Student Rights & Responsibilities Handbook

AND DISCIPLINE POLICY

Kenilworth Science and Technology Academy



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Table of Contents

Message from the Principal 10

Introduction 11

Disclaimer 11

Mission 11

Vision 11

Core Values 11

Parent and Family Engagement 11

I. Statement of Compliance 12

Parents' Bill of Rights for Public Schools 14

Teacher Bill of Rights 15

II. Non-discrimination Policy 16

Dress, Grooming and Uniforms 16

Grade-level Uniform Requirements 16

General Uniform Standards (All Students) 17

Undershirts 17

Sweaters and Jackets 18

Winter/Heavy Coats and Raincoats 18

Purse Size 18

PE Uniform Policy 18

Items Not Permitted at School 19

Grooming & Personal Care 19

Clothing 19

Other Prohibited Items 19

Items Permitted at School 20

Free Dress Policy 20

Spirit Wear 20

Club and Team Apparel 20

High School Dress Code 20

Pants, Shorts, and Skirts 21
Hygiene 22
III. Attendance 23
Absenteeism and Truancy 23
Types of Absences 23
Extenuating Circumstances 24
Make-up Work Due to Absences 25
Professional Appointments for Students 25
Tardy Policy 25
Check-in Process 25
Early Checkout 26
Family and Youth Service Center 26
Prekindergarten Policy Addendum 26
Pregnant and Parenting Students 27
IV. Academic Guidelines 28
Report Cards 28
State Testing Programs 28
Educational Screening and Evaluation 28
Screening for Dyslexia 28
Semester Exams 29
Examination Procedures 29
Academic Dishonesty 30
Grading 30
High School Grading and Graduation 30
Grade Promotion Policy 30
PowerSchool Portal 30
Awards and Recognition 30
Homework Policy 31
Homework Assistance Services 31
Note Taker Policy 31
Tape Recorder Policy 31
After School Sports and Enrichment 31
Student Athlete Health and Safety 32

Withdrawals/transfers/class Changes 32
Class Changes 32
Communications with Language-Minority Students and Parents 33
Official Information, Student Records, and Privacy 33
FERPA Annual Notice of Rights 33
Protection of Pupil Rights Amendment (PPRA) 34
V. Homeless Children and Youth Education Program 35
Rights of Homeless Students 35
Children and Youth in Foster Care Education Program 35
Service Animals 36
VI. Student Health Services 37
Purpose of School Health Services 37
Accidents and Sudden Illnesses 37
Illness or Injury during the School Day at KSTA 37
Medication Policy 37
General Rule 37
Possible Medication Exceptions to the General Principle 37
Procedure for Taking Medicine at School 38
Guidelines 38
Additional Information 39
Student Health Information and Privacy 39
Naloxone and Opioid Overdose Response 40
Stock Epinephrine and Anaphylaxis Response 40
Tobacco-free Policy 40
Cafeteria 40
Money 40
Students with Diabetes 40
Food Allergy Information 41
Communicable Disease Control Policy 41
Provisional Enrollment for Students without Immunization Records 42
Bacterial Meningitis Information 42
AIDS Prevention Education 42
Seizure Treatment and Training 42

Administering Catheters 43
Performing Non-Complex Health Procedures 43
Hearing and Vision Screening 44
Suicide Prevention and Mental Health Support 44
VII. Title IX, Sexual Harassment Policy and Procedures 46
Dating Violence 46
VIII. Student Support and Protection 47
School Building Level Committee (SBLC) 47
Reporting Child Abuse and Neglect 47
Awareness of Sexual Abuse, Trafficking, and Other Maltreatment 47
Positive Behavioral Interventions and Supports (PBIS) 47
Counseling Services 47
IX. Security Statement 48
Definitions 48
Mandatory Reporting by Employees 48
Reporting Procedures 48
Mandatory Evaluation 48
Assault Awareness and Prevention 49
Crisis Management and Emergency Response 49
Student Safety Reporting 49
X. Due Process 50
Student Due Process 50
Searches 50
Student Vehicles 50
Safety Screenings and Law Enforcement 50
XI. General Discipline, Suspensions, Expulsions, Detention, Fighting Policy 51
General Discipline Policy 51
Controlling Discipline Rules 51
Behavior Infraction Levels and Corrective Strategies 51
Grade Pre-K-2 Consequence Chart 52
Grade 3-5 Consequence Chart 55
Grade 6-12 Consequence Chart 58
Detailed Strategies and Consequences 63

Restraint and Corporal Punishment 63
Out-of-School Suspension 63
Make-Up Work during OSS 64
Expulsion Recommendation and Hearing 64
Appeal to the Executive Director/CEO 64
Expulsion and Reentry 65
Students with Disabilities 65
Fighting and Related Conduct 65
Retaliation and False Reports 65
Disciplinary Records 65
Repeated Behavioral Incidents and Support Conference 66
Threat Assessment and Reentry 66
Lost or Damaged School Property 66
Driver's License Consequences 66
Felony Convictions and Related Conduct 66
End-of-Year Discipline 66
XII. Bus Transportation and Discipline 67
Bus Safety 67
School Bus Scheduling and Routing 67
Loading and Unloading of Students 67
Bus Transportation Policy and Expectations 68
Bus Rules and Expectations 68
A. Students Must 68
B. Students Must Not 68
C. Additional Prohibited Items on the Bus 69
Denial of Bus Service 69
Role of Parents 69
Responsibilities of Parents 69
Suspension from School Transportation 69
Consequences 70
Bus Passes 70
Student Parking 70
XIII. Classroom Behavior and Discipline 72

Discipline-Severe Cases: Immediate Office Referral 72
Classroom Management System 72
Classroom Behavior Expectations 73
Discipline Policy and Procedure for Students with Disabilities 73
Overview of Procedural Safeguards 73
A. General 73
B. Determining Change in Placement 74
1. More than 10 Consecutive Days of Suspension, i.e., Expulsion 74
2. More than 10 Total Days of Suspension in One School Year 74
Factors for Determining Pattern of Suspensions 74
Substantially Similar Behavior 74
Other Pattern Considerations 74
Consistent Decision-Making 74
3. Additional Considerations 74
a. In-school Suspension 75
b. Suspension/Removal for Portion of School Day 75
c. Bus Suspension 75
C. Manifestation Determination and Services 75
Manifestation Determination 75
Making the Decision 75
1. Review Relevant Information 75
2. Observe Behavior 75
3. Information from Parents 75
4. Ask Two Questions to Determine Manifestation 76
a. Relationship of Behavior to Misconduct 76
b. IEP Implementation 76
D. Behavior Is a Manifestation of Disability 76
1. Return to Placement 76
2. FBA & BIP 76
E. Behavior Is Not a Manifestation of Disability 76
1. Same Consequences 76
2. Required Services 76

a. Identifies Services 76
b. Develops/Reviews FBA/BIP 77
c. Considers Need for More Restrictive Services 77
Parent Appeal Rights 77
Weapons, Drugs or Serious Bodily Injury: Emergency Procedures 77
A. Criteria for Emergency Removal 77
B. Removal 78
C. Action During Removal 78
1. Behavior Is a Manifestation of Disability 78
2. Behavior Is Not a Manifestation of Disability 78
Appeals 78
A. Reasons for Requesting an Expedited Due Process Hearing 78
B. Authority of Hearing Officer 79
C. Expedited Due Process Hearing Procedures 79
D. Placement during Appeal of Discipline Decision 79
Students Without IEPs or Section 504 Plans "Deemed to Have a Disability" 79
A. Knowledge of suspected disability (Thought to be a student with a disability) 80
B. Not Deemed to Have Knowledge 80
C. School Personnel Have No Knowledge and Parent Subsequently Requests an Evaluation 80
Referral to and Action by Law Enforcement and Judicial Authorities 80
A. Reporting Crimes 80
B. Transmittal of Records 80
Use of Seclusion and Restraints 81
Seclusion Room ("Quiet Room" or "Cool Down Room") 81
Notification 81
Physical Restraints and Mechanical Restraints 82
Notification 82
Documentation 82
The Rehabilitation Act of 1973 or Section 504 83
XIV. Technology, Internet, and Personal Electronic Devices 84
Personal Electronic Devices 84
Off-Campus Electronic Conduct 84

Student Arrival, Dismissal, and General Operations 84
Specific Technology Infractions 84
High School Student Identification 85
Unauthorized Drone Use 85
XV. Bullying, Cyberbullying, Intimidation, and Hazing 86
A. Definitions 86
Definition of Bullying 86
Reporting Procedures 87
B. Investigation of Complaints and Reports 87
C. Disciplinary Action 88
Guidance for Parents with Concerns or Grievances 89
General Grievance Path 89
Electronic Communications between Employees and Students 90
A. Purpose 90
B. Definitions 90
C. Policy Guidelines 90
D. Violations 91
E. Notification 92
F. Opt-Out Procedure 92
G. Summary 92
XVI. Virtual Learning Policy 93
Privacy and the Virtual Classroom 93
Conduct in the Virtual Classroom Policy 93
Consequences of Inappropriate Online Conduct 94
XVII. Health and Safety Emergencies 95
XVIII. Student Photographs and Video Images 96
Handbook Notice 97

Message from the Principal

Dear KSTA Families,

Welcome to KSTA. KSTA is committed to providing a safe, supportive, and academically challenging learning environment in which every student can grow. Our faculty and staff value strong partnerships with students and families and believe that consistent communication, high expectations, and shared responsibility are essential to student success.

This handbook outlines the rights, responsibilities, expectations, and procedures that help KSTA maintain an orderly and respectful school community. Students and parents/legal guardians are responsible for reviewing and following the policies contained in this handbook. We appreciate your partnership and commitment to KSTA.

Warmest regards,

Introduction

KSTA (KSTA) welcomes you to the school year. Pursuant to La. R.S. 17:252, all school governing boards are responsible for developing and maintaining a master plan for discipline. The regulations in this handbook are consistent with federal and state laws, as well as with school policy. This document outlines the students' rights and responsibilities at KSTA, as well as serves as a reference for students and families concerning attendance requirements, dress code, conduct, transportation, medication and other policies governing public education. In order for all students to have an opportunity to reach their maximum academic achievement and learn social responsibility, we must work together to maintain a safe, structured and respectful learning environment.

Disclaimer

The statements set forth in this Handbook are for informational purposes only and though we use these statements as a basis for an agreement between students and families, rules and regulations are subject to change. While statements made in this Handbook will ordinarily be applied as stated, KSTA reserves the right to change any provision listed in this Handbook, with the exception of state and federal mandates, without actual notice to individual students. Revisions, with Board approval, may be given as an addendum to the policies and procedures in this handbook during the school year. Every effort will be made to keep students advised of any such changes.

Mission

The mission of Kenilworth Science and Technology Academy is to create a safe, healthy and student-centered learning environment that cultivates: the knowledge; skills; and competencies in computer science necessary for academic excellence, STEM careers and character development.

Vision

Kenilworth Science and Technology Academy's vision prepares students for high school, college and competitive career opportunities through an innovative approach and a challenging STEM-focused curriculum, with the goal of empowering students to become productive and responsible citizens.

Core Values

Responsibility Observant Accountable Respectful

Parent and Family Engagement

KSTA values meaningful partnership with parents and families and encourages regular communication, participation in conferences and school activities, and active involvement in each student's academic progress and school experience. Detailed expectations and opportunities are addressed in KSTA's separate Parent and Family Engagement Policy.

I. Statement of Compliance

RIGHTS AND RESPONSIBILITIES

STUDENTS

Education/Learning Environment

RIGHTS	RESPONSIBILITIES
• Students have a right to a public education. • Receive an explanation of the rules to which they are expected to follow. • Students have the right to an orderly school and classroom environment, which promotes learning for all students. • Receive discipline which is fair, nondiscriminatory, and consistent with school policy.	• Students are responsible to behave in a way that does not interfere with others' right to a free education. • Students are responsible for academic honesty. • Students have the responsibility to use polite/respectful language at all times and to ensure that their actions do not disrupt or damage the learning environment or school. • Respect the rights, feelings, and property of all PEOPLE in and around the school, including students, staff, and visitors.

Safety

RIGHTS	RESPONSIBILITIES
• Students have the right to an educational environment that is safe and free from threats and harassment. • Have the right to report any incidents of verbal or physical threats, "bullying," intimidation, or abuse.	• Students have the responsibility to refrain from violence and unsafe actions. They must refrain from threatening or harassing others. Students have a responsibility to inform school authorities of any similar behaviors/problems.

Transportation

RIGHTS	RESPONSIBILITIES
• Students have a right to safe and orderly school transportation and even in the event of activities when the school provides transportation.	• Students have the responsibility to act safely with good manners while being transported. Students must refrain from hazardous actions or those prohibited by law/school policy.

Attendance

RIGHTS	RESPONSIBILITIES
• Students have the right to attend school within boundaries of the law and school policies.	• Students are responsible to attend school every day, all day, unless they have an excused absence. • Be punctual and prepared. Bring needed materials and do homework.

School Communication

RIGHTS	RESPONSIBILITIES
• Students have the right to be informed about rules and requirements that regulate school or school activities.	• Students are responsible to bring home any important information sent by the school such as rules, report cards, behavior reports, “paychecks,” disciplinary/truancy notices, etc.

Privacy/Searches

RIGHTS	RESPONSIBILITIES
• Students are protected from unlawful search or seizure of personal possessions without reasonable cause.	• Students are responsible for any items on their person/belongings, ensuring that safety materials/items that are potentially hazardous are not brought on campus. Students must comply with lawful searches of their person/belongings.

Expression/Religion

RIGHTS	RESPONSIBILITIES
• Students have the right to express themselves in speech, writing/symbolism within the boundaries of the law and school policies. • Students have the right to their own religious beliefs and practices within the boundaries of the law and school policies.	• Students are responsible to ensure any expression does not disrupt learning, present health/safety hazards, infringe on the rights of others, or school policies. • Students have the responsibility to ensure they do not violate other students’ religious freedom or disrupt learning.

PARENTS/GUARDIANS

The following includes some, but not necessarily all, of the rights and responsibilities of the student’s parents/legal guardians with respect to the student’s education:

RIGHTS	RESPONSIBILITIES
• Obtain a copy of school rules relating to student	• Parents or guardians must provide current

RIGHTS	RESPONSIBILITIES
behavior and disciplinary procedures. • Obtain clarification from Kenilworth Science and Technology Academy on any matter concerning their child. • Be contacted promptly if their child is involved in any incident that may result in suspension or expulsion. • Meet with teachers/administration about concerns such as disciplinary matters or academic performance. • Receive regular official reports of their child's academic progress and attendance. • Read all school records pertaining to their child, at times mutually convenient to the parent and Kenilworth Science and Technology Academy. • Assert all rights to due process contained in school rules, including the right to appeal the disciplinary action. • Be treated with respect.	contact information such as home address, home phone number, cell number and promptly give the school notice of any change in status concerning family information during the school year. Call the front office and inform them of changes. • Encourage their child to comply with school rules. • Ensure students arrive to school in school uniform with a binder/folder for work. • Use appropriate and respectful language when dealing with school staff about discipline issues. • Assist their child in arriving at school on time and with all necessary materials. Ensure regular school attendance. • Attend parent conferences. • Provide Kenilworth Science and Technology Academy with explanations for student absences or tardiness.

STAFF MEMBERS RIGHTS AND RESPONSIBILITIES

The following includes some, but not necessarily all, of the staff members' rights and responsibilities:

RIGHTS	RESPONSIBILITIES
• Be treated with respect. • Teach in schools which are safe. • Receive additional training and professional development as necessary. • Receive support from school administrators in the implementation of academics and discipline policies.	• Ensure all students learn. • Model expected behavior for students. • Instruct students about appropriate behavior, conflict management, classroom rules, and disciplinary consequences. • Be in regular attendance and on time. • Treat students and parents with respect. • Communicate regularly.

Parents' Bill of Rights for Public Schools

KSTA recognizes the rights of parents of public school students under Louisiana law, including La. R.S. 17:406.9. These rights include access to information concerning their child's education and school, subject to applicable law.

- Examine textbooks, curriculum, and supplemental instructional materials used in their child's classroom.
- Inspect and obtain copies of their child's education records as provided by law.

- Receive information concerning academic progress, attendance, discipline, school policies, and applicable fees.
- Communicate with teachers and school leaders and participate meaningfully in their child's education.
- Exercise applicable rights concerning surveys, student privacy, and instructional materials.

KSTA provides additional information regarding parental access to instructional materials and the Parents' Bill of Rights through its website and regular parent communications, as required by Louisiana law.

Teacher Bill of Rights

KSTA recognizes the Teacher Bill of Rights established by La. R.S. 17:416.18. Teachers have authority to maintain an orderly learning environment and to hold students accountable in accordance with law and KSTA policy. Students and parents are expected to respect lawful teacher authority, classroom rules, and disciplinary decisions made in accordance with school policy. KSTA will provide teachers the administrative support and protections required by applicable law.

II. Non-discrimination Policy

Kenilworth Science and Technology Academy provides equal educational opportunity and does not discriminate in its educational programs, activities, admissions, or services on the basis of race, color, national origin, sex, disability, age, religion, or any other status protected by applicable federal or Louisiana law. KSTA complies with applicable civil-rights laws, including Title VI, Title IX, Section 504, and Title II of the Americans with Disabilities Act. Questions or complaints concerning nondiscrimination should be directed to the appropriate KSTA administrator or role identified on the KSTA website. Matters governed by a specific complaint process, including Title IX or Section 504, will be handled under that applicable process.

Dress, Grooming and Uniforms

In accordance with La. R.S. 17:416.7, KSTA (Pre-K-8 and high school) has adopted a standard code of dress as described below. The guidelines set forth are designed to:

- Promote school safety.
- Minimize distractions and disruptions based on personal appearance, grooming, hygiene, and attire.
- Prevent clothing, jewelry, and general appearance that constitute a health or safety hazard.
- Prevent clothing styles that are suggestive, indecent, or inappropriately fitted.
- Foster an attitude of respect and improve morale.

Students are expected to arrive in dress code every day. Please adhere to the guidelines, maintain modesty and neatness, and take pride in wearing clean, neat, and attractive uniforms. When it is determined that a student's clothing does not comply with the dress code, a parent or legal guardian may be asked to bring an appropriate change of clothes to school. If a dress code violation involves purchasing a new item, all students have five (5) days to correct the violation and begin wearing the mandatory uniform. Please contact the school with any questions.

Grade-level Uniform Requirements

Prekindergarten

- Top: Yellow KSTA Shirt — short or long sleeve with school logo.
- Bottom (Girls): Khaki or Navy pants, shorts, or skirts (girls may wear black, white, or navy tights underneath skirts).
- Bottom (Boys): Khaki or Navy pants or shorts.
- Sweater: Navy Blue with school logo.

