



Louisiana Academy of Production

Louisiana Academy of Production
2026-2027
Student & Family Handbook

*The student handbook is subject to changes.
The current copy is posted on www.laapbr.org.*

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Louisiana Academy of Production

Mission and Vision

The mission of Louisiana Academy of Production (LAAP) is to build a more inclusive pipeline of historically underrepresented, college and career-ready students interested in the film and television industries.

The vision of LAAP is to equip a diverse student body with the skills and opportunities required for successful entry into competitive media programs at the collegiate level or directly into high-wage media careers.

Core Values

- **Inclusion:** We champion equitable access, building a diverse pipeline into the film and television industries.
- **Preparedness:** We empower students with the skills and knowledge for college and career success in media.
- **Opportunity:** We create pathways and access to competitive media programs and high-wage careers for our students.

General Policies and Procedures

Admission and Enrollment

- To apply, interested families may access the application on the school's website or complete a physical copy at the school.
- After the open enrollment period ends, the lottery runs if necessary.
- Lottery results are made public, and available seats are offered in order.
- Any remaining students are added to the waitlist.
- Students on the waitlist are offered a seat, if one becomes available.
- Any applications after the lottery are added to the waitlist, in order.

These steps are repeated each year.

LAAP will accept applications during the enrollment period for 9th graders. We are prepared to accept up to 100 ninth-grade students per year. Should we receive more applications than space available, a lottery will take place.

Documents for Registration

As per policy, all LAAP schools require documentation in order for a student to register at LAAP. Once the student has completed registration and admitted to the school, a student's parent or guardian must provide copies of the following documentation:

- Student's birth certificate
- Student's social security card
- Parent/Guardian driver's license

- 2 Proofs of Residence (see list below)
- Current Immunization (or signed statement of exemption form)
- Previous report card or transcript
- Special Education documents (IEP, 504, ESOL, etc.), if applicable
- Custody court documents, if applicable

A student may lose their seat at LAAP if they do not submit all required documentation by the registration deadline, as established by LAAP. If documents are not available, parent/guardian should consult with the identified McKinney-Vento liaison at the school.

Proof of Residence Requirements

To verify student residency during initial registration or address changes, parents/guardians must provide two documents with matching addresses.

Proofs of Residency (choose two from this list):

- Current driver's license or government-issued ID
- Current official letter from a government agency (Examples: Department of Children & Family Services (DCFS), Department of Health, etc.)
- Current bank statement
- Mortgage statement
- Tax assessor's bill
- Homestead exemption bill
- Current lease or rental agreement
- Utility bills (at least 2 of the most recent, consecutive months) Examples: natural gas, water, telephone (landline), internet, cable/satellite

*****The state of Louisiana requires proof of residency documents to be updated annually.*****

LAAP reserves the right to request proof of residence documentation at any time. In the case that LAAP requests proof of residence, the parent or guardian must provide two (2) forms of proof of residence (acceptable forms are listed above) within five (5) business days. If the parent/guardian fails to do so, the student may be unenrolled from LAAP at that time.

Guardianship

Custody

LAAP defines a parent or guardian as a person who has custody of a student by virtue of birth (verified by birth certificate), adoption (verified by certified, court-authorized adoption paperwork), custody agreement (certified, court-authorized custody agreement or order), or guardianship agreement (certified, court-authorized custody agreement). Parents and legal guardians, unless restricted by court orders or termination of parental rights, have the right to access the educational records of their child(ren) and also participate in the education of their child. LAAP will follow the guidelines of all certified, court authorized orders or agreements on file

at the school site. Parents or legal guardians must submit updated court orders to the school site as available. Please note, registration documents do not establish custody or guardianship of students, it only identifies individuals who have been authorized to interact with the school on behalf of the minor child at the direction of their custodial parent or legal guardian.

Attendance

Compulsory School Attendance

The state of Louisiana requires that all children who are five years old by September 30th of the calendar year in which the school year begins until their eighteenth birthday must attend a public school, private school, or must participate in an approved home study program. Any student above the compulsory attendance age who has excessive absences (10 or more) may be dropped from school with the SBLC (school building level committee) recommendation.

Please note below the Compulsory Attendance Law which LAAP is mandated to follow:

- A. Attendance Requirements –State law and school board policy require that elementary students (K – 8th) be present a minimum of 63, 320 minutes per academic year. For Secondary students (grades 9-12), when awarding credit based on instructional time, LAAP schools will provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7, 515 minutes. In order to grant a one-half Carnegie credit, LEAs shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758. (LA Bulletin 741)
 - B. Penalties – Section 221 of Title 17 of the LA Revised Statues states that the responsibility of a child’s school attendance is placed with the child’s parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school at the appointed time. Any parent, guardian, or tutor found to be in violation of the compulsory school attendance law may be fined not more than two hundred-fifty dollars (\$250.00) and/or sentenced to thirty (30) days in jail or both. If a child is absent or tardy five (5) days from school, parents and/or child may be referred to the Municipal Court or Families In Need of Services (FINS) or Youth Opportunity Center (YOC).
- Students are expected to be in school each day. Students cannot participate in extracurricular activities, athletic practices, or games if they have an unexcused absence the day of the event/activity.
 - Dated, original notes from a parent or doctor must be submitted to the attendance clerk within a one-week period (5 business days) following the absence.
 - Only absences that have been verified by the school social worker or designee are considered excused according to state law attendance requirements.

Types of Absences

1. Excused absences are the following:
 - Personal physical or emotional illness as verified by a state-licensed physician;

- Extended hospital stays as verified by a state-licensed physician;
- Extended recuperation from an accident as verified by a state-licensed physician;
- Observation of a recognized holiday of the student's own faith with documentation provided;
- Visitation with a parent who is a member of the US Armed forces or National Guard and such parent has been called to duty for or is on leave from deployment to combat (these absences should not exceed 5 days per school year);
- Travel for educational purposes, including college and university visits, with the approval of the School Leader (Verification of the educational experience must be submitted upon return to school.);
- Death in the immediate family with documentation (these absences should not exceed 3 days);
- National catastrophe or disaster.

