMS

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

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

GRADE ALTERATION

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

Ref: La. Rev. Stat. Ann. §§ 17:24.4, 17:81, 17:414.2; *Guidelines for Pupil Progression*, Bulletin 1566, Louisiana Department of Education; *Pupil Progression Plan for the East Baton Rouge Parish School Board*.

REPORT CARDS

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

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

PROGRESS REPORTS

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

PARENT CONFERENCES

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

Conferences between parents and teachers regarding a child should be treated by the teacher as an opportunity to help the child and every effort should be made to make the conference constructive, objective, and pleasant. Conferences should provide an opportunity for a mutual exchange of information and ideas for the welfare of the child.

Occasionally parents will call on a teacher during the time the teacher has responsibilities for class instruction. Although the purpose of such a visit may be worthy, teachers should discourage the practice and suggest that the parent arrange for a conference outside of regular school time. Teachers should be prepared to give after-school or preschool time for conferences when desirable. Teachers shall be expected to request additional conferences with parents as the needs may indicate.

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

REQUIRED PARENT CONFERENCES

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

1. When a pupil is removed from a classroom by the teacher, the teacher may require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or his/her designee before the pupil is readmitted to the classroom.
2. Upon the *third* removal from the same classroom during the school year, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted to the classroom.

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

jurisdiction.

3. Subsequent to the suspension or recommendation for expulsion of a student, a conference shall be scheduled with the student's parent, tutor, or legal guardian and the principal, as a requirement for readmitting the student to school. Notification of the conference shall be by telephone, or in certain cases, by certified letter. Such conference shall be held within five (5) school days of mailing the certified letter or other contact. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds.
4. When a pupil is suspended a second time within one school year, the principal may require that a counseling session be held with the parent, pupil, and the school counselor. If no counselor is available, the principal may require a conference between the parent, pupil and all the pupil's teachers and the principal or other administrator.
5. Upon a student's *third* unexcused absence or unexcused tardy, the principal or his/her designee shall notify the parent or legal guardian in writing and shall hold a conference with the parent or legal guardian. The parent or legal guardian shall sign a receipt acknowledging notification. *Tardy*, for the purposes of this enumerated item, shall be as defined in La. Rev. Stat. Ann. §17:233.

Revised: September, 2008
Approved: October 16, 2008

Ref: La. Rev. Stat. Ann. §§17:233, 17:416; La. Children's Code, §730, §731; Board minutes, 10-16-08.

HOMEWORK

The East Baton Rouge Parish School Board believes homework should be for well-defined purposes and reasons which the teacher and students understand. Whenever homework is given as an assigned oral or written responsibility for the pupils, such homework should be based on one or more of the following purposes:

1. Drill and additional practice to strengthen new skills introduced in the classroom.
2. Complete unfinished classroom assignments.
3. Work on projects of short-term or long-term nature.
4. Participation in research activities in locating facts and data.
5. Extended reading for pleasure and enjoyment.
6. Guided reading of library books.

Homework should be clearly assigned and carefully evaluated for the student's benefit. It shall not be given as busy work or as punishment.

CLASS RANKINGS

The East Baton Rouge Parish School Board recognizes the purpose of student ranking is to determine where a student stands in comparison to his/her classmates in the same school. Senior class ranking of students shall be based on total quality points on all subjects taken in grades nine (9) through twelve (12). High school credits received prior to entry in grade nine shall be included on the transcript with the grades earned. The middle school where credit was earned will also be indicated. However, these grades shall not be used for high school Grade Point Average (G.P.A.) and student ranking purposes.

A. Honor Graduate

All seniors who compile a grade point average of 3.9500 and above shall be designated as graduating *Summa Cum Laude*. All seniors who compile a grade point average in the range of 3.8500 to 3.9400 shall be designated as graduating *Magna Cum Laude*. All seniors who compile a grade point average in the range of 3.500 to 3.8400 shall be designated as graduating *Cum Laude*.

B. Valedictorian and Salutatorian: Regular Education

Each high school shall recognize a valedictorian and salutatorian each year. Beginning with the year 2003 the selection shall be based on that student who has earned the highest number of quality points for all courses taken. Until that time, the selection shall be based on that student who has earned the highest number of quality points for all high school courses taken. Co-valedictorians shall be recognized if these students have earned exactly the same number of quality points during their high school tenure. In the event that a co-valedictorian is recognized, it shall be left to the discretion of the principal whether there will be a salutatorian. To be considered for valedictorian and salutatorian, the student must be enrolled in *that school* for the entire senior year and must have been in attendance in this school system for the last four (4) semesters of high school. This does not prevent other honors being bestowed.

C. Valedictorian and Salutatorian: Gifted Education

Any student who has completed four (4) or more semesters in the gifted program shall be ranked as part of the gifted graduating class for purposes of determining valedictorian and salutatorian.