Kindergarten – 2nd Grade

- Top: Navy Blue Polo Shirt — short or long sleeve with school logo.
- Bottom (Girls): Khaki or Navy pants, shorts, or skirts (girls may wear black, white, or navy tights underneath skirts).
- Bottom (Boys): Khaki or Navy pants or shorts.

- Sweater: Navy Blue with school logo.

3rd Grade – 5th Grade

- Top: Royal Blue Polo Shirt — short or long sleeve with school logo.
- Bottom (Girls): Khaki or Navy pants or shorts (no skirts).
- Bottom (Boys): Khaki or Navy pants or shorts.
- Sweater: Royal Blue with school logo.

6th Grade – 8th Grade

- Top: Purple Polo Shirt — short or long sleeve with school logo.
- Bottom (Girls): Khaki or Navy pants or shorts (no skirts).
- Bottom (Boys): Khaki or Navy pants or shorts.
- Sweater: Purple with school logo.

General Uniform Standards (All Students)

All uniforms must be neat and clean every day. The following standards apply to all students unless otherwise noted.

Undershirts

- Long-sleeve thermals are allowed under the uniform shirt.
- Solid colors only: white, blue, black, or cream. No other colors are accepted.

Pants:

- Long khaki or navy pants only. No cargo pants, capris, joggers, jeggings, leggings, stretch pants, or tight-fitted pants.
- Pants must fit at the ankle. The waistband must sit at the natural waist.
- No low-waist pants. Pant legs should not be rolled up.
- Sagging is not permitted.

Shorts:

- Shorts must be no more than 3 inches above the knee.

Skirts (Girls — Kindergarten through 2nd Grade only):

- Skirts must be no more than 3 inches above the knee.
- Skirts are not permitted in grades 3 and above.

Belts:

- Students must wear a belt if their bottoms have belt loops.
- Belts must be solid black or brown. No derogatory graphics or language.
- The belt must fit through all loops and remain buckled at all times. No part of the belt may hang loose.

Sweaters and Jackets

- Non-KSTA sweaters and jackets are permitted without a hood, but must match the student's grade-level color: Grades K-2, Solid Navy Blue; Grades 3-5, Solid Royal Blue; Grades 6-8, Solid Purple.
- No derogatory graphics or language. The uniform shirt collar must be visible at all times.
- Families may purchase school attire with the logo from the school's approved vendor:

Grades K-2, Navy Blue jacket/cardigan/sweatshirt with school logo; Grades 3-5, Royal Blue jacket/cardigan/sweatshirt with school logo; Grades 6-8, Purple jacket/cardigan/sweatshirt with school logo.

- Parents are encouraged to embroider their child's first and last name on the top left or right of the sweatshirt. Names should not appear on the back. No nicknames, numbers, or other writing is permitted.
- Sweaters and jackets may not be tied around the neck, waist, or shoulders.

Note: Label your child's name in all coats, sweaters, and jackets. Each semester, Lost and Found items will be donated to Goodwill.

Winter/Heavy Coats and Raincoats

- Winter coats and raincoats may be any color but must be removed upon entering the building.
- No trench coats or blankets.

Footwear:

- Closed-toe shoes with a back and a solid sole must be worn at all times on school premises and on the school bus.
- The following footwear is not permitted: sandals, flip-flops, clogs, Yeezys, wedges, high heels, Crocs, platform shoes, boots (including snow boots), shoes above the ankle, mismatched shoes, or light-up shoes.
- Students are not allowed to trade shoes. KSTA will not be responsible for lost or stolen shoes.

Purse Size

- Purses must be no larger than a standard letter-size sheet of paper (8½ x 11 inches).

PE Uniform Policy

- Students may dress out for physical education activities.
- PE uniforms may be purchased at any store.
- Sneakers with laces must be worn for PE.
- Shorts/jogging pants: purple, gold, or black only — loose fit.
- Shirt: plain white, purple, or gold T-shirt. No tank tops.
- Shorts may not be more than 3 inches above the knee unless black or white tights are worn underneath.
- PE uniforms are permitted only during PE class.

Items Not Permitted at School

Jewelry & Accessories:

- Metal jewelry and accessories such as rings, bracelets, and necklaces are not permitted.
- Hoop earrings larger than a quarter, feathers, long drops, and similar accessories are not allowed for safety reasons.
- No dog chains or wallet chains.
- Sunglasses and fake glasses are not permitted. Any object with no reasonable use that may be a distraction can be confiscated.

Grooming & Personal Care

- Cosmetic grooming must be done at home. The following are prohibited on campus:

rat-tail combs, rollers, hair picks, hair sponges, and other grooming accessories.

- Facial and body piercings are not acceptable.
- Mouth grills or any removable mouth jewelry (including foil) are prohibited for safety reasons.
- Body piercing jewelry is prohibited, including eyebrow piercings, nose rings, heavily stretched ear loops, tongue rings, and other facial or body jewelry.
- Extreme hairstyles are not permitted. No hairstyle should cause a classroom or campus distraction. The school shall not exclude a student on account of a natural, protective, or cultural hairstyle. Natural, protective, and cultural hairstyles include but are not limited to afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, and curls.
- Perfume, cologne, body spray, and scented lotion should not be brought to school or used during the day, as many students may have allergies.
- Only travel-size lotion and deodorant are permitted (2 oz. or smaller).
- Hairsprays, bottled nail polish, and curling irons are not allowed on campus.
- Cosmetics, including but not limited to mascara, eyeliner, lashes, blush, and lipstick, are not permitted.

Clothing

- No hats, caps, or headgear inside the building, unless given specific permission.
- No jeans (unless given permission for spirit wear), stretch pants, joggers, sweatpants, warm-ups, wind pants, or leggings.
- No head scarves (except for religious purposes), neck scarves, bandanas, hairnets, or extremely large bows.
- No T-shirts or clothing displaying violence, gang symbols, profanity, obscene language, gestures or inferences of profanity, or advertisements for tobacco, alcohol, drugs, or illegal substances. Students wearing such clothing will be asked to remove the item, turn it inside out, or, in extreme cases, be sent home.

Other Prohibited Items

- Gum, outside food, drinks, and sunflower seeds.

Items Permitted at School

- Bows must be medium size or smaller. Headbands are allowed but must not be worn across the forehead. Girls' hair should be combed down (not wrapped) upon entering the building.
- Religious necklaces are permitted but must be worn inside the shirt.
- Girls may wear one pair of stud earrings or very small hoops no larger than a quarter.
- Boys' and girls' hair should be kept neat, clean, and out of the face at all times.

Free Dress Policy

On designated Free Dress days, the following standards apply:

- No hats, bandanas, do-rags, or other head apparel.
- No clothing displaying violence, profanity, or obscene language.
- Pants must be worn at the natural waist and must not be excessively baggy or sagging.
- Closed-toe shoes or sneakers with backs must be worn. No sandals or slippers.
- Shorts and skirts must be no more than 3 inches above the knee.
- Bottoms may not have holes or rips, including pants with patches behind holes.
- No jeggings or leggings worn as pants.
- No low-cut or excessively tight clothing.
- Tank tops and camisoles must be layered with a shirt or blouse. Shoulders and undergarments may not be exposed. Free Dress Violation: If a student violates the Free Dress Policy, they will lose Free Dress privileges for the remainder of the school year. When in doubt — DO NOT WEAR IT.

Spirit Wear

On Fridays, students may wear approved school spirit shirts with their school uniform pants only, unless otherwise stated.

Club and Team Apparel

Sports, club, and team apparel may be worn only on sports game days and/or Fridays. If wearing a sports, club, or team shirt, students must pair it with uniform pants. Note: Elementary families are asked to pack an additional set of clothing in their child's backpack in case of an accident.

High School Dress Code

Students in grades Pre-K-8 are required to wear the KSTA uniform. High school students are subject to KSTA's high school dress code and are not required to wear the KSTA uniform unless otherwise designated by KSTA. High school students must follow the standards below. Students whose clothing does not meet these guidelines, as determined by KSTA administration, may be required to change clothing and may receive disciplinary consequences in accordance with this handbook.

- All shirts, blouses, and sweaters must have sleeves and must fully cover the shoulder, midriff, and back.
- Jackets may not be worn as a substitute for a shirt. Students must wear an appropriate top underneath any jacket at all times.
- Shirts may not be ripped, torn, tied, or bunched, and may not display images or messaging inappropriate for a school setting.
- Acceptable: t-shirts, polo shirts, sports jerseys, blouses, sweaters.
- Not acceptable: muscle shirts or tank tops, see-through jerseys, tops revealing undergarments or excessive cleavage, tops exposing the midriff or back, strapless/spaghetti-strap/halter tops, body suits, or shirts with profanity, vulgarity, or inappropriate images.

Pants, Shorts, and Skirts

- All bottoms must be worn at the natural waistline, without sagging, and must fit appropriately — not excessively tight or baggy.
- Shorts and skirts must be no more than 3 inches above the knee.
- Bottoms may not have tears or holes and must fully cover all undergarments and skin at all times, and must be free of chains, studs, rhinestones, or other decorative hardware.
- Acceptable: jeans (denim) with no holes/tears; properly fitted joggers or sweatpants with pockets; khaki slacks or Dockers; shorts and skirts meeting the requirements above.
- Not acceptable: sagging bottoms; biking/athletic shorts; spandex, tights, or tight sweatpants; leggings/jeggings/yoga pants; boxer shorts or sleep/loungewear; body suits; bedazzled or decorative-hardware bottoms.
- Dresses and Outfits: Must be school-appropriate in length, coverage, and fit; may not include slits, splits, hi-low hems, or raised side hems; and must meet both the Shirts/Tops/Blouses and Pants/Shorts/Skirts guidelines above.
- Hair and Grooming: Hair must be clean, neatly groomed, and worn in a style that does not obstruct the view of the face. No inappropriate or offensive designs, initials, or words may be cut or shaved into a student's hair. The school shall not exclude a student on account of a natural, protective, or cultural hairstyle, including but not limited to afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, and curls. Hats, bonnets, du-rags, wave caps, bandanas, and other head apparel may not be worn on school grounds unless for religious, medical, or safety purposes. Hair rollers, curlers, metal or plastic combs, hair picks, and similar grooming tools may not be worn in the hair or used on campus.
- Belts: Students must wear a belt if their bottoms have belt loops. Belts must be solid colors only, fit through all loops, and remain buckled at all times. No chains, decorative hardware, studs, rhinestones, derogatory graphics/language, or oversized/novelty buckles.
- Footwear: Students must wear appropriate footwear with a permanent back that fully covers the heel. Acceptable: tennis shoes/sneakers, dress shoes, and covered shoes; boots are permitted only if they have a flat or low block heel (no stiletto, wedge, or high heels), do not exceed mid-calf height, and have a closed toe with a fixed, non-removable back. Not acceptable: Crocs, mules, or related footwear; sandals or athletic slides; shower shoes or slippers; flip flops; bare feet; socks with drug-related images; boots with fur trim, chains, studs, rhinestones, or other decorative

hardware; over-the-knee boots; boots with wedge/platform soles or heels higher than one inch; and snow boots or rubber rain boots.

- Hats and Accessories: Hoods, hats, beanies, and caps may be worn outdoors, but hoods must be removed before entering the building. Religious headwear is acceptable indoors and outdoors. Bandanas are not permitted anywhere on campus, indoors or outdoors. Bonnets, hair wraps, rollers, and du-rags are not permitted on campus. Hats with electronic devices inserted are not permitted.
- Administrative Discretion: Any clothing, outfit, or fashion choice not specifically addressed in this policy may be deemed inappropriate by school administration, with disciplinary consequences assigned as warranted under this Handbook.

Hygiene

It is very important that your child/children come to school clean daily. Cleanliness is defined as daily teeth brushing, bathing on a regular basis, wearing of a clean uniform, and age-appropriate application of antiperspirant/deodorant. Please do everything possible to enable your child to have positive social relationships through good hygiene. The school reserves the right to add to this list as concerns or problems arise.

III. Attendance

Compulsory Attendance the parent or legal guardian of a child who resides in Louisiana and who is age five (5) by September 30th of the calendar year in which the school year begins through eighteen shall send the child to a public or nonpublic school, as defined by R. S. 17:236, unless a child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R. S. 17:151.3(D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five (5) who legally enrolls in school shall be subject to the provisions of this Subpart. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending a National Guard Youth Challenge Program in Louisiana.

Minimum Attendance Requirements: Elementary and secondary students shall be present a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year, as required by the Louisiana Board of Elementary and Secondary Education and enumerated in the Louisiana Handbook for School Administrators, Bulletin 741, to receive credit for courses taken.

Absenteeism and Truancy

If a student has one or more tardies or unexcused absences, the parent/legal guardian can expect the school to take one or more of the following actions:

- Phone call or letter to parent/legal guardian
- Parent/legal guardian conference at the school
- Parent/legal guardian conference or home visit with the school truancy officer.

A student is considered truant when they have no justifiable excuse for being absent from school. A truant student shall be referred to the Family and Youth Service Center, by the school truancy coordinator, when the student has had five (5) tardies or unexcused absences in one semester, and the school has made all reasonable efforts to correct the student's attendance problem.

Types of Absences

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

1. Exempted and Excused: The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is not counted against the attendance requirement. Examples of this type are absences due to extended illness documented by a doctor or absences to celebrate religious holidays.
2. Non-Exempted and Excused: The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempted excused absences and unexcused absences a student is allowed is a combined total of ten (10) absences per school year.
3. Unexcused: The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed. The absence is counted

against the attendance requirement. Unexcused absences are any absences not meeting the requirements set forth in the Exempted and Non-Exempted Excused Absences above or the Extenuating Circumstances below. The number of non-exempted excused absences and unexcused absences a student is allowed is a combined total of ten (10) absences per school year.

4. Suspensions: Refers to both in-school and out-of-school suspensions. The student is allowed to make up the missed work, and tests, receive credit for work completed, and receive credit for a course and/or school year completed, provided it is completed satisfactorily and in a timely manner. Students absent from school as a result of any out-of-school suspension shall be marked absent, but the absence is not counted against the attendance requirement.

Students serving OSS will remain out of the regular school setting during the suspension. Students who are expelled may be assigned to an alternative educational program or educational services as required by applicable law and determined by KSTA and the appropriate educational authority.

Extenuating Circumstances

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

- Extended personal, physical, or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or dentist.
- Chronic Medical Conditions: Require a letter from a licensed health care provider that states the condition and how it contributes to absences from school. This letter must be submitted to the school principal by the end of the first three (3)weeks of the session or immediately after the medical condition has been diagnosed. The student's medical situation should be discussed with the teacher and/or principal. Each time a student is absent due to a chronic condition, the parent must send a note that states that the absence was due to the diagnosed chronic medical condition.
- Extended recuperation from an accident as verified by a medical provider, dentist, or nurse practitioner.
- Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state
- Quarantined due to prolonged exposure to or direct contact with a person diagnosed with a contagious deadly disease as ordered by the state or local health officials.
- Observance of special and recognized holidays of the student's own faith
- Visitation with a parent who is a member of the United States Armed Forces or the

National Guard of a state and such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.

- Death in the Immediate Family in which a student's absence is verified by the principal or their designee: Documentation regarding the death of a family member, i.e., death certificate, obituary (Maximum of five (5) days)

- Absences for Legal Commitments: Court-ordered subpoenas or other legal business documentation are required.
- Natural Catastrophe and/or disaster in which a student's absence is verified by the

Principal or their designee. Documentation regarding catastrophic personal-social occurrences, i.e., flood, fire, domestic violence, family illness in the student's home, etc.

- Head lice: Absences require appropriate documentation from the school nurse or physician (maximum two (2) day absence per occurrence)
- Prior school system-approved travel for education (Competitions, Testing)
- Minors engaged in artistic or creative services

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school. For example, a family educational trip would qualify. The parent may request and complete a Formal Appeal for Absences Due to Extenuating Circumstances and submit it to the school principal. Students who are verified as meeting extenuating circumstances are therefore eligible to receive grades and shall not receive those grades if they are unable to complete makeup work.

Make-up Work Due to Absences

An absence from school, even for several days, does not excuse students from their responsibilities in the classroom. If a student has an absence, they will be given the number of days that they were absent to make up the assignments missed. On the day a student returns to school, it is the student's responsibility to find out what work is required and when the work needs to be completed and submitted.

Professional Appointments for Students

KSTA encourages parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. Parents are requested to notify the school office in advance.

Tardy Policy

It is every parent's responsibility to ensure that their child arrives at school on time. The school believes that students who are late to school begin the day at a disadvantage. This is why the school makes every effort to see that students arrive promptly in the morning. Students arriving after 7:55 a.m. will be considered tardy. Five tardies to school will equal one unexcused absence. Upon notification from the principal or designee of a student's third unexcused absence or unexcused occurrence of being tardy, the parent or legal guardian shall attend a conference with the principal or designee to receive information regarding the legal responsibility about attendance in school (La. R.S. 17: 233B(1)(c).

Check-in Process

Students arriving late must check in through the designated school office. Late arrivals and partial-day absences will be recorded in accordance with KSTA attendance procedures and applicable state

attendance requirements. Documentation for an excused late arrival or absence must be submitted in accordance with KSTA's attendance policy.

Every five (5) unexcused tardies, including qualifying unexcused early checkouts, will be converted to one (1) unexcused absence for purposes of KSTA's attendance and intervention procedures. The same tardies will not be double-counted as both individual tardies and converted absences.

Early Checkout

An unexcused early checkout counts as a tardy for all grades. Parents/legal guardians should make every effort to schedule appointments outside school hours and must follow KSTA's checkout procedures. After three parent-excused early checkouts or absences for medical or dental reasons during a semester, KSTA may require documentation from a healthcare provider for subsequent medical or dental absences or early checkouts to be considered excused.

KSTA may establish reasonable attendance interventions and referrals consistent with applicable law.

Family and Youth Service Center

The Family and Youth Service Center (FYSC) provides prevention services to children who are at risk of becoming truant or dropping out of school. The Center serves students ages 7 to 17, who are not attending school. A child younger than seven who is subject to compulsory attendance, as described above, is also subject to KSTA’s attendance and truancy procedures.

Prekindergarten Policy Addendum

The following provisions apply specifically to KSTA's Prekindergarten program, consistent with the Prekindergarten Policy Compact shared with parents at a mandatory parent meeting prior to the start of school:

- Attendance: Any student below the age of seven (7) who legally enrolls in school is subject to compulsory attendance (La. R.S. 17:221). Prekindergarten students shall be in attendance a minimum of 167 six-hour days or 60,120 minutes a school year. A student is tardy after 7:55 a.m. As absences occur, a written statement from a physician, parent, or legal guardian must be provided to school personnel immediately, or within five (5) days after the student returns to school; after five days, absences must be approved by the Supervisor of Child Welfare and Attendance. A student may be excused for whole or partial day absences of two or fewer consecutive school days for personal illness; serious illness or death in the immediate family (not to exceed five school days for a death); recognized religious holidays; or a natural catastrophe or disaster. A child absent more than 5 days per month without approved extenuating circumstances, or who is chronically absent or chronically tardy (including repeated late pick-ups), may be terminated from the Prekindergarten program and referred to the Office of Child Welfare and Attendance; a terminated child's future eligibility to re-enter the program depends on vacancies after a 30-day waiting period and a parent conference to establish a new Home/School Compact. These Prekindergarten-specific attendance provisions apply in addition to the general KSTA attendance procedures.
- Behavior: Prekindergarten students follow KSTA's grade-level-appropriate discipline policy. Repeated violations of the discipline policy may result in termination from the Prekindergarten program after appropriate interventions are attempted, documented, and deemed unsuccessful

through an SBLC meeting including the SBLC Coordinator, teacher, and Prekindergarten Principal.