Excused absences allow for the student to make up missed assignments and will not be counted against students in determining whether a student meets attendance requirements.

2. Unexcused absences are absences where verifiable documentation is not provided, the note is provided outside of the specified required time, or fail to meet the criteria as excused. These absences count against the student when determining whether the student meets attendance requirements.

Students attending school-sponsored activities/field trips are considered to be present at school.

Attendance Requirements for Promotion

Students with more than 10 absences per year may be considered for retention.

Tardiness

Students arriving after the morning tardy bell are considered tardy. Students arriving 15 minutes after the tardy bell must be accompanied by a parent/guardian to be checked in by the office. Repeated tardiness may result in disciplinary action, potentially including referral to Municipal or Juvenile court.

Early Dismissal and Check-Out

An early dismissal or check-out from a school day is also considered an absence in the classes missed. Early dismissal or check-out from school requires that the legal parent/guardian be present and provide a current form of legal identification at the time of the early dismissal or check out. Parent/legal guardian/designee must be listed on the student's emergency card.

Withdrawal

LAAP kindly requests that parents/guardians inform the school secretary, data manager, and/or counselor at least one week prior to moving of transferring from the school, or as soon as possible. The parent must sign several forms before the withdrawal procedure can be finalized,

and all financial and material obligations to the school must be resolved before the withdrawal will be completed. Please allow 48-72 hours to process withdrawal paperwork. A student who seeks re-admittance to the school must go through the re-enrollment process.

Recommended Interventions and Documentation of Student Absence

Total Unexcused Days Absent	Recommendation Intervention	Documentation
1-4	Outreach to parent (phone call and written communication)	Communication logged in SIS and copy of written email/letter
5-9	Written communication to parent (e-mail and/or letter)	Email message and/or letter
10-14	Written communication to parent (e-mail and/or letter) Referral to FINS	Written communication to parent (e-mail and/or letter) and/or FINS Referral documentation
15+	Request to discharge student	Document request

Breakfast and Lunch

A breakfast and lunch program is available to all students each day. Breakfast and lunch will be served at to all students, as LAAP will apply to participate in the USDA Community Eligibility Provision Program (CEP).

- Special meals will be provided at no extra charge to students with dietary restrictions as documented by a doctor.
- The breakfast and lunch programs are available to everyone regardless of race, color, national origin, age, sex, or disability.

Communication

Contact Information

Parents/guardians are responsible for annually providing current and up-to-date contact information for the student. Each summer before a new school year begins, parents/guardians will be sent a form on which to update their contact information, and then return to school.

In the case that phone numbers or address change during the year, the parent/guardian must complete an enrollment card/form to provide current contact information. In addition to phone numbers and address for the parent/guardian, emergency contact information must be provided for at least two other individuals who may be contacted in case of an emergency. All authorized contacts to whom the school is permitted to release the student to during or after the school day must also be indicated.

Emergency School Closing

Emergencies, including severe weather and other external factors, may occur throughout the school year. In extreme cases, LAAP may deem it necessary for school facilities to close to ensure the safety and wellbeing of students and staff. In the event that school closure is necessary, LAAP will alert parents via School Messenger phone calls, as well as posts over local radio and/or television stations, the LAAP website (<http://www.laapbr.org/>) and on all LAAP social media channels.

If students are on campus and an emergency school closure is deemed necessary, parents will be notified via School Messenger. LAAP will also post immediate closure announcements on the LAAP website and social media channels.

Communication Devices

Cell Phone Policy

Effective at the beginning of the 2024-2025 school year and thereafter, no student shall possess an electronic telecommunication device on their person throughout the instructional day. If a student brings an electronic telecommunication device to school or on school grounds during the instructional day, the device must either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

It is the responsibility of students and parents to ensure that electronic telecommunication devices are turned off and properly stowed away during the instructional day.

Any electronic telecommunication device found to be in violation of this policy will be confiscated and returned only to a parent or guardian. Repeated violations may result in disciplinary action in accordance with the LAAP code of conduct. School staff will enforce this policy and ensure that any violations are handled promptly and appropriately.

These provisions do not apply to students whose Individualized Educational Program (IEP), Individualized Accommodation Plan (IAP), Section 504 Plan, or Individualized Health Plan (IHP) requires the use of an electronic telecommunication device.

If a student chooses to bring their electronic device to school, LAAP does not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized usage of any kind on the electronic device.

Should it be determined that a student's cell phone contains material subject to criminal laws, school personnel shall confiscate the phone and notify law enforcement.

Communication Devices During Testing

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to parent only.) If a student is found in possession of

an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment may be invalidated. Additional disciplinary action may be taken by the school administration.

Other Electronic Telecommunication Devices

Electronic telecommunication devices are not limited solely to cell phones; any device that has the capacity to electronically transmit or exchange data, including cellular watches. All electronic devices that have telecommunication ability are subject to the policies and consequences in place for cell phones (i.e. Apple Watches, tablets, etc.).

Damage to School Property

It is the policy of LAAP Charter Schools that a student found guilty or responsible for damage or loss to any property belonging to LAAP Charter Schools, a school, or a school employee shall be held accountable for making restitution for said damage. Any student who is suspended for such act shall not be re-admitted until arrangements for payment in full have been made for said damage.

Emergency Situations

Emergency Contacts

It is the policy of LAAP Charter Schools that upon registration and every year thereafter, the parent/guardian will submit emergency contacts for each student who attends an LAAP school. It is the responsibility of the parent/guardian to notify the school if emergency contacts changes occur during the school year.

Evacuation of Building

Procedures for quick and orderly evacuation of school buildings have been established and are posted in classrooms and other rooms.

Alternate off campus re-unification locations may be used. Notification to students' parents/guardians will be completed by phone, text, and/or email to the parent/guardian and/or emergency contact information provided during registration and/or annual information updates.

Students are to familiarize themselves with procedures for evacuation and other emergency situations, and to obey instructions of teachers and staff in all situations. Because the orderly and rapid evacuation of building in an emergency is a serious and urgent matter, student misbehavior will be not tolerated and may result in disciplinary action.