Any student who has enrolled in the gifted program for fewer than four (4) semesters and is not enrolled in the gifted program during his/her senior year shall be ranked as a part of the regular graduating class. Schedules of

the ten (10) top-ranked gifted students must be reviewed by the guidance counselor, gifted coordinator, and school principal at the beginning of the student's senior year to ensure eligibility for consideration as valedictorian and/or salutatorian.

To be declared valedictorian or salutatorian of the gifted class, students shall be required to complete a minimum of six (6) Carnegie units *during* their senior year (completion of 11th grade to graduation). Courses taken at the university level carry a full unit of credit per semester, regardless of the number of university hours designated.

PROMOTION AND RETENTION

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

Ref: La. Rev. Stat. Ann. '17:24.4; *Pupil Progression Plan for the East Baton Rouge Parish School Board.*

GRADUATION REQUIREMENTS

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

Special education students shall be eligible to receive a *Certificate of Achievement* by achieving certain competencies and completing all specified requirements outlined by BESE and any additional requirements the School Board may stipulate and include in the Board's *Pupil Progression Plan*.

GRADUATION EXIT EXAMINATION

In addition to completing the minimum Carnegie Units of credit, the students shall also be required to pass the Graduation Exit Examination. Remediation and retake opportunities shall be provided for students who do not pass the test.

Each student and his/her parent or guardian shall be notified of the requirement of passing the Graduation Exit Examination prior to or upon the student entering the 10th grade, or upon entering the system when transferring to any high school within the system.

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

TESTING PROGRAM

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

Any teacher or other school personnel who allows or breaches test security shall be disciplined in accordance with state law, policy and regulations adopted by the State Board of Elementary and Secondary Education, and any and all laws that may be enacted by the state.

TESTING SECURITY

1. It shall be a violation of test security for any person to do any of the following:
 - a. Administer tests in a manner that is inconsistent with the administrative instructions provided by the Louisiana Department of Education and the School Board which would give students an unfair advantage or disadvantage;
 - b. Give examinees access to test questions prior to testing;
 - c. Examine any test item at any time (except the student during the test or test administrators while providing the accommodations "Tests Read Aloud" or "Communication Assistance" for students determined to be eligible for those accommodations);
 - d. Copy, reproduce, discuss, or use at any time in a manner inconsistent with test regulations all or part of any secure test booklet, answer document, or supplementary secure materials;
 - e. Coach examinees in any manner during testing or alter or interfere with examinees' responses in any manner;
 - f. Provide answers to students in any manner during the test, including provision of cues, clues, hints, and/or actual answers in any form -- written, printed, verbal or nonverbal;

- g. Administer published parallel, previously administered, or current forms of any statewide assessment as a practice test or study guide;
 - h. Fail to follow security regulations for distribution and return of secure test booklets, answer documents, supplementary secure materials, as well as overages as directed; or fail to account for and secure test materials before, during, or after testing;
 - i. Conduct testing in environments that differ from the usual classroom environment without prior written permission from the *Louisiana Department of Education, Division of Student Standards and Assessments*;
 - j. Fail to report any testing irregularities to the District Test Coordinator (a *testing irregularity* is any incident in test handling or administration that leads to a question regarding the security of the test or the accuracy of the test data), who must report such incidents to the *Division of Student Standards and Assessments*;
 - k. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the acts prohibited in this section.
2. A *Statement of Assurance* regarding the Board's test security policy shall be submitted annually to the *Louisiana Department of Education, Division of Student Standards and Assessments*. This statement shall include the name of the individual designated by the Superintendent to procure test materials.
3. Test materials, including all test booklets, answer documents, supplementary secure materials containing secure test questions, video tapes, and completed observation sheets, shall be kept secure and accounted for in accordance with the procedure specified in the examination program administration manuals and other communications provided by the Louisiana Department of Education. *Secure test materials* include test administrators' manuals, test booklets, answer documents, and any supplementary secure materials.
- a. All test materials, except district and school test coordinator manuals and test administration manuals, test booklets, answer documents, and supplementary secure materials shall be kept in a predetermined, secured, locked storage area prior to, during, and after administration of any test; all secure materials, including any parallel forms of a test, shall be kept in a locked storage at both the district and school levels; secure materials must never be left in open areas or unattended; test administrators are to be given access to the tests and any supplementary secure materials only on the day the test is to be administered, and these are to be retrieved immediately after testing is completed for the day and stored in a locked, secure location each day of testing.