- Transportation: KSTA does not provide student transportation for the Prekindergarten program. Parents and guardians are responsible for transporting their child to and from school on time each day. Students may not be dropped off before the designated arrival time, as staff supervision is not available before then, and must be picked up promptly at dismissal; repeated late pick-ups may result in a parent conference and further action. Any change to a student's regular dismissal or pick-up arrangement must be communicated to the school office in writing, or through KSTA's approved communication process, before dismissal. Only individuals authorized by the parent/legal guardian may pick up a student, and a valid photo ID may be required. KSTA is not responsible for transportation arrangements made by parents, including carpools or third-party transportation services.

Pregnant and Parenting Students

KSTA provides pregnant and parenting students equal access to educational programs and activities and the protections required by Title IX and Louisiana law. KSTA will maintain student confidentiality as required by law, provide a safe and supportive learning environment, excuse qualifying pregnancy- and parenting-related absences, provide required opportunities to make up missed work, and provide other accommodations or supports required by applicable law.

IV. Academic Guidelines

Report Cards

Students will have four grading periods. Report cards and progress reports will be provided to parents/legal guardians through KSTA's approved communication and student information systems and may also be provided in paper form. KSTA encourages parents/legal guardians to review grades regularly and communicate with teachers regarding academic progress.

State Testing Programs

KSTA administers and participates in all screening, assessment, and testing programs required by the Louisiana Department of Education and the United States Department of Education. Student participation in all required state assessments, including LEAP and other state-mandated assessments, is mandatory unless the student qualifies for an exemption or alternative assessment as provided by applicable law or state policy. Parent or legal guardian refusal, by itself, does not constitute an exemption from a required state assessment.

Additionally, KSTA administers school-based benchmark and screening assessments throughout the school year to evaluate student progress and inform instructional practices. Students are expected to participate fully in all required state and school assessments and comply with applicable testing procedures and guidelines.

Educational Screening and Evaluation

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

1. dyslexia and related disorders;
2. attention deficit disorder; and
3. social and environmental factors that put a student "at risk" of academic failure.

Students in need of services and/or assistance shall have it provided to them. The screenings shall be done directly by the school nurse, pupil appraisal personnel, teachers, or any other professional employees of KSTA who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be done by persons who have not been trained to do such screenings.

Screening for Dyslexia

Upon the request of a parent, student, school nurse, classroom teacher, or other school personnel who has reason to believe that a student has a need to be screened for characteristics of dyslexia and related disorders, that student shall be referred to the school building level committee for additional screening. KSTA shall provide remediation for students with dyslexia or related disorders in an appropriate education program. For purposes of this policy, dyslexia shall be defined as an unexpected difficulty in

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

Semester Exams

Students in grades 6-8 are administered semester exams in each subject area. Students will not be allowed to take exams early unless the student is moving out of state, or there is a medical/family emergency. Administration of early exams requires permission from the principal. Students who are absent during the administration of semester exams must have the exams rescheduled by the principal or testing coordinator. The students must provide a medical excuse or explanation in writing that shall be approved by the principal prior to taking the exam.

Examination Procedures

Formal examinations fulfill an important function in the assessment of each student's academic performance. Examinations are also helpful in assisting students to prepare for state-mandated assessment tests by providing exposure to examination conduct, procedures and techniques. Consequently, the school has enacted a special Academic Code of Conduct pertaining to examinations:

- Students are to remain silent during all examinations, unless otherwise directed by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examinations.
- Students must leave school bags at the front of or outside the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Students are also not permitted to remove any paper, including the examination, from the examination room.
- Electronic devices, including cell phones, are not permitted in the examination room, and the use of any electronic device is strictly prohibited. Electronic dictionaries and calculators without internet connection and photographic capabilities may be used during certain examinations, as allowed by the school.
- Students are not to be late for examinations and will NOT be permitted to leave early.

Latecomers will not be granted extra time to complete the exam.

- Students are responsible for the collection of their own work.
- Students who are absent from an examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within three days of the return to school; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.
- The school will notify the parents of students who are believed to have been academically dishonest during any examination. Students violating these rules will, at a minimum, receive a grade of zero. Violations may also result in disciplinary consequences under the KSTA Discipline Policy.

Academic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the KSTA Discipline Policy. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. The school will notify parents of any instance of suspected academic dishonesty.

Grading

Grades are calculated by quarters, with the final grade being an average of all four quarters. Failure or a grade of "F," for two-quarters may result in the need to repeat the course or attend summer school for that class. All classes at KSTA will follow the grading scale below for assigning letter grades: A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

High School Grading and Graduation

High school students must satisfy applicable Louisiana and KSTA academic, credit, and graduation requirements. Detailed high school grading, credit, course, and graduation requirements are provided in the KSTA High School Handbook and other applicable academic policies.

Grade Promotion Policy

The promotion and grading policy for all students is outlined in the KSTA Pupil Progression Plan. The KSTA Building Level Committee (SBLC) will review records of students who do not meet the promotional guidelines outlined for all grades with the exception of the high-stakes grades, 3 and 8. The team will prescribe additional interventions in the summer such as, but not limited to, extended year programs, Summer Academy, individual tutoring, and/or group tutoring and intervention support. By the first day of school for students, the team will determine if the student successfully completed the RTI prescription and is eligible for promotion.

PowerSchool Portal

KSTA provides parents with access to an online portal which allows parents to view their child's attendance, conduct, discipline, grades and progress reports.

Awards and Recognition

In an effort to foster student achievement in academics and promote improved behavioral performance, KSTA offers A and A/B Honor Roll:

- KSTA A Honor Roll Certificate: Awarded to students with a 4.0-grade point average and all "A's" for each quarter.
- KSTA A/B Honor Roll Certificate: Awarded to students who receive a 3.0 – 3.99-grade point average and no grade below a "B" for each quarter.

Homework Policy

Homework is an essential part of each student's successful education. Homework assignments help develop many valuable skills, including good study habits, time management, responsibility, and perseverance. Teachers will assign homework that fosters individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. Each student is responsible for completing and turning in homework on time. The teacher's record is final in cases of conflict regarding homework assignments. If a student or parent has questions about homework, contact the teacher who assigned it.

Homework Assistance Services

Homework Louisiana, a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device. To assist in locating the online services, the following link is provided: State Library Link: www.homeworkla.org

Note Taker Policy

Note-taking assistance may include:

1. Receiving copies of course notes (upon instructor’s approval)
2. Using a laptop in class
3. Audio recording lectures
4. Using a peer note-taker

The faculty and/or administration of KSTA reserves the exclusive right to identify and coordinate note-takers for students with injuries, learning or physical disabilities, or hearing, motor, or visual limitations. The notetaking service provides students with supplemental support. Even if students have note-takers, they are expected to attend class and take notes to the best of their ability and are ultimately responsible for the material covered in their courses. Students might also record lectures to supplement the notes provided by note- takers and also, on an as-need basis, meet with professors to ask questions about lectures and class discussions. Note-takers will not provide copies of course notes to students when they are absent from class, unless the students receive approval from a member of the faculty or administration for medical or health reasons or other extenuating circumstances. Students and note-takers should not share notes with other class members.

Tape Recorder Policy

Students who wish to use audio or video recording devices during any school program and/or activity may do so with the written consent by the teacher and administrator. Nothing in this policy bars a student from using audio or video recording devices pursuant to an IEP or Section 504 Plan. Any student violating this section shall be subject to appropriate disciplinary action.

After School Sports and Enrichment

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already

enjoy and to try other activities that spark your interest. After school activity student lists, schedules, times and locations will be determined during the school year. Expectations:

- Students must report on time to after school activity, club or tutoring.
- Students must arrange for their own transportation to arrive promptly at the end of the activity.
- Students must adhere to the KSTA Code of Conduct while participating after school activities.
- Students are not allowed to remain after school to wait for another student.

*After dismissal, students who are not participating in after-school events are not allowed to roam the KSTA building. These students must wait inside the front office until their parent/legal guardian arrives. We kindly ask that all students be picked up no later than 3:25 p.m. Parents/legal guardians who consistently fail to pick up their child(ren) on time will receive a warning letter after the second occurrence. After that, a late fee of $1.00 per minute will be assessed. Failure to pay applicable late-pickup fees may result in collection or other administrative action permitted by law, but will not prevent KSTA from providing or transferring student records when required by law.

Student Athlete Health and Safety

Students participating in KSTA athletics must satisfy applicable health, physical examination, cardiac-health, concussion, eligibility, and participation requirements. KSTA will provide student athletes and their parents or legal guardians required cardiac-health and other safety information and obtain required acknowledgements. Detailed athletic procedures and participation requirements are maintained separately.

Withdrawals/transfers/class Changes

When a student must withdraw or transfer from KSTA, the parent/legal guardian shall report to the office for a completed withdrawal form. The secretary or other staff personnel will check for the following:

1. Has checked in all books and assigned equipment
2. Pending make-up assignments
3. Outstanding fines
4. The release of student records signed by a parent

A parent/legal guardian may withdraw a student while disciplinary proceedings are pending. Withdrawal does not terminate or invalidate a pending disciplinary proceeding. KSTA may complete the disciplinary process and maintain the resulting determination in the student's education record as permitted by law.

Class Changes

The Principal or designee may authorize schedule or class changes. Student or parent/legal guardian-requested class changes generally will not be permitted after the first ten (10) school days. KSTA may make or approve schedule changes at any time when necessary for academic placement, student services, legal compliance, scheduling needs, or other circumstances determined appropriate by KSTA administration.

Communications with Language-Minority Students and Parents

All schools with language minority students are obligated to provide written or verbal communications to these students and their parents/legal guardians in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil rights (OCR) standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974.

Official Information, Student Records, and Privacy

Enrollment decisions will be made in accordance with KSTA's enrollment policy and applicable law. Student disciplinary history will not be used to deny enrollment where prohibited by law. Nothing in this provision limits KSTA's authority to enforce a valid existing expulsion or other disciplinary placement as permitted by law.

1. The parent/legal guardian is responsible for providing the student's school with a current address and working telephone numbers and must promptly give the school notice of any change in status concerning family information during the school year.
2. Parents or guardians have the right to review with a counselor or other designated school system personnel all official files and data which pertain to the student personally.
3. No official record, file, or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law, unless the student and/or parent has executed a written release of such information to a particular person or agency.
4. Parents are encouraged to provide to their child's school information about any illness, medication, or medical condition that may affect the student's behavior and/or academic performance. Information needed to administer medication or carry out a health plan must be provided as described in the Medication Policy. (See Section regarding Medication Policy).
5. Accurate and complete student academic and discipline records shall be maintained electronically and in paper format for each student enrolled at KSTA. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to educational records is provided to parents and professional educators with legitimate educational interests.

FERPA Annual Notice of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students who are 18 years of age or older or who attend a postsecondary institution) certain rights regarding education records. These rights include:

- The right to inspect and review the student's education records within the time required by law after KSTA receives a proper request.
- The right to request amendment of records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights, and to request a hearing when applicable.
- The right to provide written consent before disclosure of personally identifiable information from education records, except when FERPA or other applicable law authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by KSTA to comply with FERPA. The office that administers FERPA is the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

FERPA permits disclosure without consent in specified circumstances, including to school officials with legitimate educational interests and, as permitted by law, to another school or educational institution in which the student seeks or intends to enroll. A school official may include a KSTA employee, governing-authority member acting in an authorized institutional capacity, contractor, consultant, volunteer, or other party performing an institutional service or function for KSTA, provided the applicable FERPA requirements are met. A legitimate educational interest exists when access to an education record is reasonably necessary for the official to fulfill professional or institutional responsibilities for KSTA.
Parents and eligible students also have rights to student records under applicable Louisiana law.
To inspect and review records, a parent or eligible student should submit a written request to the Principal identifying the records to be reviewed. KSTA will arrange access and notify the requester of the time and place within 45 days after receiving the request. To request amendment of a record, a parent or eligible student should write to the Principal, identify the part of the record to be changed, and explain why it is inaccurate, misleading, or otherwise in violation of the student's privacy rights. If KSTA decides not to amend the record, it will notify the requester of the decision and of the right to a hearing, and will provide information about the hearing procedures with that notice.
Directory information and student information consent. Louisiana law is stricter than FERPA. With limited exceptions, La. R.S. 17:3914 prohibits KSTA from disclosing personally identifiable student information, including information that FERPA would treat as directory information (such as a student's name, photograph, grade level, honors, and participation in activities), without the written authorization of the parent or legal guardian or of a student who has reached the age of majority. KSTA therefore requests that authorization through its annual Student Information Consent Form. Consent may be granted in whole or in part and may be withdrawn in writing at any time. Without written consent, KSTA will not disclose directory-type information outside KSTA except as permitted by law.

Protection of Pupil Rights Amendment (PPRA)

PPRA provides parents and eligible students rights concerning certain surveys, instructional materials, marketing-related collection or use of student information, and certain nonemergency invasive physical examinations or screenings. As required by PPRA, KSTA will provide notice and an opportunity to inspect, consent, or opt out when applicable. Parents may request reasonable access to covered surveys and instructional materials in accordance with law and KSTA procedures. KSTA will notify parents at the beginning of each school year, and again if a covered activity is scheduled later, of the specific or approximate dates of surveys and other activities covered by PPRA. KSTA does not require students to provide information protected by La. R.S. 17:3914(C)(1) unless it is voluntarily disclosed by the parent or legal guardian.

V. Homeless Children and Youth Education Program

KSTA carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless children.

Rights of Homeless Students

(Federal Law: McKinney-Vento Homeless Assistance Act) (State Law: La. R.S. 17:238/Public Law 107-110) This law gives children and youth in homeless situations the right to:

- Stay in school of origin (school at the time of homelessness)
- Have immediate access to school enrollment without legal guardianship, proof of residency, immunizations, school records or other enrollment documentation
- Get transportation to school
- Get needed school supplies
- Have enrollment disagreements with schools settled and attend school while the disagreements are being settled if you believe your child qualifies for services under the McKinney-Vento Homeless Assistance Act.

Please contact our office if you believe your child qualifies for services under the McKinney-Vento Homeless Assistance Act.

Children and Youth in Foster Care Education Program

KSTA complies with the Federal Law as outlined in the Every Student Succeeds Act of 2015 (Title 1 section 1111(g)(1)(E). The law mandates the implementation of provisions that provide educational stability for students in foster care. ESSA provides the educational rights to children and youth in 24-hour substitute care placed away from their parents or legal guardian for whom the child welfare agency has placement care responsibility. This includes children in:

- Foster family homes
- Shelters
- Relative foster homes
- Group homes
- Residential facilities

The Rights of Students in Foster Care include:

- Remain in the school of origin unless there is a determination that it is not in their best interest to attend the school of origin
- Transportation to the school of origin
- Enroll in school even if the child is unable to produce records normally required for enrollment
- A Free and Appropriate Education

Service Animals

KSTA permits service animals in accordance with applicable federal and state law. Families are encouraged to notify KSTA administration in advance when a student will use a service animal so that KSTA can appropriately plan for access, safety, and educational needs. Advance notice is encouraged but is not a condition of access when applicable law requires the service animal to be permitted. KSTA may address control, housebreaking, health, and safety matters consistent with applicable law.

VI. Student Health Services

Purpose of School Health Services

While a full-time nurse is on staff at KSTA, school health services are not intended to replace outside healthcare, and should not be viewed as an alternative to seeking medical attention outside of KSTA. Teachers should be alert for signs of illness in their students and report such signs immediately to the KSTA nurse and principal. Admission of children back into school following a communicable disease shall be based on the recommendation of the doctor.

Accidents and Sudden Illnesses

The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

1. Administer first aid if necessary.
2. Notify parents.
3. Call the school nurse or family doctor if unable to locate parents or others listed in contact information.
4. If necessary, call an ambulance to transport the student to the emergency room of the local hospital. Pelican Educational Foundation and KSTA do not assume the responsibility for the payment of ambulance, hospital, or doctor's fee.
5. Complete an accident incident form. (Accidents forms can be found in the office)

Illness or Injury during the School Day at KSTA

Procedure:

- Report to the nurse's office with your Hall Pass signed by the classroom teacher. If the nurse is not available, you should inform the secretary or any staff member in the office of your health concern.
- Students are allowed to stay in the nurse's office for no more than 10 minutes (unless the nurse states otherwise).
- If you do not inform the office and simply miss class, this is considered an unexcused absence. Parents will be notified, if the nurse deems immediate contact is necessary. Parents are reminded that school officials are not permitted to dispense medication unless a prescription signed by the doctor is on file with the nurse.

Medication Policy

General Rule

School regulations require that all medication be given only by a doctor's written orders and dispensed from the pharmacy labeled container. Medication should not be brought to school unless it is essential to the health of the student.

Possible Medication Exceptions to the General Principle

The school may make exceptions to the foregoing rule in the following circumstances:

1. Behavior modification
2. Insect sting allergy

3. Anticonvulsant (e.g. Dilantin, Phenobarbital)
4. Asthmatic conditions
5. Insulin

Procedure for Taking Medicine at School

If a student must take medicine at school, and if approved by the school, KSTA must receive a Medication Administration Directions Form signed by the student's physician and parent/legal guardian.

Guidelines

1. Have your doctor write orders for the school to dispense medication, giving the following information:
   - Student's Name
   - Diagnosis
   - Name of the drug to be given
   - Dosage
   - Any side effect of which the staff should be aware
   - The length of time which the medication should be given and time medication should be taken.
2. Please fill out and sign the school's medication release form
3. Bring medication to the nurse in the pharmacy labeled bottles. Please bring a measuring tool if the medication is liquid.
4. Medication must be left at school. It may not be sent home every day.
5. It is the parent's responsibility to know when the dosage will run out and to supply the nurse with more, if needed.
6. End of the school year - medication shall be picked up by the parent/legal guardian within 5 days of the end of the academic year. Medication that is not picked up will be disposed of in accordance with the law. Except as authorized below for self-administration of asthma medication or auto-injectable epinephrine, or under a diabetes management and treatment plan on file with the school, students are not allowed to bring any form of medication to school. All medications must be brought in by the parent to the school nurse. This policy is in compliance with La. R.S. 17:436.1 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education), La. Admin. Code, Title 28, Part CXV, Section 1129, Bulletin 741, Louisiana Handbook for School Administrators. Act 145 of the Louisiana Legislature (2009) - Self-Administration of Medications and the associated regulations at Bulletin 741, Section 1129 allow a student with asthma to self-administer asthma medication or the use of auto-injectable epinephrine by a student at risk of anaphylaxis provided that the student's parent or another legal guardian provides the school in which the student is enrolled with the following documentation:

1. Written authorization for the student to carry and self-administer such prescribed medications.
2. Written certification from a licensed medical physician or another authorized prescriber that the student:

a. Has asthma or is at risk of having anaphylaxis.

b. Has received instruction in the proper method of self-administration of the student's prescribed medication to treat asthma or anaphylaxis.