Grievances

LAAP encourages students and parents/guardians to discuss their concerns and complaints through an informal conference with the appropriate teacher, staff member, assistant principal, or other school personnel. Concerns should be expressed as soon as possible to allow early resolution with the parties involved.

In the case that the student(s) or parent/guardian(s) are not satisfied with the outcome of the informal conference, the student or parent may initiate the formal process. At this time, they may submit a formal grievance in writing to the principal. The formal written grievance must be submitted to the School Leader within ten (10) days of the incident or matter. The School Leader will then look into the

grievance and claims, determine the appropriate action, and notify the person submitting the grievance in writing.

In the case that the student or parent/guardian is not satisfied with the outcome of the formal grievance result as resolved by LAAP Administration, they may submit a second formal appeal in writing to the Chief Executive Officer/Executive Director. The second formal written appeal must be submitted to the CEO/ED within three (3) days of receiving notification of the resolution from LAAP Administration. The CEO/ED will determine the appropriate action and notify the person submitting the appeal in writing. The determination of the Chief Executive Officer/Executive Director is final.

If LAAP – through its Title I Programming – is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the Louisiana Handbook for School Administrators, which is available online at: <http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the department's toll free number at 1-877-453-2721.

Immunization Records

As per Louisiana Law R.S. 17:170, each person entering any school (including elementary and secondary schools) within the state for the first time the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress.

The schedule shall include but not be limited to measles, mumps, rubella, diphtheria, tetanus, whooping cough, poliomyelitis, and hemophilic influenza Type B invasive infections. The schedule may provide specific requirements based on age, grade in school, or type of school. At its own discretion and with the approval of the office of public health, LAAP may require immunizations or proof of immunity more extensive than required by the schedule approved by the office of public health.

A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his personal physician or a public health clinic indicating immunizations against the diseases in the schedule approved by the office of public health having been performed, or a statement that such immunizations are in progress.

If booster immunizations for the diseases enumerated in the schedule approved by the office of public health are advised by that office, such booster immunizations shall be administered before the student may enter LAAP.

In the event of an outbreak of a vaccine-preventable disease at LAAP, the School Principal or LAAP CEO (or his/her designee) are empowered, upon the recommendation of the office of public health, to exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized person presents evidence of immunization.

Medication

General Policy

A student who is taking prescribed medication during the school day must have authorized medication administration information on file in the office and with the school nurse. The form outlines the process for dispensing medication that parents and student's physician must complete, sign, and return to the school before any prescribed medication may be administered to a student while on school campus.

Students should never be in possession of medication of any kind. Asthma medication may be carried by the student with written documentation from the physician and on file with the school nurse. School nurses or trained school employees are allowed to administer auto-injectable epinephrine to a student who the school nurse or trained school employee, in good faith, believes is having an anaphylactic reaction whether or not such student has a prescription for epinephrine. Breathe sprays/sheets, scented lotions, and colognes pose a health threat and are not permitted at school.

Epi-Pen Policy

Pursuant to ensuring the health and safety of students, a school nurse or trained school employee may administer auto-injectable epinephrine, as defined in RS 17:436.1 subparagraph (J)(4)(a) to a student who the school nurse or trained school employee, in good faith, professionally believes is having an anaphylactic reaction, whether or not such student has a prescription for epinephrine.

At least one employee at each school shall receive training from a licensed medical professional in the administration of auto-injectable epinephrine. The school nurse or trained employee may administer the auto-injectable epinephrine to respond to a student's anaphylactic reaction, under a standing protocol from a physician licensed to practice medicine in the state.

Each public elementary and secondary school may maintain a supply of auto-injectable epinephrine at the school in a locked, secure, and easily accessible location. A licensed physician may prescribe epinephrine auto-injectors in the name of the school system or the individual school to be maintained for use when deemed necessary pursuant to the provisions of this policy.

Non-Discrimination Policy

LAAP admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. LAAP does not discriminate on the basis of race, color, national origin, or ethnic origin in its educational policies, admission policies, and athletic and other school-administered/sanctioned programs.

Parent's Bill of Rights

This bill acknowledges that parental involvement is a significant factor in supporting student achievement and access to information helps to foster that involvement. Under Louisiana law (LA

Rev Stat §17:406.9 [2021]), parents are afforded certain rights to ensure they are full partners in their child's educational experience.

Parents have the right to:

- To examine textbooks, curriculum, and other materials used in your child's classroom.
- To inspect child's school records and receive a child's education records within 10 business days of the request.
- To be notified when medical services are offered.
- To be notified of criminal action taken against your child or by your child.
- That the school shall not discriminate against your child based on sincerely held religious beliefs of the child's family.
- To receive written notice and the option to opt-out of surveys asking certain questions regarding the student's sexual experiences or beliefs, family beliefs, morality, religion or political affiliation, or the student's or family members health or psychological problems
- To access the final school calendar at least 30 days prior to the beginning of the school year.
- To view a complete listing of all school fees and the purpose of each.
- To view any school uniform requirements on the school's website.
- To be promptly informed if your child is at risk of not being promoted to the next grade level.

Parents Right to Know Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Every *Student Succeeds Act (ESSA)* was passed by the U.S. Congress and signed into law on December 10, 2015. The *ESSA* replaced the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. LAAP receives Title I funding and we are happy to share this information with you upon your request.

Specifically, you may request the following:

1. Whether the teacher has met Louisiana teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.

2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications. We at LAAP are extremely proud of the quality of the teaching staff at all of our schools. All of our core content teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to ensure their teaching skills remain at the highest possible level.

If you would like to receive this information, please contact the LAAP Human Resources Department at [Number TBA] or [Email TBA].

Protection of Employees

Any individual, including any parent/guardian of a student attending LAAP, who physically assaults or threatens harm to any teacher, staff member, or employee of LAAP will not be allowed to enter the campus without prior approval from the School Principal or LAAP CEO/ED.