- b. All test booklets, answer documents, and supplementary secure materials shall be accounted for and written documentation kept by test administrators and proctors for each point at which test materials are distributed and returned.
 - c. Any discrepancies noted in the number of serial numbers of test booklets, answer documents, and supplementary secure materials, or the quantity received from contractors shall be reported to the *Division of Student Standards and Assessments* (LDE) by the school district's Test Coordinator prior to the administration of the test.
 - d. In the event the test booklets, answer documents, or supplementary secure materials are determined to be missing while in the possession of the school district or in the event of any other testing irregularities or breaches of security, the District Test Coordinator shall immediately notify by telephone the *Division of Student Standards and Assessments* (LDE) and follow the detailed procedures for investigating and reporting specified in BESE's *Test Security Policy*.
4. **Only personnel trained in test security and administration** shall be allowed to have access to or administer any standardized tests.
 5. The Superintendent shall designate annually one individual in the district authorized to procure test materials which are utilized in testing programs administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education. The name of the individual designated shall be provided in writing to the *Division of Student Standards and Assessment, Louisiana Department of Education*, and included on the *Statement of Assurance*.
 6. Testing shall be conducted in class-sized groups. Permission for testing in environments that differ from the usual classroom setting must be obtained in writing from the *Louisiana Department of Education, Division of Student Standards and Assessments* at least thirty (30) days **prior** to testing. If testing outside the usual classroom setting is approved by the *Division of Student Standards and Assessments*, the School Board shall provide at least one proctor for every thirty (30) students.
 7. The State Superintendent of Education may disallow test results which may have been achieved in any manner which is in violation of test security.
 8. In cases where test results are not accepted because of breach of test security or action by the Louisiana Department of Education, any programmatic, evaluative, or graduation criteria dependent upon the data shall be deemed not to have be, but individuals will be allowed to retake the test at the next test administration.
 9. Individuals shall adhere to all procedures specified in all operational manuals that

govern the mandated testing programs, as well as any access to electronically shared student test data.

10. Any individual who knowingly engages in any activities during testing which results in invalidation of scores derived from the LEAP for the 21st Century (LEAP 21), Graduation Exit Examination for the 21st Century (GEE 21), or Graduation Exit Examination (old GEE) shall forfeit the test results but will be allowed to retake the test at the next test administration.
11. Anyone known to be involved in the presentation of forged, counterfeit, or altered identification for the purposes of obtaining admission to a test administration site for any test administered by or through the State Board of Elementary and Secondary Education or the Louisiana Department of Education shall have breached test security. Any individual who knowingly causes or allows the presentation of forged, counterfeit or altered identification for the purpose of obtaining admission to any test administration site shall forfeit all test scores but will be allowed to retake the test at the next test administration.
12. Any teacher or other school personnel who allows or breaches test security, including unauthorized access to electronic data, shall be disciplined in accordance with statutory provisions, policy and regulations adopted by the Board of Elementary and Secondary Education, and the School Board, and any and all laws that may be enacted by the Louisiana Legislature.
13. The District Test Coordinator shall coordinate the investigation of all reports of testing irregularities, including anonymous complaints, access to electronic data, missing test materials, or instances of excessive wrong-to-right erasures on a test, in accordance with procedures outlined by the Louisiana Department of Education and/or the School Board. The District Test Coordinator may elicit the assistance of school district administrative personnel as well as other persons deemed appropriate to assist in any investigation. Once the investigation has been completed, a report of the results of the investigation shall be submitted to the *Division of Student Standards and Assessment, Louisiana Department of Education*, and the Superintendent of the school district.

Investigation Process

Procedures for investigating **any** testing irregularity shall include the following:

- a. In instances where any testing irregularities may have occurred, an initial written report of the alleged irregularity shall be prepared by the site administrator where the instance occurred. Said documentation shall then be forwarded to the building principal, school test coordinator, the District Test Coordinator, and the Superintendent.
- b. The District Test Coordinator shall review the allegation of test security

violation and conduct an investigation of any such allegations, documenting all investigative activities. The formal investigation will include, but not be limited to, interviews/statements from witnesses and key players involved in the questioned activity, and compilation of any documents to support or to refute allegations made. A written summary of the findings of the investigation shall be provided the Superintendent.

- c. A determination of the credibility of allegations of test security violation shall be made by the Superintendent and the District Test Coordinator.
 - d. If the investigation conducted provides evidence to indicate that a breach of test security did indeed occur, individuals involved in such security breach shall be identified, and depending upon the nature of the violation, appropriate corrective and/or punitive action may be pursued.
 - (1) Students found to have purposefully violated test security shall have test results voided and will be referred to the site administrator for appropriate disciplinary action in accordance with provisions of the East Baton Rouge Parish School Board *Policy Manual*.
 - (2) Any school employee found to have purposefully violated test security shall be charged with violation of state and/or parish policy and disciplinary action shall be pursued in accordance with the provisions of state statutes, with direction from the East Baton Rouge Parish School Board.
 - e. After completion of the investigation, the School Board shall provide a report of the investigation *and* a written plan of action to the State Superintendent within thirty (30) calendar days of the initiation of the investigation. At a minimum, the report shall include the nature of the situation, the time and place of occurrence, and the names of the persons involved in or witness to the occurrence.
14. All persons involved in the administration of tests shall annually receive proper training and development for handling and securing all testing materials, as well as proper security maintenance, access to electronic data, and confidentiality of individual student test data (both on paper and in electronic format) and of aggregated data of fewer than ten (10) students. A record of such activities shall be maintained by the Board. Such activities shall be coordinated and supervised by the District Test Coordinator. School testing coordinators shall in turn inservice all school level personnel having access to testing materials on security, administration, and confidentiality of individual or aggregated student test data.
15. A list of personnel authorized to have access to the locked, secure storage area where all test materials are stored shall be maintained by the Board. School