3. A written treatment plan from the student's licensed medical physician or another authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent or another legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:

a. The name, purpose, and prescribed dosage of the medications to be self-administered.

b. The time or times the medications are to be regularly administered and under what additional circumstances the medications are to be administered.

4. The length of time for which the medications are prescribed.

Additional Information

1. The documentation required above shall be kept on file in the office of the school nurse or other designated school official.
2. The school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or another legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or another legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.
3. For the purposes of this Subsection:

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

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

4. A student who has been granted permission to self-administer medication shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both at all times.
5. Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted each subsequent school year, provided all the requirements of this Subsection are fulfilled.
6. Upon obtaining permission to self-administer asthma medication or to use auto-injectable epinephrine pursuant to this Subsection, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school-sponsored activity.
7. A student who uses any medication permitted pursuant to this Subsection in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student's immediate access to such prescribed medication.

Student Health Information and Privacy

Student health records maintained by KSTA are protected as required by FERPA and other applicable law. KSTA may collect, maintain, use, and disclose student health information when authorized or

required by law and when reasonably necessary for legitimate educational, health, safety, or emergency purposes. Access is limited to persons with a lawful need for the information.

Naloxone and Opioid Overdose Response

KSTA maintains and administers naloxone or another opioid antagonist in accordance with Louisiana law, applicable medical protocols, and KSTA procedures. In an actual or perceived opioid emergency, a trained school employee may administer an opioid antagonist and emergency medical services will be summoned as required by law and procedure.

Stock Epinephrine and Anaphylaxis Response

KSTA maintains and makes available auto-injectable epinephrine as required by Louisiana law and KSTA medical procedures. A school nurse or appropriately trained employee may administer epinephrine in response to a suspected anaphylactic reaction under applicable standing protocols. Families should promptly notify KSTA of known allergies or conditions that place a student at risk of anaphylaxis and provide any required student-specific health information and medication.

Tobacco-free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products and smoking-related products (including, but not limited to, e-cigarettes and vaping devices). This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and KSTA at all activities.

Cafeteria

All meals during the school year will be served free of charge to all students. KSTA will provide school meal services through its designated food-service program. The menus will be distributed on a monthly basis and posted in the lunch area and on the school's website. Students may bring their lunch to school if they choose to do so. Soda and fast food lunches are not allowed. Note: Food cannot be heated at school.

Money

It is strongly suggested that students not be allowed to carry significant amounts of money to school unless there is a specific purpose for which it is to be used. In cases where money is lost or stolen, school personnel will not have time to investigate.

Students with Diabetes

For parents of a student with diabetes who seeks care for the student's diabetes while at school or while participating in a school-related activity, the parents shall submit a diabetes management and treatment plan. The plan must be updated on an annual basis. Such a plan shall be developed by a physician or other licensed health provider recognized by the Centers for Medicare and Medicaid services who is selected by the parent/legal guardian to be responsible for such students and diabetes treatment and a current copy of such plan shall be kept on file at the school.

A student diabetes management and treatment plan must contain:

1. an evaluation of the student's level of understanding of its conditions and its ability to manage his diabetes.
2. the diabetes-related healthcare services the student may receive or self-administer at school or during a school related activity.

3. A timetable, including dosage instructions, of any type of diabetes medication to be administered to the student or self-administered by the student.
4. the signature of the student, the student's parents or legal guardian and the physician responsible for the student's diabetes treatment.

The school nurse shall provide care to the student with diabetes or assist the student with self-care of their diabetes, in accordance with the student's diabetes management and treatment plan on file with the school. If the school nurse is unavailable, an unlicensed diabetes care assistant may provide care to a student with diabetes or assist a student with self-care of their diabetes. ―unlicensed diabetes care assistant‖ shall mean as such a school employee who volunteers and is trained in accordance with provisions of La. R.S. 17:436.3 (Act 858 of RegularSession 2012).

Food Allergy Information

Parents of a student with a food allergy, including a severe or life-threatening food allergy, should notify the school nurse and complete the school's food allergy disclosure form, identifying the specific food(s) and the nature of the reaction. If the allergy is severe or life-threatening, the parent must provide a completed Anaphylaxis & Food Allergy Action Plan signed by the student's physician, along with any necessary medication (such as an auto-injectable epinephrine device), consistent with KSTA's Medication Policy above. Families may also request a Section 504 evaluation through the KSTA 504 Coordinator if a severe food allergy affects a major life activity. Food allergy information will be kept in the student's confidential records and shared only with staff who need it to keep the student safe, consistent with FERPA and Louisiana student-records law.

Communicable Disease Control Policy

Current and satisfactory evidence of immunization (e.g.,immunization records) is required for all students entering school for the first time (including kindergarten), for students transferring from another school system, and for all students entering the sixth grade. Such evidence shall be in compliance with the immunization schedules established by the Louisiana Legislature in La.R.S. 17:170 and 17:170.4 unless compliance is waived pursuant to statute. School personnel shall cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the forms required by the Louisiana Department of Health and Hospitals to facilitate control of preventable communicable diseases. The event of an outbreak of a vaccine-preventable disease at school system facility, the school administration may, upon the recommendation of the office of public health, exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized student presents evidence of immunization, or until the local governing authority has found that there is no danger in re-admitting the student. If the student's physical condition indicates that the health of the student does not safely allow their continued attendance at school, the student will remain away from school until the student's physician and/or a physician of the Board's choice verifies that the student can safely return to the regular school environment. Infected students and/or their parents/legal guardians shall inform appropriate school officials of any communicable infection or disease so that proper precautions for the protection of the other students, employees, and the infected student can be taken. If the student's physicians and/or a physician of the school's choice indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the child. The identity of an infected individual or an individual who there is reasonable cause to believe is an infected individual, shall be

revealed only to those who have a need to know. If an infected individual is permitted to remain in the school setting after a determination has been made, employees who will have regular personal contact with the individual may be informed of the individual's medical condition only to the extent necessary to protect health and safety and as permitted by FERPA and Louisiana law. They also shall be informed of public health precautions which should be taken. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy. The determination of whether an infected student shall be permitted to remain in school in a capacity that involves contact with students or employees shall be made on a case-by-case basis as determined by the principal or their designee and appropriate school staff.

Provisional Enrollment for Students without Immunization Records

Consistent with La. R.S. 17:170 and the enrollment protections for students experiencing homelessness (McKinney-Vento Homeless Assistance Act, La. R.S. 17:238) and students in foster care (Every Student Succeeds Act), a student who is homeless, in foster care, or transferring from another school may be admitted and provisionally enrolled for up to thirty (30) school days if acceptable evidence of immunization is not yet available. During this period, the school shall promptly refer the student and family to appropriate public health resources to obtain the required immunizations. This provision does not waive the immunization documentation requirement outlined above; it establishes a temporary period for the family to obtain and submit that documentation.

Bacterial Meningitis Information

Bacterial meningitis is a serious, potentially life-threatening infection of the covering of the brain and spinal cord. Symptoms may include high fever, severe headache, neck stiffness, nausea, vomiting, sensitivity to light, and confusion, and can progress rapidly. Bacterial meningitis is spread through the exchange of respiratory or throat secretions (such as through close or lengthy contact, kissing, or sharing drinks, utensils, or cigarettes). Vaccination and early medical treatment are the best protections against the disease. Parents/legal guardians are encouraged to discuss meningococcal vaccination with their child's physician and to seek immediate medical attention if their child displays these symptoms.

AIDS Prevention Education

Health instruction at KSTA shall include education in the prevention of Acquired Immune Deficiency Syndrome (AIDS), including abstinence education, and in compliance with state law and regulations. Any curriculum and materials to be used for instruction will be presented to parents at least one month prior to teaching AIDS prevention. All students will be required to participate in the AIDS Prevention program unless a parent/legal guardian provides written objection to their participation.

Seizure Treatment and Training

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

1. The health care services the student may receive at school or while participating in a school activity.
2. Evaluation of the student's ability to manage and understand their seizure disorder.

3. Signatures from the student's parent/legal guardian and from the treating physician. School nurses and such school employees and school bus operators who have regular interactions with a student for whom there is a seizure management and treatment plan shall be required to biennially successfully complete instruction provided by the Department of Education.

Administering Catheters

KSTA shall not require any employee other than a registered nurse to catheterize any student until all of the following conditions have been met:

1. A registered nurse employed by the KSTA, has assessed the health status of the specific child in their specific educational setting. The registered nurse has determined that the procedure could be safely performed, the results are predictable and could be delegated to someone other than a registered nurse following documented training.
2. The registered nurse shall train at least two (2) employees to catheterize the specific child in their educational setting. The employees shall be given not less than eight (8) hours of training in the area of catheterization of students.
3. Following the training provided for in #2, no catheterization may be performed unless prescribed in writing by a licensed medical physician. The employee, other than the registered nurse, shall be required to complete, under the direct supervision of a registered nurse, a minimum of five (5) catheterizations. Upon one hundred percent successful completion of these catheterizations, the registered nurse and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school.
4. Any employee shall have the right to request that another employee be present while catheterizing the student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to catheterize a student without such a witness.

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

Performing Non-Complex Health Procedures

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

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis. The KSTA shall not require any employee other than a registered nurse, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed

assistive personnel as defined by the Louisiana State Board of Nursing, to perform non-complex health procedures until all the following conditions have been met:

a. A registered nurse and, when appropriate, another licensed health professional employed by the KSTA, has assessed the health status of the specific child in their specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.

b. The registered nurse and, when appropriate, another licensed health professional shall train, in their area of expertise, at least two (2) such employees to perform non-complex health procedures on the specific child in their educational setting. The employees shall be given not less than four (4) hours of training in the area of non-complex health procedures.

4. Following the training provided for in #2, no non-complex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state. The employee, other than the registered nurse, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these non-complex health procedures, the registered nurse, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school nurse.

5. An employee shall have the right to request that another employee be present while they are performing non-complex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform non-complex health procedures without such a witness. section of the policy, employee means any appropriate member of the education staff, and appropriate licensed health professional shall include a licensed practical nurse.

Hearing and Vision Screening

KSTA, during the first semester of the school year, or within thirty (30) days after the admission of students entering school late in the session, shall test the sight, including color screening for all first grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics, except those students whose parents/legal guardians may object to such tests. Students may also be tested upon referral or requests of teachers and/or parents. A record of such examination shall be kept and the administrators shall be required to follow up on the deficiencies within sixty (60) days, and shall notify in writing the parent/legal guardian of every student found to have any defect of sight or hearing.

Suicide Prevention and Mental Health Support

Consistent with La. R.S. 17:437.1 (school employee training on youth suicide awareness and prevention) and KSTA's commitment to student wellbeing, KSTA staff are trained to recognize warning signs of a student at risk of suicide, self-harm, or a mental health crisis. A student identified as at-risk will receive a risk assessment from a trained staff member, and the parent/legal guardian will be notified within a

reasonable time, consistent with law, unless notification would increase risk to the student. KSTA has procedures to support a student's return to school following a mental health crisis or hospitalization. Before conducting a formal threat assessment of a student, the school will notify the parent/legal guardian and provide an opportunity to participate and share information; findings will be shared with the parent/legal guardian afterward. Counseling referrals and resources are available through the school counselor.

VII. Title IX, Sexual Harassment Policy and Procedures

KSTA does not discriminate on the basis of sex in its education programs or activities. Conduct involving sex discrimination, sex-based harassment, sexual harassment, sexual assault, dating violence, domestic violence, stalking, or retaliation will be addressed in accordance with applicable Title IX requirements, KSTA policy, and other applicable law.

Students and employees are expected to promptly report concerns regarding sex discrimination or sex-based harassment. Retaliation against a person for making a good-faith report or participating in an investigation is prohibited.

KSTA may address student misconduct under its general disciplinary procedures when permitted by law. Current Title IX policies and procedures and the name, title, and contact information for KSTA's Title IX Coordinator are available at www.kenilworthacademy.org.

Dating Violence

KSTA provides age-appropriate education regarding teen dating violence as required by applicable law. Students are encouraged to report concerns to a parent/legal guardian, KSTA staff member, counselor, or administrator. Reports will be handled as confidentially as possible, consistent with the need to investigate, protect students, and comply with applicable law.

VIII. Student Support and Protection

School Building Level Committee (SBLC)

The SBLC is KSTA's general education problem-solving committee. It reviews relevant screening, intervention, academic, behavioral, and health data to identify supports for students whose current services are not adequately meeting their needs. A student may be referred by KSTA staff or by a parent/legal guardian.

Reporting Child Abuse and Neglect

KSTA employees who are mandatory reporters must immediately report suspected child abuse or neglect in accordance with applicable law. School personnel do not investigate or attempt to prove abuse before making a required report. Reports are handled confidentially as required by law.

Awareness of Sexual Abuse, Trafficking, and Other Maltreatment

KSTA is committed to preventing and addressing child sexual abuse, trafficking, and other maltreatment. Staff receive training on recognizing warning signs and reporting obligations, and age-appropriate awareness instruction may be provided to students. Suspected abuse, neglect, or trafficking must be reported as required by law.

Positive Behavioral Interventions and Supports (PBIS)

KSTA uses positive behavioral supports to promote a safe, respectful, and productive learning environment. KSTA may use behavior tracking, incentives, restorative practices, interventions, and other schoolwide strategies aligned with KSTA's core values and discipline policy.

Counseling Services

KSTA provides counseling and student-support services through qualified staff. Students may be referred by KSTA staff or a parent/legal guardian and may also request support. KSTA may recommend outside services when a student's needs exceed the scope of school-based support.

IX. Security Statement

KSTA is committed to providing a safe environment for the students, employees, and guests in its school and at its activities. Toward that end, the school shall comply with the Louisiana School and Student Safety Act (La.Rev. Stat. Ann. §§17:409-17:409.5) and shall take immediate action to address potential threats of violence or terrorism to persons on its grounds or in its facility. Be aware that all measures allowed by law are now in effect to protect the rights and lives of the entire staff and student body.

Definitions

The term school is as defined by La. Rev. Stat. Ann. §17:236 as an institution for the teaching of children, consisting of an adequate physical plant, whether owned or leased, instructional staff members, and students, and which operates a minimum session of not less than one hundred eighty (180) days. The term threat of violence means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, employee, or guest on school property or at any school function. The term threat of terrorism means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, employee, or guest to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

Mandatory Reporting by Employees

Any administrator, teacher, counselor, bus operator, or other school employee, whether full-time or part-time, who learns of a threat of potential violence or terrorism, whether through oral communication, written communication, or electronic communication, shall immediately report the threat to a local law enforcement agency and to school administrators. No person shall have a cause of action against any school employee for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended by the school employee to cause harm to, harass, or intimidate the person(s) named in the report or to deceive law enforcement or school officials.

Reporting Procedures

In addition to the oral reports of threats of violence or terrorism referenced above, and as soon as reasonably possible, employees shall document in writing their reports using a standardized form developed by the principal as part of their administrative procedures for reporting threats to school safety.

Mandatory Evaluation

If the person who is reported to a local law enforcement agency is a student, the student shall not be permitted to return to school until undergoing a formal mental health evaluation. The law enforcement agency shall file a petition with the appropriate judicial district court for such medical, psychological, and psychiatric evaluation. If the student refuses to be examined by the court-appointed medical or mental health professional, or, if the report of the treating medical or mental health professional concludes that the student is a danger to himself or others, that he is mentally ill or suffering from substance abuse and in

need of immediate hospitalization, the student shall not be allowed to return to school and may be transferred by court order to a treatment facility. If the report of the treating medical or mental health professional concludes that the student is not a danger to himself or others and is not in need of immediate hospitalization, then the student may be returned to school but the court may require that the student continue outpatient mental health treatment for a finite time not to exceed 6 months. If the person who is reported to a local law enforcement agency is not a student, they shall not be permitted to be within five hundred feet (500') of the school until they have undergone a formal medical or mental health evaluation and have been deemed by a healthcare professional not to be dangerous to themselves or others. La. Rev. Stat. Ann. §§17:236, 17:409, 17:409.1, 17:409.2, 17:409.3, 17:409.4, 17:409.5.

Assault Awareness and Prevention

KSTA provides age-appropriate information and education regarding personal safety, assault awareness and prevention, recognizing unsafe situations, and reporting concerns. Students are encouraged to seek help promptly from a trusted KSTA employee whenever they experience or become aware of threatening, violent, abusive, or unsafe conduct.

Crisis Management and Emergency Response

KSTA maintains and periodically reviews crisis-management and emergency-response plans consistent with applicable requirements. The school conducts appropriate drills, training, and preparedness activities. During an emergency, drill, evacuation, lockdown, or other safety response, students, staff, and visitors must promptly follow the directions of authorized school personnel and emergency responders. Operational security details are maintained separately and are not published in this Handbook.

Student Safety Reporting

Students should promptly report threats, weapons, violence, bullying, suspected abuse, dangerous conduct, or other safety concerns to any KSTA employee or administrator. Good-faith reporting is encouraged. A report that cannot be substantiated is not, by itself, a false report. Knowingly making a materially false safety report may result in disciplinary action.

X. Due Process

Student Due Process

Students will be disciplined in accordance with applicable law and KSTA policy. Before a suspension or other significant disciplinary consequence is imposed, the student will be informed of the alleged misconduct and given a reasonable opportunity to explain their version of events, except when immediate removal is necessary for safety or otherwise permitted by law.

Searches

KSTA-owned property, including lockers, desks, KSTA-issued electronic devices, and other KSTA-owned property, remains subject to inspection for legitimate educational, operational, disciplinary, or safety purposes consistent with applicable law and KSTA policy.

Searches of a student or the student's personal belongings may be conducted by the Principal or designee or another KSTA-authorized administrator when there is reasonable suspicion that the search will reveal evidence of a violation of law or KSTA policy. The scope of the search must be reasonably related to the circumstances. When practicable, another KSTA employee should be present as a witness.

Confiscation of a personal electronic device does not, by itself, authorize a search of its digital contents. Digital contents may be searched only when there is reasonable suspicion that the search will reveal evidence of a violation of law or KSTA policy and the scope is reasonably related to the circumstances.