Searches

It is the policy of LAAP to reserve the right to inspect all school property at any time for weapons, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is in a violation of the Louisiana State, East Baton Rouge Parish, or LAAP policy when articulable facts lead to reasonable belief that the items sought will be found. LAAP property shall include, but is not limited to buildings, desks, lockers, area, computer, and grounds.

LAAP shall authorized searches of student and non-students and of any bags, purses, containers, etc., that they bring on to LAAP property or to school-sponsored activities if suspected of any objects that could potentially cause harm and danger to others or themselves. These searches may include the use of hand-held or stationary metal detectors.

Student Fees

LAAP do not have any required student fees. LAAP does not charge fees as a condition of or requirement before enrolling in the school. LAAP does charge fees for specific items, events, or activities that are optional and applicable to the student enrolled.

Student Privacy

Family Educational Rights and Privacy Act (FERPA) and Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections regarding their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. According to FERPA, parents and eligible students have the right to:

- Inspect and review the student's education records;

- Seek amendment of the student’s education records that are believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights;
- Consent to the disclosure of personally identifiable information, except to the extent that FERPA and the school board authorize disclosure without consent (see below for further information);
- File with the United States Department of Education a complaint concerning alleged failures by the LAAP Charter Board to comply with FERPA.

Disclosure without Consent

Under FERPA, LAAP may disclose information from a student’s education records without the written consent of the parent or eligible student, when the disclosure meets any of the conditions set forth by FERPA, and in accordance with State law. This includes, but are not limited to:

- A school official having access to student records is:
 - A person employed by LAAP in an administrative, supervisory, academic, research, or support staff position, including health and medical staff;
 - A person appointed or elected to the LAAP Board;
 - A person employed or under contract with the Board to perform a special task for the Board.
- A school official has a legitimate educational interest to access student records if the official is:
 - Performing a task that is specified in his or her position description or contract agreement;
 - Performing a task related to a student’s education;
 - Providing a service or benefit related to the student or student’s family, such as health care, counseling, job placement, or financial aid;
 - Maintaining the safety and security of LAAP property or school grounds; and/or - Performing other duties of legitimate educational interest as determined by LAAP’s CEO/ED or his/her designee on a case-by-case basis.
- Disclosures to officials of another school, school system, or post-secondary education institution where the student seeks or intends to enroll will be made without any notification to the parent or student. The transfer of student records may include information on the date of any expulsion and the reason(s) for which the student was expelled.
- LAAP may disclose education records or information from education records, without the consent of a parent or guardian who is the subject of the records, to the State and local law enforcement officials and other officials within the juvenile system in accordance with the law.

FERPA allows schools to disclose information from a student’s education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for, or on behalf of, the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law
- To comply with a judicial order or lawfully issued subpoena

All students are required to have a parent/guardian complete the Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) and Student Directory Information Opt Out Form during the initial registration process. (The Notification of Rights under the Family Educational Rights and Privacy Act [FERPA] and Student Directory Information Opt Out Form can also be found in appendix.)

Transfer of Personally Identifiable Student Information

Due to the increasing awareness and concern about the commercial and criminal use of student information, the Louisiana Legislature now requires both the state Department of Education and LAAP Board of Directors to provide accurate information of various transfers of student information. Please visit <https://www.louisianabelieves.com/resources/library/data-center/protecting-student-privacy> for more information. To determine what constitutes personally identifiable student information, please see La. R.S. 17:3914(B)(1) (a-c).

Technology

Electronic Communication

Cell phones/smart devices: School restrictions of “smart” devices include but are not limited to smart phones, smart watches, iPads, iPods, earbuds, etc. that access the internet.

High School Students: LAAP students may not have a cell phone/smart device(s) on during school hours, including riding to and from school on a bus unless specifically authorized by a teacher/administrator for school-directed purposes (i.e., used for educational-related purposes, i.e., quizlet, quizizz, Kahoot, or some other educationally related approved in-class assignment).

Note: Cell phone/smart device access on all campuses will be determined by each school site Principal. **Administration is not responsible for confiscated devices**

HIGH SCHOOL USE may result in:

First offense: 1 day In-School Suspension - Confiscate device

Second offense: 2 days In -School Suspension - Confiscate device

Third offense: 1 day Out of School Suspension - Confiscate device

Fourth offense and Subsequent offenses: Disciplinary action determined by the principal appropriate to the infraction.

Turned On/Visible may result in:

First offense: Confiscate device

Second offense: 1 day In-School Suspension - Confiscate device

Third offense: 2 days In-School Suspension - Confiscate device

Fourth offense and Subsequent offenses: Disciplinary action determined by the principal appropriate to the infraction.

In addition, LAAP provides age and grade appropriate classroom instruction regarding Internet and cell phone safety. This instruction shall include, but is not limited to: (1) safe and responsible use of social networking websites, chat rooms, electronic mail, bulletin boards, instant messaging, and other means of electronic communication; (2) risk of transmitting private personal information; (3) recognizing, avoiding, and reporting solicitations by sexual predator; (4) recognizing and reporting illegal activities and communications; (5) recognizing and reporting harassment and cyberbullying; (6) recognizing and avoiding unsolicited or deceptive communications; and (7) copyright laws on written materials, photographs, music, and video.

Electronic Communication Between Students

Communication between students must be appropriate and in accordance with all applicable state and federal laws. If any form of inappropriate communication occurs between students electronically, which includes sharing of information and/or communication via writing, images, signals, sounds, recordings, data, or intelligence of any kind that is transmitted or shared on any device or means, LAAP will take appropriate action. Inappropriate communication between students may include but is not limited to communication that may be viewed as bullying, derogatory, threatening, harassing, sexual, lewd, discriminatory, or suggestive in nature. In the case that inappropriate or unlawful communication is suspected, LAAP will initiate a full investigation and will involve law enforcement, if/when appropriate.

Electronic Communication Between Staff and Students/Parents

Communication between students and parents with LAAP staff must be appropriate and in accordance with all applicable state and federal laws. All communication, whether in writing, orally, or electronically, is expected to be professional, deemed reasonable and acceptable by any outside person, and limited to information that is school-related. Improper or inappropriate communication between LAAP employees and students and parents may include, but is not limited to, communication that may be viewed as derogatory, threatening, harassing, sexual, lewd, discriminatory, or suggestive in nature, regardless of who initiates the communication.