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

16. The District Test Coordinator and other authorized users of the LEAP^{web} Reporting System and LEAP^{data} System shall be responsible for ensuring the security of all passwords, any disks or CD's with downloaded individual student test data, and student-level data open on a computer screen. School level passwords for access to individual school data will be provided to school principals by the District Test Coordinator as requested. Principals shall be responsible for distributing the password as needed to school personnel and to provide for security and confidentiality of the school level password.

All users shall be required to sign a statement guaranteeing they will not share any password with unauthorized individuals and maintain the confidentiality of student data. A copy of the signed statement shall be sent to the District Test Coordinator to be kept on file. Users who have access to these systems and leave their positions at a district or school site shall not use or share any passwords.

Ref: La. Rev. Stat. Ann. '17:81, 17:81.6, 49:953; Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 2-25-99.

TEST SELECTION AND ADOPTION

STATE ACCOUNTABILITY PRACTICE TESTS

The East Baton Rouge Parish School Board requires that standardized test preparation be undertaken with the use of appropriate materials and documents that are designed for such a purpose. To facilitate this practice:

1. For grades administering Iowa Tests, schools shall only use materials that are commercially produced for Iowa Tests practice and are approved by the Administrative Director of Academic Accountability. Test administration shall only be conducted during the last full week of November through the first two weeks of December and the last two full weeks of February. Practice tests should be used as diagnostic tools to enhance and adjust instructional strategies. Practice tests materials must be administered as such, subject to all appropriate policies and procedures. Any variations made to specified procedures shall be approved by the Assistant Superintendent for Instructional Services. Only one title shall be used at each grade level.
2. Schools shall use the LEAP Practice Tests developed by the Department of Academic Accountability and any substitutions shall be approved by the Administrative Director of Academic Accountability. Test administration for elementary Schools shall only be conducted beginning the last full week of November through the last school week of December. LEAP practice tests for middle and high schools shall only be conducted during the month of January. The multiple-choice parts of the test shall be answered on Scantrons that can be scored by the Department of Academic Accountability. Schools will receive an item analysis for all classes submitting Scantron forms. Constructed-response items and essay items shall be scored by the teachers. Intellectual property rights, copyright laws, and ethical practices shall be adhered to and respected by all school personnel.
3. Materials posted on websites shall be subject to the same requirements outlined above.

PLEDGE OF ALLEGIANCE

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

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

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

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

GRADUATION EXERCISES

No student shall be allowed to participate in commencement exercises until he/she has successfully completed all graduation requirements as prescribed by the State Board of Elementary and Secondary Education and passed all required components of the state *Graduation Exit Examination*. Special Education students must meet all program requirements to receive a certificate of completion and participate in commencement exercises.

Students who complete their work at midterm may graduate at that time, but in doing so shall end their careers at the local high school.

Ref: La. Rev. Stat. Ann. '17:81.

PRAYER IN SCHOOLS

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

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

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

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

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

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

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

Ref: La. Rev. Stat. Ann. ' 17:2115 to 17:2115.10.

LESSON PLANS

All teachers shall be expected to do both long-term and short-term lesson planning.

Long-term planning will be in the form of a session plan. A copy of the long-term plan shall be due in the principal's office before the end of the first nine weeks and may be done by grade levels.

Short-term planning refers to daily and weekly lesson plans and unit planning. Daily plans are expected to be kept by each teacher. Unit plans should be submitted to the office in skeleton outline form. Lesson plans are not complete unless objectives, materials, procedure/activities, assessment/evaluation, and "frameworks" codes are included.

Use of audio-visual equipment, such as television, tape or disk players, etc. must be included in the lesson plan, either under "materials of instruction" or noted as part of a discipline incentive.

Long range planning is usually characterized by the overall plan for adapting the curriculum materials to a specific group of children. At the start of either a new school year or a new unit in the classroom, teachers shall consult curriculum materials of courses of study in order to determine what the general range and framework of activities are to be. The teacher should also familiarize himself/herself with the students in the class in order to adapt the curriculum materials to the needs of the students.

Each grade level shall be expected to meet for collaborative planning weekly.