KSTA employees will not conduct strip searches or body-cavity searches. When a more intrusive search may be necessary for safety or law-enforcement purposes, KSTA will contact appropriate law-enforcement or emergency personnel.

Student Vehicles

A student who parks a vehicle on KSTA property is subject to KSTA parking and safety requirements. When KSTA has reasonable suspicion that a student vehicle contains evidence of a violation of law or KSTA policy, KSTA may require the student to provide access to the vehicle for an appropriately limited search. Refusal to cooperate may result in disciplinary action and/or loss of parking privileges, consistent with applicable law.

Safety Screenings and Law Enforcement

KSTA may conduct reasonable, generally applicable safety screenings, including metal detectors or similar security measures, when implemented for legitimate school-safety purposes pursuant to a neutral KSTA procedure and applicable law. KSTA administrative searches are governed by KSTA policy and applicable law. Searches or investigations conducted by law-enforcement officers are governed by applicable law and law-enforcement procedures.

XI. General Discipline, Suspensions, Expulsions, Detention, Fighting Policy

General Discipline Policy

KSTA is committed to a safe, orderly, and productive learning environment. Discipline is intended to teach responsibility, protect the rights and safety of the school community, and support student learning. Except where this handbook or applicable law requires a specific consequence or process, KSTA administration may consider the nature and severity of the conduct, the student's age and grade level, prior disciplinary history, surrounding circumstances, impact on others and the school community, and other relevant factors when determining an appropriate disciplinary response.

Controlling Discipline Rules

A student who receives a third out-of-school suspension (OSS) during the same school year will be recommended for expulsion. ISS does not count toward this threshold. One disciplinary incident resulting in OSS counts as one OSS regardless of the number of days imposed or the number of violations arising from that incident. The three-OSS count resets at the beginning of each school year. The recommendation is automatic once three valid OSS incidents have occurred.

KSTA may recommend expulsion before the third OSS when conduct independently warrants expulsion. Participation in an arranged fight or group fight will result in a recommendation for expulsion regardless of prior OSS history. A student who intentionally plans, organizes, coordinates, or facilitates an arranged fight may be recommended for expulsion even if the student does not physically participate.

Possession, use, sale, distribution, giving, or transfer of an illegal drug or controlled substance will result in a recommendation for expulsion. Reasonable suspicion of impairment may result in removal, parent/legal guardian notification, investigation, and other safety measures; a recommendation based on use requires a determination, based on available evidence, that the student used the prohibited substance.

Possession of any knife or other prohibited cutting instrument is prohibited. Possession of a knife with a blade two (2) inches or longer will result in a recommendation for expulsion under KSTA policy. This KSTA threshold is separate from any statutory threshold under Louisiana law. Possession of a shorter blade is subject to discipline based on the circumstances and may result in suspension or recommendation for expulsion when warranted. Firearm offenses will result in immediate suspension and recommendation for expulsion, with the final consequence imposed in accordance with applicable Louisiana law.

Assault or battery on a KSTA employee will be handled in accordance with applicable Louisiana law, including immediate suspension/removal and required expulsion procedures when applicable.

The discipline matrix is a guide and must be read together with the specific provisions of this handbook and applicable law. Where a specific handbook provision establishes a required consequence or process, that specific provision controls over a more general matrix entry. Applicable law controls in the event of a conflict.

Behavior Infraction Levels and Corrective Strategies

KSTA uses progressive discipline and corrective strategies appropriate to the nature and severity of student conduct. Level I offenses are generally handled through classroom or school-based interventions and do not carry OSS or expulsion. Level II offenses may result in ISS or OSS but are not ordinarily expellable unless a specific KSTA rule or applicable law provides otherwise. Level III offenses are

serious and may result in OSS. Level IV offenses are the most serious and may result in a recommendation for expulsion.

For students in grades Pre-K-2, OSS may be imposed only when the student poses a danger to the health or safety of the school or others and the Executive Director/CEO or designee approves the OSS.

Progressive-discipline counts generally reset at the beginning of each school year unless a specific policy or applicable law provides otherwise. Prior-year disciplinary history may still be considered when appropriate.

Grade Pre-K-2 Consequence Chart

Level I Offenses (Detention/ISS only; OSS and Expulsion are not options for Level I)

Offense	Minimum Consequence	Maximum Consequence
Dress and grooming code violation	Verbal correction/warning	Detention
Inappropriate verbal or physical behavior (non-sexual, non-aggressive)	Verbal correction/warning	In-School Suspension (ISS)
Minor damage to school property (under $50)	Verbal correction/warning + restitution	Detention
Violating classroom or campus behavior expectations	Verbal correction/warning	Detention
Misbehavior in cafeteria or common areas	Verbal correction/warning	Detention
Leaving school without permission (not an emergency)	Detention	ISS
Use of rude or inappropriate language	Verbal correction/warning	Detention
Throwing objects that could cause minor injury or damage	Detention	ISS
Disruptive or defiant behavior interfering with instruction	Verbal correction/warning	ISS
Possession or use of electronic devices during the school day	Confiscation/parent pickup	Detention
Verbal teasing or name-calling	Verbal correction/warning	Detention

Level II Offenses (ISS or limited OSS possible; Expulsion is not an option for Level II)

Offense	Minimum Consequence	Maximum Consequence
Repeated Level I offenses (5 or more per semester)	ISS	OSS (limited; requires principal/KSTA leadership approval for PK-2)
Bullying or cyberbullying	ISS	OSS (limited)
Causing property damage of $50 or more	ISS + restitution	OSS (limited)
Fighting or hitting another student (without serious injury)	ISS	OSS (limited)
Threats or intimidation toward peers	ISS	OSS (limited)
Harassment or discriminatory remarks	ISS	OSS (limited)
Possession of a minor prohibited item (toy weapon, lighter, etc.)	ISS	OSS (limited)
Technology misuse (accessing blocked sites, unauthorized photos)	ISS	OSS (limited)
Unsafe conduct endangering self or others (e.g. throwing chairs, running from staff)	ISS	OSS (limited)
Dishonesty or falsifying information	ISS	OSS (limited)
Failure to follow transportation/safety rules	ISS	OSS (limited)
Refusal to follow directions after multiple interventions	ISS	OSS (limited)

Note: Before an Out-of-School Suspension is imposed on a PK-2 student, school administrators must first confirm the student poses a danger to the health or safety of the school or others and must obtain approval from the Executive Director/CEO or designee.

Level III Offenses (significant, first violation may result in out-of-school removal; not automatically expellable)

Offense	Minimum Consequence	Maximum Consequence
False alarm or bomb threat	OSS	OSS - 10 days
Persistent Level II offenses (5 or more per semester)	OSS	OSS - 10 days
Severe harassment or retaliation toward staff or peers	OSS	OSS - 10 days
Razor, box cutter, chain, or similar object used dangerously	OSS	OSS - 10 days
Mace, pepper spray, or stun device	OSS	OSS - 10 days
Possession/use of tobacco, e-cigarettes, or vaping devices	OSS	OSS - 10 days
Any item deemed dangerous by the principal	OSS	OSS - 10 days
Inhalants: possession, use, sale, or distribution	OSS	OSS - 10 days

Level IV Offenses (Serious offenses that may result in a recommendation for expulsion; specific KSTA rules and applicable law control)

Offense	Minimum Consequence	Maximum Consequence
Assault or battery causing bodily injury	OSS	Expulsion (Discretionary)
Possession of a firearm, explosive, or other prohibited weapon	OSS	Recommendation for Expulsion; mandatory consequences as required by law
Arson or deliberate fire-setting	OSS	Expulsion (Discretionary)
Possession, sale, use, or distribution of controlled substances, alcohol, or look-alike drugs	OSS	Recommendation for Expulsion
Knife with blade 2 inches or longer	OSS	Recommendation for Expulsion (KSTA Policy; statutory consequences apply when required)
Arranged fight or group fight	OSS	Recommendation for Expulsion

Grade 3-5 Consequence Chart

Level I Offenses (Detention/ISS only; OSS and Expulsion are not options for Level I)

Offense	Minimum Consequence	Maximum Consequence
Accessing restricted areas	Verbal correction/warning	Detention
Accumulating 5-14 tardies	Parent notification	Detention
Dress and grooming code violation	Verbal correction/warning	Detention
Disrespect toward staff (rolling eyes, talking back, etc.)	Verbal correction/warning	ISS
Causing damage to school property under $50	Verbal correction/warning + restitution	Detention
Failing to comply with staff directives	Verbal correction/warning	Detention
Missing class or tutorial sessions without an excuse	Detention	ISS
Offensive language, orally or in writing	Verbal correction/warning	ISS
Possession of an electronic/telecommunication device without permission	Confiscation	Detention
Profanity or obscene gestures toward other students	Verbal correction/warning	ISS
Scuffling	Detention	ISS
Single acts of disruptive behavior, non-compliance, or insubordination	Verbal correction/warning	ISS
Throwing objects (not a weapon) that could cause injury or damage	Detention	ISS
Unruly, disruptive, or abusive behavior interfering with instruction	Verbal correction/warning	ISS
Unauthorized use of a personal communication device during the school day	Confiscation	ISS
Verbal or written abuse (name-calling, slurs, derogatory	Detention	ISS

Offense	Minimum Consequence	Maximum Consequence
statements)		
Unauthorized use of school property	Verbal correction/warning	Detention

Level II Offenses (ISS/OSS possible; Expulsion is not an option for Level II, except as noted)

Offense	Minimum Consequence	Maximum Consequence
Academic dishonesty	ISS	OSS - 3 days
Accumulating 15 or more tardies	Detention	OSS - 3 days
Assault of another student or adult (not causing serious injury)	ISS	OSS - 5 days
Bullying or cyberbullying	ISS	OSS - 5 days
Bypassing internet/network blocks or unauthorized access	ISS	OSS - 3 days
Causing damage to school property of $50 or more	ISS + restitution	OSS - 5 days
Extortion, coercion, or blackmail	ISS	OSS - 5 days
Threats of violence or racially/culturally motivated acts	ISS	OSS - 5 days
Conduct endangering the health and safety of others	ISS	OSS - 5 days
Discrimination or harassment	ISS	OSS - 5 days
Falsification or forgery of records	ISS	OSS - 3 days
Fighting or arranging a fight	ISS	OSS - 5 days
Flagrant violation of Acceptable Use Policy	ISS	OSS - 3 days
Indecent exposure of private body parts	ISS	OSS - 5 days
Inappropriate public display of affection	Detention	ISS

Offense	Minimum Consequence	Maximum Consequence
Providing false information to school officials	Detention	ISS
Skipping class or leaving school without permission	Detention	OSS - 3 days
Possessing a razor, box cutter, chain, or similar object	ISS	OSS - 5 days
Possessing a stun gun, mace, or pepper spray	ISS	OSS - 5 days
Possessing drug paraphernalia	ISS	OSS - 5 days
Possession of stolen property	ISS	OSS - 5 days
Refusal to follow directions from a staff member	Detention	ISS
Stealing or theft	ISS + restitution	OSS - 5 days
Threats against school personnel or students	ISS	OSS - 5 days
Possessing or using tobacco, e-cigarettes, or vaping devices	ISS	OSS - 10 days

Level III Offenses (significant, first violation may result in out-of-school removal; not automatically expellable)

Offense	Minimum Consequence	Maximum Consequence
Assault	OSS	OSS - 10 days
Public lewdness or indecent exposure	OSS	OSS - 10 days
Alcohol: possession or use	OSS	OSS - 10 days
Marijuana/controlled substances: possession or use	OSS	Recommendation for Expulsion
Bullying that encourages suicide	OSS	OSS - 10 days
False alarm, bomb threat, or terroristic threat	OSS	OSS - 10 days
Persistent Level I or Level II offenses (5 or more per semester)	OSS	OSS - 10 days

Offense	Minimum Consequence	Maximum Consequence
Possession of a look-alike weapon	OSS	OSS - 10 days
Retaliation against an employee or volunteer	OSS	OSS - 10 days
Sending abusive, obscene, or harassing electronic messages	OSS	OSS - 10 days
Targeting another student for bodily harm	OSS	OSS - 10 days
Computer misuse: threats, harassment, or disabling school systems	OSS	OSS - 10 days

Level IV Offenses (Serious offenses that may result in a recommendation for expulsion; specific KSTA rules and applicable law control)

Offense	Minimum Consequence	Maximum Consequence
Aggravated assault	OSS	Expulsion (Discretionary)
Arson	OSS	Expulsion (Discretionary)
Alcohol: sale or distribution	OSS	Expulsion (Discretionary)
Marijuana/controlled substances: sale or distribution	OSS	Recommendation for Expulsion
Firearm, explosive, or prohibited weapon	OSS	Recommendation for Expulsion; mandatory consequences as required by law
Knife with blade 2 inches or longer	OSS	Recommendation for Expulsion (KSTA Policy; statutory consequences apply when required)
Arranged fight or group fight	OSS	Recommendation for Expulsion

Grade 6-12 Consequence Chart

Level I Offenses (Detention/ISS only; OSS and Expulsion are not options for Level I)

Offense	Minimum Consequence	Maximum Consequence
Accessing restricted areas	Verbal correction/warning	Detention

Offense	Minimum Consequence	Maximum Consequence
Accumulating 5-14 tardies	Parent notification	Detention
Dress and grooming code violation	Verbal correction/warning	Detention
Disrespect toward staff (rolling eyes, talking back, etc.)	Verbal correction/warning	ISS
Causing damage to school property under $50	Verbal correction/warning + restitution	Detention
Failing to comply with staff directives	Verbal correction/warning	Detention
Failing to report known hazing, harassment, or bullying	Verbal correction/warning	Detention
Missing class or tutorial sessions without an excuse	Detention	ISS
Offensive language, orally or in writing	Verbal correction/warning	ISS
Parking infractions or violations of vehicle regulations	Warning	Loss of parking privileges
Possession of an electronic/telecommunication device without permission	Confiscation	Detention
Profanity or obscene gestures toward other students	Verbal correction/warning	ISS
Scuffling	Detention	ISS
Single acts of disruptive behavior, non-compliance, or insubordination	Verbal correction/warning	ISS
Throwing objects (not a weapon) that could cause injury or damage	Detention	ISS
Unruly, disruptive, or abusive behavior interfering with instruction	Verbal correction/warning	ISS
Unauthorized use of a personal communication device during the school day	Confiscation	ISS

Offense	Minimum Consequence	Maximum Consequence
Verbal or written abuse (name-calling, slurs, derogatory statements)	Detention	ISS
Loitering on campus	Verbal correction/warning	Detention
Unauthorized use of school property	Verbal correction/warning	Detention

Level II Offenses (ISS/OSS possible; Expulsion is not an option for Level II, except as noted)

Offense	Minimum Consequence	Maximum Consequence
Academic dishonesty	ISS	OSS - 3 days
Accumulating 15 or more tardies	Detention	OSS - 3 days
Assault of another student or adult (not causing serious injury)	ISS	OSS - 5 days
Being a member of, or soliciting to join, a gang	ISS	OSS - 5 days
Bullying or cyberbullying	ISS	OSS - 5 days
Bypassing internet/network blocks or unauthorized access	ISS	OSS - 3 days
Causing damage to school property of $50 or more	ISS + restitution	OSS - 5 days
Extortion, coercion, or blackmail	ISS	OSS - 5 days
Threats of violence or racially/culturally motivated acts	ISS	OSS - 5 days
Conduct endangering the health and safety of others	ISS	OSS - 5 days
Dating violence or retaliation	ISS	OSS - 5 days
Discrimination or harassment	ISS	OSS - 5 days
Failure to comply with transportation rules	Detention	OSS - 3 days
False accusation of a	ISS	OSS - 5 days

Offense	Minimum Consequence	Maximum Consequence
misdemeanor or felony		
Falsification or forgery of records	ISS	OSS - 3 days
Fighting or arranging a fight	ISS	OSS - 5 days
Flagrant violation of Acceptable Use Policy	ISS	OSS - 3 days
Gambling or sports pools	Detention	ISS
Gang activity	ISS	OSS - 5 days
Hazing	ISS	OSS - 5 days
Indecent exposure of private body parts	ISS	OSS - 5 days
Inappropriate public display of affection	Detention	ISS
Providing false information to school officials	Detention	ISS
Skipping class or leaving school without permission	Detention	OSS - 3 days
Possessing a razor, box cutter, chain, or similar object	ISS	OSS - 5 days
Possessing a stun gun, mace, or pepper spray	ISS	OSS - 5 days
Possessing drug paraphernalia	ISS	OSS - 5 days
Possession of stolen property	ISS	OSS - 5 days
Refusal to follow directions from a staff member	Detention	ISS
Stealing or theft	ISS + restitution	OSS - 5 days
Threats against school personnel or students	ISS	OSS - 5 days
Possessing or using tobacco, e-cigarettes, or vaping devices	ISS	OSS - 10 days

Level III Offenses (significant, first violation may result in out-of-school removal; not automatically expellable)

Offense	Minimum Consequence	Maximum Consequence
Assault	OSS	OSS - 10 days
Public lewdness or indecent exposure	OSS	OSS - 10 days
Alcohol: possession or use	OSS	OSS - 10 days
Marijuana/controlled substances: possession or use	OSS	Recommendation for Expulsion
Bullying that encourages suicide	OSS	OSS - 10 days
False alarm, bomb threat, or terroristic threat	OSS	OSS - 10 days
Persistent Level I or Level II offenses (5 or more per semester)	OSS	OSS - 10 days
Possession of a look-alike weapon	OSS	OSS - 10 days
Retaliation against an employee or volunteer	OSS	OSS - 10 days
Sending abusive, obscene, or harassing electronic messages	OSS	OSS - 10 days
Setting or attempting to set a fire (not arson)	OSS	OSS - 10 days
Targeting another student for bodily harm	OSS	OSS - 10 days
Computer misuse: threats, harassment, or disabling school systems	OSS	OSS - 10 days

Level IV Offenses (Serious offenses that may result in a recommendation for expulsion; specific KSTA rules and applicable law control)

Offense	Minimum Consequence	Maximum Consequence
Aggravated assault	OSS	Expulsion (Discretionary)
Arson	OSS	Expulsion (Discretionary)
Alcohol: sale or distribution	OSS	Expulsion (Discretionary)
Marijuana/controlled	OSS	Recommendation for Expulsion

Offense	Minimum Consequence	Maximum Consequence
substances: sale or distribution		
Conduct that would constitute a felony if committed by an adult	OSS	Expulsion (Discretionary)
Firearm, explosive, or prohibited weapon	OSS	Recommendation for Expulsion; mandatory consequences as required by law
Knife with blade 2 inches or longer	OSS	Recommendation for Expulsion (KSTA Policy; statutory consequences apply when required)
Arranged fight or group fight	OSS	Recommendation for Expulsion

Detailed Strategies and Consequences

KSTA may use verbal correction, counseling, restorative practices, loss of privileges, detention, Saturday Detention, school-based community service, restitution, ISS, OSS, and other lawful interventions. Community service or restorative activities must be age-appropriate, safe, supervised, and not degrading or humiliating. KSTA does not impose monetary fines solely as disciplinary punishment unless specifically authorized by law or KSTA policy; this does not prohibit restitution or otherwise authorized fees.