Any electronic communication between LAAP staff members and students (whether via LAAP-provided or personal hardware or account) are considered LAAP work produce and subject to public records. This includes sharing of information and/or communication via writing, images, signals, sounds, recordings, data, or intelligence of any kind that is transmitted or shared, including in physical or electronic form. As such, if LAAP employees use a personal cell phone or personal email address to communicate with students or parents, the employee implicitly agrees to provide LAAP access to the cell phone or emails if and/or when LAAP requests to do so.

School-Provided Technology

LAAP recognizes the importance of technology and the educational benefits available through the appropriate use of technology. As such, computer labs, tablets, and laptop computer will be

used to support and enhance the educational program. An “Acceptable Use Policy” must be on file before a student may access these resources. (See appendix for the Acceptable Use Policy.)

Translation/Interpretation Services

LAAP has policies and procedures in place to ensure that lack of English language skills will not be a barrier to admission or participation in the educational or extracurricular programming of the school. Written translations and oral interpretations are available for LAAP students and their families.

Transportation

LAAP will provide free transportation to and from school to any student living in East Baton Rouge Parish more than one mile from their school. Provided transportation mainly consists of yellow school buses.

All students who ride LAAP-provided bus transportation must adhere to the following rules:

1. Stay seated when the bus is moving.
2. Keep your hands, feet, elbows, knees, books, pencils, and other objects to yourself.
3. Keep your voice low. If your voice can be recognized, you are too loud.
4. Nothing goes outside the windows, including arms, hands, feet, head, or any other body part.
5. No teasing or name-calling.
6. No fighting or horseplay.
7. No eating or drinking on the bus.
8. Follow the bus driver’s directions.
9. The following are not allowed on the bus: tobacco, matches, cigarette lighters, obscene language, obscene gestures, alcohol, drugs, pets, insects, or other animals, glass objects, weapons.
10. Student may only ride assigned bus. If route change is needed, the parent/guardian must contact the school to request a bus route or pickup/drop-off stop change. (Please note that changes are not immediate and will take time to process.)

Students who do not follow transportation rules will be issued consequence(s) that are appropriate to the severity of the offense. Consequences may include, but are not limited to:

- Verbal warning from the driver
- Driver referral to school administration, who will then conduct a parent phone call
- Driver referral to school administration, who will then conduct a parent conference
- Loss of bus privilege (duration is dependent upon the severity and frequency of the inappropriate behavior)
- Afterschool detention and/or Saturday School
- In- and/or out-of-school suspension
- Expulsion

Complaints regarding transportation or the bus driver should be communicated to the Office; complaints will then be directed to the appropriate personnel and entity.

No one is allowed access to board the school bus, an unauthorized boarder is anyone other than a student, bus employee or school administration. Parents are never allowed to board a bus for any reason.

Truancy

As per Louisiana law R.S. 17:233, any student who is a juvenile (between the ages of 5 and 18) and who is habitually absent from school or is habitually tardy is considered truant.

A student shall be considered truant when habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

Uniform Policy

The specific school uniform policy for LAAP school is available on the school website and from the school office.

- Shirts: All students are required to wear the school uniform shirt, embroidered with the official school logo. Shirt tails are to be tucked in and may not be worn outside of the pants.
- Bottoms: Pants are to be dress, non-denim, uniform type slacks. Pants are to be the appropriate size for the students, must fit properly at the waist, and may be neither too tight nor too baggy. Bell-bottom, cargo, corduroy, patch-pocketed or jean type pants are not allowed as part of the uniform. Pants are to be hemmed (shoe-top length) and have no frayed edges or cut bottoms.
- Undershirt: Only plain white undershirts may be worn underneath uniform shirts
- Belts: Traditional solid black uniform belt
- Socks: Solid white crew socks
- Shoes: Closed-toe shoes are required.
- Outerwear: In cold weather, students may wear the identified school sweatshirt or jacket over their uniform shirt. No other outerwear may be worn when inside the building.
- Accessories: Hats, caps, hoods, bandanas, handkerchiefs, visors, hair curlers, gloves, headaddress, and sunglasses (unless prescribed by a physician) may NOT be worn in the building or in class during the regular school day. Excessive jewelry or jewelry including hoop and dangling earrings may not be worn. Stud type earrings are allowed.
- Bookbags: Students are only allowed to bring and/or carry mesh or clear book bags with them to and at school.

- Student IDs: To ensure student safety and campus security, students will wear IDs daily while on the campus. Failure to wear ID will result in a detention. The cost of a replacement ID will be \$10.00.

The School Principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity, may be removed or excluded from the activity for a period determined by the School Principal or sponsor.

The School Principal has the authority to allow all or part of the student body to vary from dress code and establish a particular mode of attire for special occasion days or for a particular school-sponsored or school-related activities (i.e. Spirit Fridays).

Visitor Policy

For the safety and security of the educational environment at LAAP, all visitors must first stop at the security desk and/or front office before proceeding to any other area of the building. All visitors must sign in the visitor log when they arrive and must sign out when they leave. In addition, visitors are required to always wear a visitor's badge while in the building.

Visitors are allowed on campus at the discretion of the school leader and LAAP reserves the legal right to limit or prohibit individuals on campus who harass, threaten, harm, or disrupt the safety and peace of the education environment.

Volunteers and Chaperones

Volunteers and chaperones must be cleared through the LAAP Human Resources (HR) and a local and federal background check.

Anyone that is not a full-time LAAP employee that will have any interaction with students and has the opportunity to potentially be alone with students must have a background check. This includes but is not limited to: field trip chaperones; part-time athletics coaches or trainers; assistant band directors or support; extracurricular or club ongoing volunteer; tutors; and community members who routinely volunteer in our schools.

To obtain a background check, the individual should contact the school secretary during the month prior to the expected event or when the interaction with students will begin. The school secretary will provide the individual with all forms; the individual should complete all forms and submit to the school secretary. The school secretary will then submit the completed forms to LAAP Human Resources. A member of the HR team will contact the school to alert them when the chaperone/volunteer should report to complete their background check; the school secretary will then inform the individual. Human Resources will also inform the school when the background check results have been received by HR.

Individuals should be aware at times it can take up to 2 weeks for background check results to be received. Therefore, the individual should submit the background check application the month prior to the volunteer or chaperones expected event. For example, if the individual is interested in chaperoning a November 1st event, the fully completed background check paperwork and forms must be submitted to:

HR no later than October 1st. However, please do not submit a background application more than 60 days prior to the event.

This is an annual process. If the individual completed a background check for the 2026-2027 school year, they must once again be re-screened for the 2027-2028 school year.

Academics & Athletics

Advanced Placement

High school students may take Advanced Placement (AP) courses that are offered by the school. Upon completion of the AP course, students take an AP exam in May that is administered through the College Board. Depending on the score earned by the student and the specific requirements of the college or university, the student may earn college credit or advanced placement. Please check with the school counselor to determine which AP courses are offered.

Athletic Event Conduct

LAAP is proud to offer a variety of athletic events that students may participate in and that students, families, and community members may attend. The following expectations regarding the conduct of participants and spectators at athletic events are to ensure the safety and enjoyment of all parties.

The following are prohibited from any and all individuals who attend LAAP athletic events:

- Fighting or Damage to public or private property
- Throwing of objects
- Using or displaying obscenities
- Harassment of participants, game officials, or spectators
- Entering restricted areas without authorization
- Consuming or possessing any alcoholic beverages
- Using or possessing unlawful drugs or any weapons that may be injurious to self or others

English as a Second Language

Students whose primary language is not English will receive support services from an (ELL) ESL teacher. The (ELL) ESL teacher will service the students on a regular basis and work on current

class work and will work together with the regular education teacher to provide support and grades for the student.

LAAP offers language assistance services in person and over the phone. If in need of additional translation services, please contact the school leader. Additionally, important documents and parent communications will be translated before being mailed home or sent home with students. All students are required to have an up-to-date Home Language Survey completed during the initial registration process.

Extra-curricular Participation and Eligibility

LAAP recognizes that in order to develop well-rounded individuals, our students must have the opportunity to participate in extra-curricular activities. Service clubs provide leadership opportunities for our students while instilling in them the desire and the need for helping others. Academic clubs seek to extend the classroom curriculum in areas of interest to the students. Performing groups encourage our students to explore and develop their creative talents.

LAAP also offers a full range of athletic opportunities for our students.

All students are encouraged to participate in at least one activity. However, each student's primary responsibility is to perform to the best of his/her ability academically. Participation in extra-curricular activities begin in the classroom. Absent students may not participate on days they are absent from school activities or events occurring during their suspension period. Students suspended or excluded from school due to behavioral concerns cannot participate in extracurricular activities. Participation in athletics, clubs, and other organizations is a privilege, and not a right.

A designated staff member monitors all students involved in extracurricular activities weekly for their current grades. Any students in these groups who have a D or F will have an action plan that must be completed before they can be cleared for full participation.

- Students who have a D in a class will be required to attend 45 minutes of tutoring or study hall prior to attending practice. They may still participate in practice and games/events, as long as they complete the required amount of tutoring.
- Any student with an F on their current grades will NOT be allowed to participate in any practice or game/event until that F has been raised and removed from their grades. These students must still attend tutoring.
- The staff member who is monitoring the grades will communicate with affected students and sponsors the academics status of students who are not meeting grade requirements.

Field Trips

Field trips are taken to enrich the curriculum. Classes periodically visit educational destinations. Permission slips are sent home prior to each trip indicating date, amount, and special information. All due dates and timelines will be strictly enforced. Students not adhering to the

timelines – or the student code of conduct – will require a legal parent or guardian to accompany the student.

Grading Policy

Grading Scale

LAAP shall use the following uniform grading system for students enrolled in all grades 9-12 for which letter grades are used. This grading scale shall also apply for advanced course work, International Baccalaureate, Dual Enrollment, and/or Honors.

Louisiana Academy of Production follows the grading scales below:

Grading Scale for Regular Courses		
Grade	Percentage	Quality Points
A	100-93	4
B	92-85	3
C	84-75	2
D	74-67	1
F	66-0	0

Grading Scale for Approved Academic Honors		
Grade	Percentage	Quality Points
A	100-93	5
B	92-85	4
C	84-75	3
D	74-67	1
F	66-0	0

Grading Scale for Approved Academic Dual Enrollment & AP Courses		
Grade	Percentage	Quality Points
A	100-90	5
B	89-80	4
C	79-70	3
D	69-60	1
F	59-0	0

Coursework Grading Scale for Grades 9 – 12

Teachers should share a syllabus that outlines the work of the course and the grading requirements with each pupil and parent during the first week of classes each year or semester with appropriate follow-up reminders. The syllabus should give parents and pupils a clear definition of what the pupil must accomplish and show how the grade will be earned over the duration of the course.

Individual students' grades and averages are expressed as alphabetical grades. Numerical grades are converted to alphabetical grades for placement on the official documents: Roll Book and PowerSchool (which will print onto report cards). Please see grading scale for conversion of percentage to letter.