Restraint and Corporal Punishment

Physical restraint and seclusion are safety interventions, not routine disciplinary consequences, and will be governed by applicable law and KSTA policy. KSTA does not use corporal punishment as a disciplinary consequence. Reasonable physical intervention may be used when necessary to protect a student or another person from imminent physical harm consistent with applicable law and KSTA policy.

Out-of-School Suspension

The Principal or designee may impose OSS of up to ten (10) school days in accordance with KSTA procedures. Any suspension exceeding ten (10) school days requires a formal hearing and applicable due process. When OSS is imposed, KSTA will provide written notice identifying the conduct, duration, and applicable return conditions. The parent/legal guardian is responsible for arranging pickup as soon as possible. The student will remain under appropriate KSTA supervision until released to an authorized adult.

A student serving OSS may not enter KSTA premises, use KSTA transportation, or attend or participate in any KSTA event, activity, program, athletic event, practice, club activity, performance, field trip, dance, competition, or other KSTA-sponsored function during the suspension period. This restriction remains in effect through the end of the final suspension day. Presence on campus is permitted only when specifically directed or authorized by KSTA for an administrative, disciplinary, educational, or legally required purpose.

KSTA may require or request a reentry conference following OSS. A student will not be denied readmission solely because a parent/legal guardian is unavailable to attend a reentry conference; KSTA may arrange another time or method.

Make-Up Work during OSS

For ordinary OSS, KSTA administration will determine whether and under what conditions a student may complete missed assignments, assessments, projects, or other academic work for credit. Teachers will follow the administrative determination. When applicable law requires access to instruction, classwork, or an opportunity to earn academic credit, KSTA will provide such access as required.

Expulsion Recommendation and Hearing

An expulsion recommendation is not a final determination of expulsion. The Principal or designee makes the recommendation. An Expulsion Hearing Officer conducts the hearing and makes the decision. The hearing will be conducted within fifteen (15) school days after the recommendation, consistent with applicable Louisiana law. Pending the hearing, the student may remain suspended or be assigned to an appropriate educational setting in accordance with law.

The student and parent/legal guardian will receive reasonable notice of the hearing and may be accompanied or represented by an attorney, advocate, or other representative. KSTA may also have legal counsel or appropriate representatives present. If the student or parent/legal guardian does not attend a properly noticed hearing, the Hearing Officer may proceed based on available evidence or may reschedule when appropriate.

The student and parent/legal guardian will have a reasonable opportunity to present relevant information, documents, and witnesses and to respond to information supporting the recommendation. The Hearing Officer may consider relevant and reliable information and is not bound by formal courtroom rules of evidence. The Hearing Officer may control the manner of witness participation and questioning to protect fairness, privacy, safety, and orderly proceedings.

KSTA may audio-record or otherwise create an official record of the hearing. A student, parent/legal guardian, or representative who intends to independently record should notify KSTA in advance. Expulsion hearings are confidential student disciplinary proceedings and are not open to the general public.

Following the hearing, the Expulsion Hearing Officer will issue a written decision identifying the determination, briefly explaining the basis for the decision, and, if applicable, stating the duration and terms of the expulsion and appeal information. KSTA records will accurately distinguish an expulsion recommendation from a final expulsion determination.

Appeal to the Executive Director/CEO

A parent/legal guardian may submit a written appeal of the Expulsion Hearing Officer's decision to the Executive Director/CEO within five (5) school days after receiving the written decision. Filing an appeal does not automatically stay the expulsion decision. During the appeal, the student will remain out of the regular school setting or in an alternative educational placement, as applicable, unless the Executive Director/CEO determines otherwise. The Executive Director/CEO will issue a written appeal decision within ten (10) school days, when practicable.

Expulsion and Reentry

During an expulsion, KSTA will provide or arrange educational services or an alternative educational placement when required by applicable law. An expelled student may not enter KSTA premises or attend or participate in any KSTA-sponsored event, activity, athletic event, program, or function during the expulsion period unless specifically required or authorized by KSTA for an administrative, educational, or legally required purpose. Unauthorized presence may result in parent/legal guardian notification and, when appropriate, law-enforcement contact.

Before returning from an expulsion, KSTA may require a reentry conference and reasonable reentry expectations or supports. The reentry process will not be used to extend the period of expulsion. Completion of an expulsion does not remove the underlying disciplinary record.

Students with Disabilities

Disciplinary actions involving students with disabilities will be administered in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504, and other applicable law. When required, KSTA will conduct a manifestation determination review and provide required procedural protections and educational services.

Fighting and Related Conduct

Ordinary spontaneous fights are disciplined under the applicable fighting and suspension rules. Participation in an arranged fight or group fight results in a recommendation for expulsion. KSTA will consider credible evidence of self-defense or defense of others. Reasonable force used only to protect against an immediate physical attack will not automatically constitute participation in a fight; continued, retaliatory, or excessive force after the immediate threat has ended is not self-defense.

A student who intentionally encourages, provokes, instigates, promotes, plans, organizes, coordinates, or facilitates a fight is subject to discipline. Planning or facilitating an arranged fight may result in a recommendation for expulsion even without physical participation. Students may not photograph, video record, livestream, or otherwise electronically record a fight. Recording alone is a separate disciplinary offense and does not by itself constitute participation in an arranged or group fight.

Retaliation and False Reports

Retaliation against a person for making a good-faith report, providing information, participating in an investigation, or seeking assistance regarding suspected misconduct is prohibited. A report will not result in discipline merely because it is not substantiated. Knowingly making a materially false report or intentionally providing materially false information may result in disciplinary action.

Disciplinary Records

KSTA will maintain records of suspensions, expulsion recommendations, expulsion decisions, and related disciplinary proceedings in accordance with applicable law and KSTA records procedures. When records are transferred to another school or educational agency, KSTA will provide disciplinary records to the extent required or permitted by law. An expulsion recommendation is not a final expulsion determination, and records will accurately reflect the final disposition.

Repeated Behavioral Incidents and Support Conference

Following repeated serious behavioral incidents or suspensions, KSTA may convene an administrative and/or SBLC conference to review the student's needs and consider appropriate interventions, behavioral supports, counseling, referrals, or other services. This support process does not eliminate or delay disciplinary consequences otherwise required by this Handbook, including KSTA's rule concerning a third out-of-school suspension in the same school year.

Threat Assessment and Reentry

Following a serious threat or significant safety incident, KSTA may require an appropriate threat or safety assessment and reentry process before the student's return, consistent with applicable law. Depending on the circumstances, the process may include a reentry conference, safety plan, behavioral supports, counseling or referral, conditions designed to protect the school community, and coordination with appropriate professionals or agencies.

Lost or Damaged School Property

Students and parents or legal guardians may be held responsible, as permitted by law, for the reasonable cost of repairing or replacing KSTA property that is lost, damaged, destroyed, or not returned. This provision applies to textbooks, technology, equipment, library materials, identification cards, and other KSTA-issued property. Such responsibility is restitution for school property and is not an arbitrary disciplinary fine.

Driver's License Consequences

Certain serious disciplinary actions may require KSTA to notify the Louisiana Office of Motor Vehicles and may result in denial or suspension of driving privileges under Louisiana law. KSTA will make reports required by law for qualifying disciplinary actions and offenses. Any driver's-license consequence is imposed under applicable law and is separate from KSTA's school disciplinary consequences.

Felony Convictions and Related Conduct

A student's felony conviction or related conduct may result in school action only when and to the extent authorized or required by applicable law and KSTA policy. KSTA will consider the nature of the conduct, its relationship to school safety or operations, applicable legal requirements, and the student's individual circumstances before taking action.

End-of-Year Discipline

Disciplinary consequences or proceedings arising near the end of a school year may continue or be carried over as permitted by applicable law and KSTA policy. Graduation-related or other high-school academic consequences, when applicable, are addressed through KSTA's high-school academic policies and the KSTA High School Handbook.

XII. Bus Transportation and Discipline

Bus Safety

Riding the bus to and from school is a privilege, not a right. Students have the right to expect that the school bus will be a safe means of transportation. Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from the school bus may result in the denial of bus-riding privileges. Bus referrals will be handled by the bus director and school administration. Bus riders are under the authority of the school administrator/bus director and the bus driver, and shall observe established and appropriate standards of classroom behavior, dress code and other applicable requirements of the Student Code of Conduct while on the bus or at a bus stop. Students may be denied bus-riding privileges if they violate the rules of conduct. Students who damage school property may be suspended or expelled from riding the bus. Parents or guardians may be charged for the cost of damage done to school property by their children. Additionally, further action may be taken against the student consistent with the requirements of this Handbook and the Student Code of Conduct.

School Bus Scheduling and Routing

KSTA shall provide school bus transportation for all students living more than one mile from the school that they are assigned to attend. Students living within one mile of the school may be allowed to ride a school bus when the principal/designee determines that conditions exist to warrant such transportation. Other students may be provided with school bus transportation in accordance with regulations of the Louisiana Department of Education. A reasonable time shall be established for each route and the bus operator shall be expected to adhere to this schedule. By the same token, students shall be expected to be at their respective bus stop when the bus arrives. Once a bus route has been established, the bus operator shall not alter or change assigned routes without a directive from the principal or their designee. Any bus operator who feels a road is unsafe or dangerous shall report such dangerous conditions to the principal or their designee, and the bus operator shall be allowed not to travel the road until the principal or their designee determines said road is safe or improved, or the situation has been rectified. Buses must be routed so that no more than one bus will travel the same route, except in cases of definite apparent necessity. Each scheduled route will be planned in full consideration of the established limits for school. During inclement weather, bus operators may make more frequent stops.

Loading and Unloading of Students

The loading and unloading of students onto and from school buses being utilized to transport students shall be conditional on the following:

1. Bus operators shall be prohibited from loading or unloading students at school while the bus is in a traffic lane of any type of street as defined in state law and require that students be loaded or unloaded on a shoulder, in the school parking lot, or at other appropriate off-road location at the school as determined by the principal/designee. This requirement shall not apply if the shoulder of a municipal road is the only available alternative and the municipality has not made the shoulder available by designating that area for loading and unloading students during designated school zone hours.
2. Bus operators shall be prohibited from loading or unloading students at or near their homes while the bus is in a lane of traffic unless the bus is in the lane farthest to the right side of the road so that there is not a lane of traffic between the bus and the right-side curb or other edge of the road

3. Bus operators shall be prohibited from loading or unloading students either at school or at or near their homes in a manner or in a location that results in students crossing lanes of traffic on a state highway or any other type of street. Street or highway means the entire width between the boundary lines of every way or place of whatever nature publicly maintained and open to the use of the public for the purpose of vehicular travel, including bridges, causeways, tunnels, and ferries.

Bus Transportation Policy and Expectations

Discipline problems on the school bus will be dealt with by the principal or their designee of the school responsible for the student in accordance with state laws and KSTA regulations. The principal or their designee will take actions necessary to ensure the safety of the students and others on the bus. Students may be suspended from school bus transportation due to inappropriate behavior. Students are expected to follow all safety rules while riding the bus. It is important to remember that any time the driver must remove their eyes from the road to address those children who are breaking the rules; the entire bus is placed in jeopardy. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules and expectations:

Bus Rules and Expectations

A. Students Must

1. Cooperate with the driver, because their safety depends on it;
2. Be on time, because the bus will not wait;
3. Cross the road cautiously when waiting for and leaving the bus;
4. Follow driver's instructions when loading and unloading;
5. Remain quiet enough not to distract the driver;
6. Have written permission from parent/legal guardian and be authorized by the principal or designee to get off at a stop other than their own; and
7. Be courteous and safety-conscious in order to protect and enjoy their riding privileges.

B. Students Must Not

1. Stand when the bus is in motion;
2. Extend arms, hands, or objects out of windows or doors;
3. Throw objects on the bus or out windows or doors;
4. Eat or drink on the bus;
5. Use emergency exits except in case of emergencies,
6. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat;
7. Damage the bus in any way;
8. Have possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus;
9. Use obscene/profane language while on the bus, or while entering or exiting the bus;
10. Disobey the driver or the bus aide;
11. Use electronic devices.

C. Additional Prohibited Items on the Bus

1. Alcohol, drugs, tobacco, matches, or cigarette lighters
2. Pets (cats, dogs, etc.);
3. Glass objects (except eyeglasses)
4. Weapons (including knives or objects or implements which may be used as weapons);
5. Objects too large to be held in laps or placed under seats;
6. Items which are inappropriate at school shall not be allowed on the bus.
7. Cell phones (except as provided under Personal Electronic Devices in Section XIV)

If any student should choose not to follow the rules, they risk being referred for disciplinary action by the bus driver. The first write up (disciplinary action) will result in a warning, with parent contact; the second write up will result in a parental conference. Subsequent referrals for bus infractions will result in suspension from the bus.

Denial of Bus Service

Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from the school bus may result in the denial of bus-riding privileges.

Role of Parents

Parents should be informed of and should understand their responsibility in working with the bus driver and school personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

Responsibilities of Parents

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route.
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist with the resolution of disciplinary concerns involving their children..
5. Avoid detaining the driver on the route.
6. Avoid contacting drivers to change schedules, route assignments; bus stops, etc. If a problem arises, contact the principal or their designee.
7. Assist the school in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris, and by keeping vegetation trimmed, etc.

Suspension from School Transportation

As a result of misconduct occurring on a bus or other student transportation, and after notice to the student and their parent(s) or guardian(s), a student may be suspended from school transportation. When such action amounts to suspension from attending school because of the distance between home and school and the unavailability of alternative public or private

transportation; the school will make appropriate arrangements for the student's education. ❖ Students suspended from the bus for fighting, or for any other offenses noted elsewhere in this Handbook may also be suspended from school at the discretion of the principal or their designee. ❖ A bus operator may return a student to the school, or call the police, if the student poses a serious threat to the safety and health of other riders.

Consequences

1. First Offense A conference will be held with student Parent/legal guardian will be notified on each referral submitted Warning citation will be issued depending on the severity of the incident
2. Second Offense Parent/legal guardian conference with the Principal or designee will be held. Possible bus removal (Administrative discretion)
3. Third Offense Written notification will be made available to parent/legal guardian Student will be suspended from bus transportation for 3-5 days
4. Fourth Offense Written notification will be made available to parent/legal guardian Student will be suspended from bus transportation for 5-10 days (Administrative discretion)
5. Fifth Offense

Long-term or permanent suspension for the school year from all bus transportation will be enforced after notifying the parent/legal guardian. The school will follow the law regarding students with disabilities. The principal or their designee reserves the right to determine whether suspension from bus transportation is warranted based upon the facts and circumstances of each case, and the severity of the violation.

Bus Passes

A written note from parents is required when students need to ride a different bus. This note should be given to the front office at the beginning of the day, in order to receive a "Bus Permission Slip," which will be signed by the Principal. Students must present this slip to the bus driver before boarding the bus.

Loss or suspension of KSTA transportation privileges does not excuse a student from school attendance. The parent/legal guardian remains responsible for ensuring attendance during the period of transportation suspension.

Conduct on KSTA transportation is subject to both the general discipline policy and bus-specific consequences. The existing bus consequence schedule remains in effect. Arranged fights and group fights on KSTA transportation are subject to the same recommendation-for-expulsion rules that apply elsewhere under this handbook.

Student Parking

As KSTA's high school program grows to include grade levels where students may legally drive, the following parking policy applies to any student wishing to park a vehicle on school property. Students must obtain permission from school administration before parking on campus, and must hold a valid driver's license and provide proof of insurance to receive a parking permit. Unauthorized vehicles are subject to towing at the owner's expense. Students driving on school property must follow all posted speed limits and comply with traffic laws; unsafe operation of a vehicle on campus (e.g., speeding,

improper parking) may result in disciplinary action and/or revocation of parking privileges. Students must leave their vehicles immediately after parking; students are not permitted to sit in parked vehicles during the school day. Vehicles parked on school property are subject to search consistent with the Vehicles on Campus policy described elsewhere in this Handbook.

XIII. Classroom Behavior and Discipline

Discipline-Severe Cases: Immediate Office Referral

A classroom teacher may remove a student from their classroom when that teacher determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Acts of violence or threats of physical harm to another student or adult.
2. Possession of tobacco, drugs, or alcohol on or near Kenilworth Science and Technology Academy campus, or being under the influence of alcohol or drugs.
3. Possession of a weapon.
4. Damage or destruction to property belonging to another student, Kenilworth Science and Technology Academy, or a teacher.
5. Swearing, cursing out, and making rude gestures, acts of cruel teasing or put-downs.

Any student removed from the classroom for any reason shown above shall be taken immediately to the principal or his designee. At the discretion of the principal or his designee, the student shall then be released to the parent, the parent's representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel, as appropriate. Any teacher removing a student for one of the above reasons must document, in writing, their reasons for removal and the date, time, and location of the incident.

Classroom Management System

All students at KSTA are expected to follow the Code of Conduct at all times. In addition to the code of conduct, students are expected to abide by each teacher's classroom management system. The system is designed to maximize the teaching and learning process. A student whose behavior prevents the orderly instruction of other students, poses an immediate threat to the safety or physical well-being of any student or teacher, or who exhibits disrespectful behavior toward the teacher by use of foul or abusive language, shall be immediately removed from the classroom and placed into the custody of the principal or principal's designee. If the student is subsequently assigned to an alternative setting at the school, the student will be provided with assignments to be completed for appropriate credit. Disciplinary action can be taken. The principal or designee will counsel any student removed from the classroom. A Prekindergarten student who is removed from the classroom will not be permitted to return to the classroom for at least 15 minutes unless agreed to by the teacher initiating the disciplinary action. A student in grades K-5 who is removed from the classroom will not be permitted to return to the classroom for at least 30 minutes unless agreed to by the teacher initiating the disciplinary action. A student in grades 6-8 removed from the classroom will not be permitted to return to the classroom during the same class period unless agreed by Principal or designee. A student in grades 9-12 removed from the classroom will not be permitted to return to the classroom during the same class period and must attend an administrator or Principal or designee conference before readmission to any class that day. Upon the student being removed from class, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. Once removed, the student shall not be readmitted to the classroom until the principal/designee has implemented one of the following disciplinary measures:

a. Conference with the teacher, principal, or designee

b. Peer mediation

c. Restorative justice

d. In-school suspension

e. Out of school suspension

f. Detention

g. Suspension

h. Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension.

i. Initiation of expulsion hearings

j. Referral for assignment to an alternative program

k. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or school building level committee.

l. When a student is removed from a classroom, the teacher or the principal or his designee may require that the parent, or legal guardian of the student have a conference with the teacher or the principal or his designee. Such a conference may be in person or by telephone or other virtual means. The school leadership team will review and revise any Zero Tolerance Policy to ensure that the policy is in compliance with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referral are not made to agencies serving children.