The following grading category weights are to be followed for courses assessed by LEAP 2025:

- 40% Major Assignments – minimum of eight grades plus midterm
(tests, lab reports, projects, papers, performances, midterm –weighted as two tests)
- 40% Minor Assignments – minimum of 25 grades
(homework, classwork, do now, exit ticket, quizzes, mini-projects, lab components, short writing assignments)
- 20% Final Exam/ LEAP 2025

The following grading category weights are to be followed for courses not assessed by LEAP 2025:

- 40% Major Assignments – minimum of eight grades plus midterm
(tests, lab reports, projects, papers, performances, midterm –weighted as two tests)
- 35% Minor Assignments – minimum of 25 grades
(homework, classwork, do now, exit ticket, quizzes, mini-projects, lab components, short writing assignments)
- 25% Final Exam

The following grading category weights are to be followed for students with disabilities identified under IDEA who meet the participation criteria found in *Bulletin 1530—Louisiana’s IEP Handbook for Students with Exceptionalities*, §405.B and R.S. 17:183.2:

- 45% Major Assignments – minimum of four grades plus midterm
(tests, lab reports, projects, papers, performances, midterm –weighted as two tests)
- 50% Minor Assignments – minimum of 25 grades
(homework, classwork, do now, exit ticket, quizzes, mini-projects, lab components, short writing assignments)
- 5% Final Exam
(includes EOC as the final exam in applicable courses)

After a student returns to school from an absence, he/she has the same number of days as the absence to make-up missed work for full credit. It is the student’s responsibility to obtain any make-up work from his/her teacher. Extra credit will be offered at the teacher’s discretion.

Graduation/Senior Information

Graduation Participation

Graduation is a joyous occasion that celebrates the accomplishments of students who have fulfilled all requirements. In order to participate in a school’s graduation ceremony, students must meet all graduation requirements. Students must pass all necessary components of the LEAP 2025 Tests, earn the minimum units of required credits, obtain the necessary credentials required for high school graduation, meet FAFSA requirements (if applicable) and specific to LAAP, take the ACT Assessment and the ACT WorkKeys Assessment at least one time each prior to consideration for graduation.

Tests are administered during the state testing windows for the following courses: Algebra I, Geometry, English I, English II, Biology, and Civics. Beginning with incoming Freshman in 2026-2027 and beyond.

A student becomes eligible to graduate at the end of the semester in which a program is completed. Each student shall be advised and counseled concerning the requirements for graduation.

TOPS

In order for a student to qualify for college benefits through the Louisiana Taylor Opportunity Program for Students (TOPS), specific requirements as set by the Louisiana Office of Student Financial Assistance (LOSFA) must be met. Parent and guardians should consult the TOPS website (<https://www.osfa.la.gov/tops>) for requirements, specific information, and potential changes to the program.

Homebound Services

Homebound instruction shall be provided by a properly certified teacher on the eleventh school day following an absence of more than 10 consecutive school days for a qualifying illness.

Homebound instruction, at a minimum, shall be provided in the core academic subjects:

- a. English;
- b. mathematics;
- c. science; and
- d. social studies.

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

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

The proper form for homebound services may be obtained from the school nurse.

Homeless/Transitional Students (McKinney-Vento)

Each school receiving homeless/transitional student(s) will enroll the student(s) immediately after receiving proper documentation. The school will direct the family to the onsite McKinney – Vento Program Liaison who will assist with additional services and procedures. Identified families will remain confidential. An assessment/evaluation will be completed annually.

DEFINITION OF HOMELESS CHILDREN AND YOUTH

The term 'homeless children and youths' means individuals who lack a fixed, regular, and adequate nighttime residence.

It includes children and youth who:

- Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations
- Are living in emergency shelters
- Are abandoned in hospitals
- Have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings

- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Are runaway children or children who are abandoned
- Pursuant to the McKinney-Vento Act, unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Eligibility status is determined in cooperation with parents or in the case of unaccompanied youth, by the school-Site McKinney-Vento Liaison (MVL) and the Local Educational Agency (LEA) McKinney-Vento (MVL) Liaison.

Families in Transition (children and youth) and Unaccompanied youth will be enrolled immediately (pursuant to OneApp Guidelines), even if they lack immunizations and/or records ordinarily required for enrollment. Documents and records that cannot be used for enrollment delays include but are not limited to:

- A. Transcripts/school records
- B. Immunization, health, medical records
- C. Birth certificates
- D. Proof of residency
- E. Proof of guardianship

Placement and Promotion

LAAP's policy regarding placement and promotion of students can be found in the LAAP Pupil Progression Plan, which may be viewed at www.laabr.org.

Plagiarism

Plagiarism is the act of taking the words of another person and using them as one's own. This includes copying words or ideas from a book, magazine or other print source, downloading material from the Internet and copying work from another student. In the last case, both the student who does the copying and the student who allows the copying are equally guilty. If plagiarism occurs, disciplinary action that is commensurate to the action, severity, and intent will be issued.

Pupil Progression Plan

LAAP's Pupil Progression Plan (PPP) contains a full description of the academic and promotional policies for LAAP. This handbook contains many, but not all, of the policies contained in the PPP. If you would like to view the LAAP PPP, it is available online at www.laapbr.org.

Special Education

Under the Individuals with Disabilities Education Act (IDEA), every child with a disability is entitled to a Free Appropriate Public Education (FAPE). The IDEA emphasizes special education and related services, which should be designed to meet a child's "unique needs and prepare them for further education, employment, and independent living." Major principals of IDEA focus on students' rights and the responsibilities of schools to children with disabilities. The principles of FAPE includes Appropriate Evaluations, IEPs, Least Restrictive Environments, PR Parent Participation and Procedure Safeguards.

All students identified by an Individual Education Plan (IEP) receive special education services that are appropriate to their evaluation and IEP.

For more information regarding Parent/Student Rights in Identification, Evaluation, and Placement according to Section 504 of the Rehabilitation Act of 1973 & Title II of the American Disabilities Act of 1990, please refer to “Your Child’s Rights: 6 Principles of IDEA” in the appendix.

Discipline

Behavior Infractions and Offenses

Students who do not follow the school’s rules and expectations will receive consequences appropriate to the severity of their infractions. The following pages list examples of infractions and appropriate responses for school officials to take. Discipline incidents will be classified as Level 1, Level 2, and Level 3 Infractions.

Level 1 Infractions: *Non-Suspendable Offenses* Discipline incidents that can be handled by the teacher and do not warrant a discipline referral to the principal or designee. Any behavior that is of low-level intensity, passive in nature and/or of a non-threatening manner is a Level 1 Infraction. Level 1 infractions are incidents that occur in school buildings or grounds, or at school activities, that are the responsibility of the teacher or principal to address through corrective strategies. A student may not be given an out-of-school suspension for Level 1 infractions.