Classroom Behavior Expectations

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Be prepared for class and bring pencils, notebooks, books and/or chromebooks to class.
3. Keep your hands, feet, books, chromebooks and objects to yourself.
4. Do not engage in distracting or disruptive behaviors.
5. Follow the teacher's directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking. If you are given permission, use respectful speech.

Discipline Policy and Procedure for Students with Disabilities

Overview of Procedural Safeguards

A. General

Disciplinary actions give students with disabilities extra legal protections when the discipline constitutes a change in placement. If a student violates the Student Code of Conduct, before consequences or punishment are imposed, the principal/designee must consider whether the student:

- Has an IDEA or Section 504 disability; or
- Is a student who is "thought to have a disability?"

While all students may be disciplined, the placement of students with disabilities cannot be "changed" when the offense is directly related to their disability or when the IEP or Section 504 plan is not implemented, except in the case of emergency circumstances (drugs, weapons, significant bodily injury).

See “Weapons, Drugs or Serious Bodily Injury: Emergency Procedures” below for more information about emergency circumstances.

B. Determining Change in Placement

A change in placement is a legal term that applies to the situations described below. A student’s school suspension that occurred in an LA local education agency (LEA) during the same school year of transfer into another LA LEA “counts” and is added to any additional suspensions in the new school.

1. More than 10 Consecutive Days of Suspension, i.e., Expulsion

Any suspension that is for more than 10 consecutive days is considered to be a change in placement.

2. More than 10 Total Days of Suspension in One School Year

A series of suspensions with days that total more than 10 total school days in a school year may be a change in placement. The special education chairperson, with assistance and documentation from the Administration/Principal or designee, monitors the number of days each student has been suspended. Students with disabilities who have not reached this 10-day threshold may be suspended under the procedures that apply to all students.

Factors for Determining Pattern of Suspensions

Substantially Similar Behavior

Is the student’s behavior substantially similar to the behavior for which the student has previously been suspended? (Factors may include the same type of behavior, same victim, same class, same day of the week or same time of day, etc.) If the answer is yes, continue with the following analysis:

Other Pattern Considerations

Consider such factors as:

- The length of each suspension, e.g., 1 day, 4 days, etc.
- Total cumulative days of suspensions, e.g., 11 days, 20 days, etc.
- The proximity of (time between) suspensions, e.g., 1 week apart, 2 months apart, etc.

A pattern is more likely to exist when the facts in each factor are more extreme, e.g., longer suspension lengths, more cumulative days of suspension and fewer days between each suspension. Also, consider whether the suspensions are: from the same class on a regular basis; on the same day of the week; at the same time of day; for the same activity; involving same staff or other students.

Consistent Decision-Making

Determining whether a pattern exists is very subjective. Thus, school staff should consult with a Department of Education Representative (Office of

Federal Programs Support) when considering this issue to ensure that factors are considered consistently across schools. KSTA will document consideration of this issue using its applicable special education procedures and forms whenever a student’s suspension has surpassed 10 cumulative days for the year.

3. Additional Considerations

The following considerations apply to in-school suspension; a suspension or removal for a portion of the school day; and for suspensions from transportation.

a. In-school Suspension

An in-school suspension will not be considered as a suspension for the above purposes as long as a student is given the opportunity to continue to appropriately participate in the general curriculum; receive IEP specified services, and participate with nondisabled children to the extent they would have in the current placement. Any in-school suspension that does not meet this standard must be considered as a suspension for purposes of these procedures.

b. Suspension/Removal for Portion of School Day

Students sent home from school in the morning because of misconduct are considered to have a full-day suspension. Students sent home in the afternoon are considered to have a half-day suspension. These conditions apply unless the student's BIP specifically calls for the student to receive a shortened school day when certain behaviors are exhibited.

c. Bus Suspension

The following standards apply based on whether transportation is a related service on the IEP:

1) **Bus Transportation Is an IEP Service.** When transportation is an IEP service, a student's removal from the bus is considered to be a suspension unless transportation is provided in some other way. In this case, transportation has been determined to be necessary for the student to access educational services.
2) **Bus Transportation Is Not an IEP Service.** When transportation is not an IEP service, the student's removal from the bus is NOT considered to be a suspension. In this case, the student/parent has the same obligations for the student to get to and from school as any nondisabled peers suspended from the bus. However, school officials should consider whether the bus behavior is similar to classroom behavior that IS addressed in an IEP and whether the bus behavior should be addressed in the IEP or through a BIP.

C. Manifestation Determination and Services

Manifestation Determination

Within 10 school days of any decision resulting in a change of placement the LEA representative, parent, and relevant members of the student's IEP Team (as determined by the parent and the LEA representative) must meet and determine whether the student's behavior is a manifestation of their disability using the Manifestation Determination form. The procedures below are used to make this determination.

Making the Decision

1. Review Relevant Information

The team participants review all relevant information in the student's file, including the IEP. If the IEP was not implemented, the team documents why it was not implemented and whether the failure to implement the IEP impacted the student's behavior.

2. Observe Behavior

The team also reviews documentation of staff observations regarding the student's behavior. This should include an analysis of the student's behavior across settings and times throughout the school day.

3. Information from Parents

The team reviews any relevant information provided by the parents.

4. Ask Two Questions to Determine Manifestation

The team must consider the two questions below to determine if a student's behavior was manifested by their disability.

a. Relationship of Behavior to Misconduct

Was the conduct caused by or directly and substantially related to the student's disability? Consider whether the behavior in question has been consistent and/or has an attenuated association with the disability:

- Consistent Behavior. Behavior that has been consistent across settings and across time may meet this standard.
- Attenuated Association. Behavior that is not an attenuated association, such as low self-esteem, to the disability would not have a direct and substantial relationship to the student's disability.

b. IEP Implementation

Was the conduct a direct result of the school's failure to follow the student's IEP? If so, the principal must ensure that immediate steps are taken so that the identified deficiencies are remedied.

D. Behavior Is a Manifestation of Disability

If the relevant members of the IEP team answer yes to either question, then the student's behavior is a manifestation of their disability. In this case:

1. Return to Placement

Unless the IEP team agrees to a change of placement as part of the modification of the BIP, the school must return the student to the placement from which they were removed. Note: this provision does not apply to students involved with weapons, drugs or serious bodily injury.

2. FBA & BIP

The IEP team must conduct or review a functional behavioral assessment (FBA) and create a behavior intervention plan (BIP) addressing ways that the school can help the student with the conduct at issue. If the student already has a BIP, it must be reviewed and modified to address how the school can better assist the student with the conduct at issue. Note: If the FBA requires a new assessment of student behavior, parental consent is required.

E. Behavior Is Not a Manifestation of Disability

1. Same Consequences

If the IEP team members agree that the student's conduct was not a manifestation of their disability, then the student may be subject to the same consequences as all students.

2. Required Services

A student with a disability who is removed from their current placement must receive the following services beginning on the 11th day of cumulative suspensions during the school year. The IEP team:

a. Identifies Services

Identifies and documents educational services the students will receive to enable the student to continue to participate in the general education curriculum, although in another setting (e.g., an interim alternative educational setting (IAES), etc.) and to progress toward meeting the goals set out in the student's IEP; and

b. Develops/Reviews FBA/BIP
Provides, as appropriate, an FBA and BIP services and modifications, which are designed to address the behavior violation so that it does not recur.

c. Considers Need for More Restrictive Services
May convene and modify the student's IEP. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements of this section, is appropriate for a student with a disability who violates a student code of conduct:

> **Note:** In-school suspension and suspension from the bus may constitute a suspension to the extent they impact implementation of a student's IEP.
>
> **Note:** The Student Information System allows only the entry of suspension for a full day; half days are not permitted. Thus, there may be a difference between a student's actual total number of suspension days and the total recorded on the System. The student's "actual" full time equivalent days of suspension, however, are relevant to the application of these standards. Schools are strongly encouraged to enter suspension data in "real time."

Parent Appeal Rights
If a parent disagrees with the team's decision that the behavior was not a manifestation of the student's disability or with the interim alternative educational services or location, the parent may request an expedited due process hearing to challenge this finding. If the Hearing Officer agrees with the parent, the student will remain in the school where the offense was committed unless the parent and the school agree otherwise.

Weapons, Drugs or Serious Bodily Injury: Emergency Procedures

In circumstances related to a student's use of weapons, drugs or imposition of serious bodily injury, school officials may remove a student for 45 school days by following the procedures below.

A. Criteria for Emergency Removal

1. **Weapons.** A student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the school's jurisdiction. A weapon is a device, instrument, material or substance animate or inanimate that is used for or is readily capable of causing death or serious bodily injury (excluding pocket knife with a blade of less than 2 ½ inches in length); firearms, including a starter gun; the frame or receiver of such a weapon; a muffler or silencer; any destructive device including any explosive incendiary or poison gas bombs, grenades, rockets, missiles and mines; does not include antique firearms.
2. **Drugs.** A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the school's jurisdiction; A controlled substance is a drug or other substance in the Federal Code that does not include a substance legally used and possessed under the supervision of a licensed health-care professional. Possession of alcohol and tobacco does not fall under "controlled substance." Therefore, the principal cannot move a student to an IAES for possession of these items under this section. Instead, the removal is subject to the procedural safeguards applicable to other types of misconduct.

3. Serious Bodily Injury. A student inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or an LEA. The serious bodily injury involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

B. Removal

1. **General.** The school may immediately remove the student for up to 45 school days to an IAES. Because drugs, weapons, and serious bodily injury are so dangerous to a safe school climate, a school may remove a student under these circumstances for 45 school days regardless of whether the team believes that the behavior is a manifestation of the student's disability. The 45 school days do not include those days the school is not in session, e.g., Spring Break. The IEP team may specify a removal for fewer days than the maximum 45 days.

C. Action During Removal

During the 45 school day period, the school must convene a meeting to determine whether the student's behavior is a manifestation of their disability. See the manifestation determination procedures above.

1. Behavior Is a Manifestation of Disability

a. **Functional Behavior Assessment/Behavior Intervention Plan FBA/BIP.** As discussed above, the IEP team must conduct or review an FBA and create a BIP addressing ways that the school can help the student with the conduct at issue. If the student already has a BIP, it must be reviewed and modified to address how the school can better assist the student with the conduct at issue. Note: if the FBA requires a new assessment of student behavior, parental consent is required.

b. **Reevaluation.** The student may be referred for a reevaluation.

c. **More Intensive Services.** The IEP team may meet to consider more intensive special education services upon the expiration of the 45 days IAES or sooner.

2. Behavior Is Not a Manifestation of Disability

a. **Disciplinary Hearing.** If all team members determine that the conduct was not a manifestation of the student's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all students.

b. **FBA/BIP.** The student must receive, as appropriate, an FBA and BIP services and modifications, which are designed to address the behavior related to the disciplinary violation so that it does not recur.

Appeals

A. Reasons for Requesting an Expedited Due Process Hearing

1. **Parent Disagreement.** Parents who disagree with the appropriateness of the alternative placement or remedial disciplinary setting or services may request an expedited due process hearing.
2. School Considers a Student to be Dangerous. If a school has documented reasons to believe that keeping the student in their current school is substantially likely to result in injury to the student or to others, the school should request an emergency hearing for the purpose of transferring the student to

an IAES for up to 45 school days. Note: this standard is not as high as a serious bodily injury; it does not allow for an immediate 45 school day removal.

B. Authority of Hearing Officer

1. A hearing officer may:

a. Return the student to the placement from which the student was removed if the hearing officer determines that the removal did not comply with these procedures or that the student's behavior was a manifestation of the student's disability; or

b. Order a change of placement to an Interim Alternative Education Setting (IAES) for not more than 45 school days if maintaining the current placement of the student is substantially likely to result in injury to the student or to others.

2. The school may repeat its request for an expedited hearing if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

C. Expedited Due Process Hearing Procedures

1. An expedited hearing must occur within 20 school days of the date the request is filed. The hearing officer must make a determination within 10 school days after the hearing.
2. Unless the parents and school personnel agree in writing to waive the resolution meeting or agree to mediate the dispute:

a. A resolution meeting must occur within seven days of receiving notice of the hearing request; and

b. The hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the hearing request.

3. Evidence that is not disclosed to the other party at least three business days before the hearing is excluded unless the parties agree otherwise. Expedited due process hearing decisions are appealable to state or federal court.

D. Placement during Appeal of Discipline Decision

1. **Weapons, Drugs or Serious Bodily Injury.** The student remains in the IAES pending the decision of the hearing officer or until the expiration of the 45-day or code violation time period (if less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.
2. **Behavior not manifested by the Student's Disability.** The student remains in the IAES pending the decision of the hearing officer or until the expiration of the 45-day or code violation time period (if less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.
3. Behavior Is Manifested by Student's Disability but Belief Behavior is Substantially Likely to Cause Injury. The student remains in the placement they were in at the time of the behavior in question unless the parent and school personnel agree otherwise.

Students Without IEPs or Section 504 Plans "Deemed to Have a Disability"

In some cases, a student without a documented disability will be deemed to have a disability. The criteria for making this determination and the applicable procedures relevant to such a finding are discussed below.

A. Knowledge of suspected disability (Thought to be a student with a disability)

There are certain circumstances that would indicate a school had knowledge that a student might (or is thought to) have a disability prior to the violation of the disciplinary violation. The following three situations give rise to such legal evidence:

1. **Evaluation Requested.** The parent requested an evaluation.
2. **Written Concern.** The parent expressed concern in writing to the student's teacher or school administration about the student's need for special education and related services
3. **Specific Concerns by Staff about Pattern of Behavior.** The student's teacher or other school staff told school supervisory personnel of specific concerns about the student's pattern of behavior. If any of the three factors above are present, then school officials consider disciplinary action as if the student has a disability.

B. Not Deemed to Have Knowledge

This provision does not apply if:

1. Parent did not consent to an initial evaluation of the student
2. Parent refused special education and related services for the student or
3. **The student was evaluated and was determined not to have a disability.**

If any of these three circumstances exist, the student may be subjected to the same disciplinary measures applied to those without disabilities engaging in similar behaviors. The US Department of Education's comments to the IDEA states: a public agency will not be considered to have a basis of knowledge merely because a child receives services under the coordinated, early intervening services of the IDEA law UNLESS a parent or teacher of a child receiving early intervening services expresses a concern, in writing, to appropriate agency personnel that the child may need special education and related services.

C. School Personnel Have No Knowledge and Parent Subsequently Requests an Evaluation

If the parent requests an evaluation for a suspected disability after the student is sent to an IAES, the school must conduct an expedited evaluation at parental request. However, the student remains in placement, including an IAES, during the evaluation. If the student is found to have a disability, an IEP must be developed. The IEP team must then conduct a manifestation determination. If the behavior is manifested by the student's disability, the team reconsiders the student's placement in light of the new information

Referral to and Action by Law Enforcement and Judicial Authorities

A. Reporting Crimes

Nothing in this part prohibits school personnel from reporting a crime committed by a student with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.

B. Transmittal of Records

School personnel reporting a crime committed by a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the

appropriate authorities to whom the agency reports the crime. Records must be transmitted only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

Use of Seclusion and Restraints

KSTA's crisis intervention approach relies first on positive behavioral interventions and supports, de-escalation, and sensory or calming spaces. In extraordinary circumstances, seclusion or physical restraint may be used only to safely de-escalate a situation in which a student poses an imminent risk of harm to self or others, meaning an immediate and impending threat of causing substantial physical injury to self or others. These requirements apply to all KSTA students. Seclusion and physical restraint are never used as discipline or punishment, as a threat to control, bully, or obtain behavioral compliance, or for the convenience of school personnel. KSTA's written crisis intervention guidelines and procedures are posted on the KSTA website at the beginning of each school year.

Seclusion Room ("Quiet Room" or "Cool Down Room")

Seclusion is used only for behavior that involves an imminent risk of harm to self or others, and only as a last resort when de-escalation and other positive behavioral interventions and supports have failed and the student continues to pose an imminent risk of harm. Seclusion is not used as a routine school safety, discipline, or intervention measure, and it is not used to address general noncompliance, self-stimulation, academic refusal, or other behavior that is disruptive but does not present an imminent risk of harm. Those behaviors are addressed with less restrictive techniques, such as those in a crisis intervention plan, IEP, or Behavior Intervention Plan. The appropriate use of a sensory or calming room in an unlocked setting is not seclusion.

- A student will not be placed in a seclusion room if the student is known to have any medical or psychological condition that a licensed pediatrician, neurologist, or mental health provider has certified, in a written statement that is provided to the school and that is on file with the school, precludes this action.
- A student cannot be placed in a seclusion room except by a school employee who has had training in the appropriate use of seclusion rooms, including getting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while the student is in the room.
- While a student is in a seclusion room, the supervising school employee must continuously monitor the student and be able to see and hear the student the entire time. The student is released as soon as the student no longer poses an imminent risk of harm. A seclusion room must be free of any object that poses a danger to the student, have an observation window, and have ceiling height, heating, cooling, ventilation, and lighting comparable to operating classrooms.

  Only one student may be placed in a seclusion room at any given time. A seclusion room cannot be locked.

Notification

Upon a student's release from seclusion or physical restraint: (1) the employee involved notifies the Principal, and the Principal or designee notifies the director or supervisor of special education electronically as soon as practicable, but no later than one hour after the student's release or the end of the same school day, whichever occurs first; (2) the employee or a school administrator notifies the parent or legal guardian by telephone as soon as practicable, but no later than the end of the same school day; and

(3) the school nurse or school health designee visits the student as soon as possible, but no later than the end of the same school day, to look for and document any signs of injury or distress.

Physical Restraints and Mechanical Restraints

Restraint is used only if a student presents a threat of imminent risk of harm to self or others and only as a last resort to protect the safety of all involved. Physical restraint is used only to the degree necessary to stop dangerous behavior, and only by trained personnel except in an emergency in which there is not sufficient time for trained personnel to respond.

- No student will be subjected to any form of mechanical restraint. No student will be subjected to the unreasonable, unsafe, or unwarranted use of physical restraint. A school employee uses physical restraint on a student only if the student's behavior presents an imminent risk of harm.
- Each school employee applying physical restraint uses a method of physical restraint in which the employee has received training and applies the physical restraint in a manner that is proportionate to the circumstances and to the student's size and age and the severity of the student's behavior. Physical restraint must cause no physical injury, result in the least possible discomfort, and not interfere in any way with the student’s breathing or ability to communicate. Restraint that places excessive pressure on a student’s chest or back or that causes asphyxia is prohibited. The student is continuously monitored and released as soon as the reasons justifying the restraint subside.
- A student is not physically restrained if the student is known to have any medical or psychological condition that a licensed pediatrician, neurologist, or mental health provider has certified, in a written statement that is provided to the school and that is on file with the school, precludes this action.

Notification

The notification requirements stated above for seclusion apply equally after physical restraint. KSTA will have some staff members trained by Certified De-Escalation and Restraint Trainer (CRT).

Documentation

The school employee who secluded or physically restrained the student documents the incident and submits a written report to the Principal by the end of the next school day. The Principal or designee provides the report to the parent or legal guardian by the end of the next school day after receiving it, and a copy is placed in the student’s file. The report includes the student’s name, age, grade, sex, race, and disability; the date, time, location, and duration of the incident; each employee involved and each witness; a description of the events, the procedures and type of restraint used, de-escalation attempts, and the behavior that posed an imminent risk of harm; any injuries, visible marks, or medical emergencies; the actions taken after release, including parent notification; and the student’s actions after release. The Principal or designee and the director or supervisor of special education review any available video and audio footage of the incident. If a student with an IEP is involved in three incidents of seclusion or physical restraint in a school year, KSTA will send prior written notice and convene an IEP team meeting to review and revise the student’s Behavior Intervention Plan and crisis intervention plan. For a student without an IEP, KSTA will convene the SBLC to consider appropriate supports and whether an evaluation is warranted. KSTA reports each incident to the Louisiana Department of Education as required.

The Rehabilitation Act of 1973 or Section 504

KSTA prohibits discrimination based on disability in its programs, services and activities and makes reasonable efforts to identify and locate students with disabilities residing within its jurisdiction. Qualified students with disabilities under Section 504 are provided equal access to the School's programs and services and the opportunity to receive a free appropriate public education as may be necessary to meet individual student needs. As with students with disabilities under the Individuals with Disabilities Education Act (IDEA), students eligible under Section 504 may not be suspended or expelled for more than ten (10) school days in a school year for misconduct that is a manifestation of the student's disability. With the exception of acts that would require an immediate recommended expulsion, a 504 student will receive no more than a two-day suspension for their first suspendable offense, no more than a two-day suspension for their second suspendable offense, no more than a two-day suspension for their third suspendable offense, and no more than a two-day suspension for their fourth suspendable offense along with a recommendation for expulsion. Also, the school will be required to provide some type of intervention after each offense. If the school system is considering a change in placement for a Section 504-eligible student, the School District must convene a group of knowledgeable people who meet the Section 504 requirements to conduct a re-evaluation and manifestation determination to decide whether the misconduct at issue is a manifestation of the student's disability. The School Building Level Committee (SBLC) is established to satisfy these requirements. If the student's misconduct is determined to be a manifestation of their disability, the SBLC shall meet to consider a functional behavioral assessment and interventions to address the behavior. If the student's misconduct is determined not to be a manifestation of their disability, the student may be disciplined like a student without a disability, except that the student must continue to have access to the general curriculum and other services identified in the student's Section 504 Plan and must receive behavioral intervention services and modifications to address the behavior. Additional information may be obtained from the guidance counselor/504 Coordinator.

XIV. Technology, Internet, and Personal Electronic Devices

KSTA-issued technology, KSTA networks, internet access, Chromebooks, and related systems are governed by KSTA's separate Chromebook and Internet Safety Policy. Students and parents/legal guardians are responsible for complying with that policy, including requirements related to acceptable use, safety, loss, damage, and restitution.

Personal Electronic Devices

Students are prohibited from bringing personal electronic devices onto KSTA premises, KSTA-provided transportation, field trips, and KSTA-sponsored activities. Prohibited personal electronic devices include cell phones, smartwatches, earbuds/headphones, tablets, gaming devices, cameras, and other personally owned devices capable of calling, texting, recording, photographing, accessing the internet, or playing media. KSTA-issued or KSTA-provided instructional technology is governed by KSTA's Chromebook and Internet Safety Policy and is not a personal electronic device. This rule does not apply to a device that a student’s IEP, Individualized Accommodation Plan, Section 504 Plan, or Individualized Health Plan requires the student to use, and it does not prohibit use of a device in an emergency involving an actual or imminent threat to public health or safety.

KSTA will continue to apply its current disciplinary consequences for violations of the personal electronic-device rule. KSTA may confiscate prohibited devices. Confiscated property may be returned to the student, released to a parent/legal guardian, retained as evidence, or provided to law enforcement when appropriate. Illegal or unsafe items will not be returned when doing so would violate law or create a safety risk.

Off-Campus Electronic Conduct

Off-campus electronic or social-media conduct may be subject to KSTA discipline when the conduct has a sufficient connection to KSTA and causes, or can reasonably be expected to cause, a substantial disruption to school operations; threatens the safety of students or staff; substantially interferes with the rights of members of the KSTA community; or otherwise falls within KSTA's lawful disciplinary authority.

Student Arrival, Dismissal, and General Operations

Students and families must follow KSTA's published arrival, dismissal, visitor, building-access, extracurricular, school-trip, emergency, and other operational procedures. Current procedures and forms are available from KSTA or at www.kenilworthacademy.org.

Specific Technology Infractions

Students must use KSTA technology, accounts, networks, internet access, and digital resources lawfully, safely, and for authorized educational purposes. Prohibited technology conduct includes, but is not limited to:

- Accessing or attempting to access another person's account, files, credentials, systems, or data without authorization.
- Sharing passwords or credentials, using another person's credentials, or allowing another person to use assigned credentials.
- Bypassing or attempting to bypass internet filters, device-management controls, network security, monitoring systems, or other KSTA security measures.

- Tampering with, damaging, disabling, reconfiguring, or interfering with KSTA devices, software, networks, security settings, or technology infrastructure.
- Installing or using unauthorized software, applications, extensions, virtual private networks, proxy services, or other tools intended to circumvent KSTA controls.
- Using KSTA technology to harass, threaten, bully, impersonate, deceive, access or distribute prohibited material, violate privacy, engage in academic dishonesty, or violate law or KSTA policy.
- Introducing malicious code, attempting to disrupt service, conducting unauthorized security testing, or engaging in other activity that threatens the confidentiality, integrity, or availability of KSTA systems or data.

Technology violations may result in restriction or loss of technology privileges, restitution for damage, and disciplinary consequences under this Handbook. KSTA may also take appropriate technical or administrative action to protect its systems, accounts, and data.

High School Student Identification

High school students are issued KSTA identification cards and must possess or display their school ID as required by KSTA. Students must present the ID when reasonably requested by authorized school personnel. Lost or damaged IDs must be reported promptly and replaced according to school procedures.

Unauthorized Drone Use

Students may not possess, launch, operate, or use a drone, unmanned aircraft, or similar remote aerial device on KSTA property or at a KSTA-sponsored activity without prior authorization from school administration. Unauthorized use may result in confiscation and disciplinary action and may be reported to appropriate authorities when required.

XV. Bullying, Cyberbullying, Intimidation, and Hazing

The KSTA is committed to maintaining a safe, and positive learning environment so that all students feel safe while in school or participating in school-related activities. All statements or actions of bullying, cyberbullying, intimidating, threatening, harassing and hazing on campus or at school-sponsored activities, on school buses, at school bus stops, and in route from home to the bus stop and from the bus stop home shall not be tolerated and shall be considered unacceptable student behavior. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

A. Definitions

Definition of Bullying

(As provided by La. R.S. 17:416.14(A)) A pattern of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading an untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronics;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event. The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school. Cyberbullying shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, or order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Intimidation shall mean to make timid or

fearful; intentional unlawful threat by word or act to do violence to the person or property of another person.

A report of bullying, cyberbullying, intimidation, or hazing will be reviewed and investigated in accordance with KSTA policy and applicable law. Disciplinary consequences will be imposed when available evidence supports a finding that prohibited conduct occurred. Anonymous reports may be investigated, but an anonymous report alone will not automatically result in discipline. Hazing may result in suspension or recommendation for expulsion based on the nature and severity of the conduct.

Reporting Procedures

Any student who believes they have been the victim of bullying, cyber bullying, intimidation, threatening behavior, harassment or hazing by a student, parent, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school is encouraged to immediately report the alleged acts to any appropriate school official, teacher, principal or other administrator. Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be required to immediately report the alleged acts to an appropriate school official, utilizing the Louisiana Department of Education's behavior-incidence checklist to document the details of each reported incident of harassment, intimidation, and bullying, including cyberbullying. The principal or principal designee shall be the person responsible for receiving written reports of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, cyber bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the principal or designee, who shall notify the CEO of Pelican Foundation or their designee.

B. Investigation of Complaints and Reports

The principal or their designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, cyberbullying, intimidation, threatening behavior, harassment or hazing of students. Investigations may consist of personal interviews with the complainants or the individual who is alleged to have been bullied, cyberbullied, intimidated, threatened, harassed or hazed, the individual or individuals against who the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and the investigator may examine pertinent documents. During the pendency of an investigation, the principal or their designee may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of the investigation. The investigation will begin no later than the next school day after the report is received and will be completed no later than ten (10) school days after the written report is submitted. A written report shall be prepared upon the completion of the investigation. If the complaint involves the CEO, the report shall be made and filed directly with the Board of Directors. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Bullying procedures required by Louisiana law. Bullying reports are made on the Louisiana Department of Education bullying report form, which is available on the LDOE and KSTA websites and includes an affirmation of truth. A school employee who witnesses or learns of bullying must make a verbal report to the Principal or designee the same day and a written report no later than two days later. The school will notify the parent or legal guardian of each involved student; notice will never be delivered through an involved student. Before a student under eighteen is interviewed, the parent or legal guardian will be told of the allegations and may attend the interview; if the parent or legal guardian cannot be reached or does not respond after three attempts within forty-eight hours, the student may be interviewed. The school will meet separately with the parents or legal guardians of the alleged victim and of the alleged perpetrator and will explain the available consequences, penalties, and counseling options. The written findings, including parent input and the school's decision, will be placed in each involved student's record, and the complainant will be told of the findings and any remedial action to the extent the law permits. Reports are kept confidential and retained for three years. If the school does not take timely and effective action, the student, parent or legal guardian, or school employee may report the incident to the Pelican Educational Foundation Board and, if the Board does not take timely and effective action, to the Louisiana Department of Education.

C. Disciplinary Action

The principal or their designee shall take appropriate action in response to a report following an investigation of any alleged bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the Student Handbook. The principal or their designee shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action. Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

Guidance for Parents with Concerns or Grievances

KSTA encourages students and parents/guardians to resolve concerns promptly and at the lowest appropriate administrative level. The general grievance path below applies unless a matter is governed by a specific process required by law or another KSTA policy, such as Title IX, bullying, special education, Section 504, or formal student discipline procedures.

General Grievance Path

1	Teacher / Staff Member
↓	
2	Appropriate Leadership Member (e.g., ESS Director, SBLC Chair, or other applicable leader)
↓	
3	Assistant Principal
↓	
4	Principal
↓	
5	Executive Director/CEO

If a concern is not resolved at one level, the student or parent/guardian may request review at the next level in the grievance process. Parents and guardians are always welcome to communicate with the KSTA Board regarding matters of concern. The Board provides governance and oversight for KSTA, while the Executive Director/CEO and school administration are responsible for day-to-day school operations. Accordingly, individual operational concerns are generally addressed through the administrative grievance process described above.

Electronic Communications between Employees and Students

A. Purpose

This policy is intended to comply with all applicable State and Federal laws, including the most recent action taken in A 214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81(Q). This policy also introduces and outlines guidelines to ensure that employees, parents and students are aware of the expectations of KSTA with respect to proper use of electronic communication devices among its employees and students. The School System's approved electronic communications systems shall be utilized to promote appropriate student-staff relationships and educational excellence. This policy is not intended to limit the use of technology as an effective teaching tool.

B. Definitions

1. Electronic Communication - includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including, but not limited to Internet-based social networks. It shall also include the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and KSTA Governing Board issued devices.
2. Educational Services – constitutes the provision of direct and indirect classroom instruction, as well as extracurricular activities provided by KSTA.
3. Electronic mail – the transmission of text-based information or communication by use of the

Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.

4. Computers - pertains to any and all computers.
5. Social networks – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social network sites available on the internet.
6. Improper or inappropriate communications – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

C. Policy Guidelines

1. KSTA prohibits any type of close personal relationship between a school employee and a student that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school. School employees shall not communicate with students, entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to other students, their parents, or the public that an improper relationship exists.
2. All electronic communication conducted by an employee with a student must be relative to the educational services provided to the student and shall be delivered by means provided by or

otherwise made available by the School System for this purpose. Approved School System electronic communication methods are school system email, school-sponsored teacher websites, school websites, school-provided phones and other electronic communication that is approved by KSTA.

3. School system employees are prohibited from using any school system electronic communication with a student for a purpose not related to educational services, except for communication with an immediate family member if such communication is specifically authorized by the KSTA Governing Board.
4. The occurrence of any electronic communication made by an employee with a student using means other than ones provided by or made available by the school system shall be reported by the employee to the site administrator prior to resuming regular duties, but no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day. The applicable reporting form is available from KSTA administration.
5. Student-initiated communication that may be construed as inappropriate in content, as defined in this policy, must be reported to the site administrator no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day.
6. Records of any reported communication shall be maintained by the site administrator for a period of at least one year.
7. It is the duty of each school system employee to comply with this electronic communications policy. Failure to comply may result in disciplinary action, and, in extreme circumstances, may constitute willful neglect of duty.

D. Violations

1. Violations of this policy include, but are not limited to the following:

a. The employee's use of the school system or personal electronic communication system with a student for non-educational services.

b. The employee's failure to report an instance of communication using a non-school system electronic communication system.

c. The employee's contacting a student when the parents have opted out of individual communication with employees.

2. Responses to violations include, but are not limited to the following:

a. Any violations or suspected violations of this policy should be reported to the site administrator immediately. The site administrator will promptly, thoroughly and fairly investigate reports of an alleged failure by a school employee or student.

b. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.

c. The site administrator shall meet with the employee to document their response to the allegation. The employee shall be required to cooperate fully with the investigation.

d. All information from the investigation shall be provided to the superintendent.

e. Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirements afforded by law, e.g. tenure law, Student Code of Conduct. Violations of this policy or any implementing regulations or procedures may result in discipline of the employee/student up to and including termination of employment/suspension of the student or employee.

f. Any alleged violation of the Board's Policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

E. Notification

1. All School System employees shall be informed of implementation, and upon entering into system service, about the policy and procedures and guidelines regarding electronic communication, including the possible consequences for a failure to comply with the policy. The policy shall be posted on the KSTA website for reference.
2. A system-wide letter and/or telephone call will be disseminated to parents or legal guardians informing them of the policy regarding electronic communication by employees with students. Thereafter, parents and students will be notified as part of the Student Handbook and/or the school website.

F. Opt-Out Procedure

A Parent or legal guardian has the option to submit written documentation to the school administrator reflecting the desire for their child not to be contacted individually through electronic communication from any school employee, group electronic communication exempted.

G. Summary

These procedures and guidelines discourage improper employee electronic communication with students at all system schools and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee to a student, unless proper procedures are followed in compliance with law and policy. KSTA shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this policy.

XVI. Virtual Learning Policy

Regardless of the mode of instruction, student conduct is governed at all times by La. R.S. 17:416 and the KSTA Student Rights and Responsibilities Handbook and Discipline Policy. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents normally have an expectation of privacy in their home, conduct that occurs in front of a camera and in view of peers and teachers in the virtual classroom may subject students to disciplinary action. The context in which student behavior occurs is important, however, and will be taken into consideration by school administrators in determining whether there has been a conduct violation, the severity of the infraction, and the appropriate penalty, if any, under the circumstances.

Privacy and the Virtual Classroom

Students and parents, typically, have a reasonable expectation of privacy with regard to what takes place in their home outside of the view of teachers and peers in the virtual classroom. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space – free, to the extent possible, from toys, images, messages, personal property, or other items that may distract from teaching and learning or that may subject the student to disciplinary action if possessed on school busses, in the regular classroom, or on school property. Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the KSTA Student Rights and Responsibilities Handbook and Discipline Policy and this Virtual Discipline Policy may be subject to discipline in accordance with the Handbook and this Virtual Discipline Policy. School officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom or others. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

Conduct in the Virtual Classroom Policy

Students are responsible for all content posted through their school issued online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. Students are required to have their computer camera turned on when virtual classes are in session. Students are not permitted to disconnect or otherwise leave a virtual class without permission of the teacher or other educational service provider. Following is a non-exclusive list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance this Policy:

1. Antagonistic, harassing, or discriminatory language of any kind with regard to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity;
2. Bullying and/or cyberbullying;
3. Use of obscene, degrading or profane language (written, verbal, pictures, drawings, audio, video);
4. Displaying pornography, nudity or images of nudity;

5. Committing lewd or sexual acts;
6. Handling or displaying weapons, including toy or facsimile weapons;*
7. Illegal posting, distribution, upload or download of copyrighted work of any kind;
8. Sharing assignments, questions/answers, or any other action that would violate any expectations or rules relative to academic honesty;
9. Posting personally identifiable information in any format other than via private message;
10. Indecent dress or disrobing;
11. Interference with the instructional audio or video;
12. Use or display of illegal drugs, alcohol, tobacco or tobacco products, or vaping devices;

or*

13. Violations of the School's Acceptable Use Policy or Device Contract.

Consequences of Inappropriate Online Conduct

Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, unacceptable in the virtual classroom. The school administrators recognize, however, that virtual learning is a somewhat experience for some students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty imposed for violations of the conduct violations in the virtual classroom. Student conduct that occurs in the virtual classroom may be subject to progressive discipline which, depending on the seriousness of the conduct at issue, will include an initial verbal warning and consultation with the student's parent/legal guardian prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue. Some factors that administrators will consider in determining the penalty to be imposed for conduct that occurs in the virtual classroom will include:

- Age of the student
- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and/or students to work and learn in a safe and orderly environment free from inappropriate images, messages, language or behavior
- Whether the student has committed prohibited conduct in the past
- Whether the student has received prior warnings or discipline for similar conduct

*Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student or others, must be reported immediately to the School Principal in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.

XVII. Health and Safety Emergencies

During a public health emergency or other health and safety emergency, KSTA may implement temporary procedures and requirements consistent with applicable law and guidance from appropriate public health and governmental authorities. KSTA will communicate applicable requirements to students and families as necessary.

XVIII. Student Photographs and Video Images

Student photographs and video images are personally identifiable information. Consistent with La. R.S. 17:3914, KSTA will not disclose or publish a student's photograph or video image outside KSTA, including on KSTA's website, in the yearbook, or on social media, unless the parent or legal guardian (or a student who has reached the age of majority) has authorized it in writing through KSTA's Student Information Consent Form, or the disclosure is otherwise permitted by law. Consent may be withdrawn in writing at any time.

Handbook Notice

This Handbook is available on the KSTA website. Students and parents/legal guardians are responsible for reviewing and understanding the policies, expectations, rights, and responsibilities contained in it. No signature is required for the Handbook to apply. Questions should be directed to the appropriate KSTA staff member or administrator.