- 1.01 Boarding and de-boarding school transportation at incorrect stop
- 1.02 Horseplay
- 1.03 Entering an off-limits or restricted area
- 1.04 Habitual tardiness and/or absenteeism
- 1.05 Eating/drinking during prohibited times
- 1.06 Skipping class/school
- 1.07 Dress code violation
- 1.08 Not having proper materials or supplies for class
- 1.09 Not participating in class
- 1.10 Not wearing required clothing for physical education class Corrective Strategies
- 1.11 Littering
- 1.12 Failing to do or complete homework
- 1.13 ID violation (if applicable)
- 1.14 Making an unfounded charge against authority
- 1.15 Refusing to sit in assigned seat
- 1.16 Engaging in inappropriate public displays of affection (holding hands, kissing, hugging, etc.)
- 1.17 Talking in class at inappropriate times
- 1.18 Any other infraction that the principal or designee deems similar in severity to other level 1 infractions

Level 2 Infractions: *Suspendable Offenses* Discipline incidents that interfere with anyone’s safety and learning, are of a threatening or harmful nature, legal violations and warrant administrative interventions. Such behaviors should be considered Level 2 Infractions. Level 2 infractions are incidents that occur in school buildings or grounds or at school activities that threaten safety or interfere with learning. A student may be given an out-of-school suspension for Level 2 infractions; however, schools should use the corrective strategies whenever possible. A Disciplinary Conference with the Orleans Parish Student Hearing Officer is also a possible corrective strategy for Level 2 offenses when prior interventions at the school site have not resulted in positive change.

- 2.01 Intentionally or habitually failing to attend detention or in-school suspension
- 2.02 Possessing or using tobacco and/or possession of a lighter
- 2.03 Using or possessing alcohol
- 2.04 Leaving school bus without permission
- 2.05 Using objects dangerously or inappropriately to harm others or damage property
- 2.06 Vandalism to school property or school bus
- 2.07 Leaving school and/or classroom without permission
- 2.08 Gambling
- 2.09 Extortion (blackmail, etc.)
- 2.10 Willful disobedience to authority figures that substantially interferes with the learning of others or threatens the safety of others
- 2.11 Using profanity and/or obscene language
- 2.12 Instigating or participating in fights (one-on-one or groups)
- 2.13 Bullying*
- 2.14 Causing a false fire alarm
- 2.15 Intentionally causing a major, unnecessary disturbance in classroom/school campus
- 2.16 Improper use of a cell phone and/or electronic devices
- 2.17 Inappropriate bodily contact or harassment
- 2.18 Improper use of computer: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
- 2.19 Forging a signature on documentation required by the school, cheating, or lying to school personnel about academic matters
- 2.20 Habitual level 1 behaviors
- 2.21 Any other infraction that the principal deems to be similar in severity to other level 2 infraction

Level 3 Infractions: Expellable Offenses Discipline incidents that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, are legal violations and warrant immediate response from administration, crisis team, entire staff, and/or community support are Level 3 Infractions. Expellable offenses are incidents that occur on school property or grounds, on school transportation, or at school activities that severely interfere with anyone's safety and learning, are of a threatening or harmful nature, and/or are legal violations. All expulsion recommendations are at the discretion of the school. Students cannot, under any circumstances, be recommended for expulsion for disrespect or willful disobedience, uniform violations, or repeated suspensions for violations not listed in expellable offenses.

Please note that there are three tiers of Level 3 Infractions, as detailed in the Level 3 section. Because every behavior infraction cannot be listed in advance, school principals may decide if an unlisted infraction is a Level 1 or Level 2 offense. Students may only be expelled for infractions that are described in Level 3.

Level 3 Tier One Offenses

Tier One Offenses: Expellable for up to Two Semesters

- Distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug
- Carrying, possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument the purpose of which is lethal force
- Sexual assault and other sexual acts where one party is nonconsenting

- Intentional battery or assault on any individual using a weapon or which causes serious, documentable injury that necessitates medical care
- Engaging in student-initiated intentional physical altercation with a member of the school staff
- Assault or threat with a weapon

Level 3 Tier Two Offenses

Tier Two Offenses: Expellable for up to One Semester

- Possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance

Law, or any prescription drug, or unmarked medication

- Possession or use of any implement/substance with the ability to seriously harm another person
- Robbery of an individual on school property or at any activity of which the school has jurisdiction
- Unauthorized entry of school property, or any space which the school has jurisdiction, with evidence of theft or vandalism
- Engaging in consensual sexual acts on school property or at any activity of which the school has jurisdiction
- Engaging in nonconsensual exposure of body parts in a sexual manner to another
- Assault (threat) of an individual with a dangerous substance or implement
- Propping open external facing doors
- Inviting or bringing non-students or unpermitted students onto campus
- Theft of school property or the personal property of individuals valued at \$500 or more on the school property or at any other activity over which the school has jurisdiction.

Level 3 Tier Three Offenses

Tier Three Offenses: Expellable for up to One Semester

- Well-documented and on-going commission of serious acts that threaten the safety of others
- Well-documented and on-going behaviors that threaten, intimidate, or bully another individual, including the use of any electronic device to threaten, intimidate, or bully
- Sharing sexually explicit material, including through the use of an electronic device
- Theft of school property or the personal property of individuals valued at less than \$500 on the school property or at any other activity of which the school has jurisdiction
- Being under the influence of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body

Corrective Strategies and Interventions

Multiple corrective strategies may be used to address problematic behavior before a suspension, depending on the individual student's needs. For some students, including those with disabilities, this may include conducting or revising the Functional Behavior Assessment (FBA) and Behavior Intervention Plan (BIP).

Corrective strategies for infractions may include but are not limited to:

- Creation of a Behavior Improvement Plan (BIP)
- Contact and/or conference with parent/guardian
- School-to-Home Communication System

- Check-In/Check-Out Process
- Personalized Behavior contract that includes expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions • Positive Behavior Intervention Support (PBIS) Systems
- After-school or lunch detention
- Saturday School
- In-School Suspension
- Loss of privileges
- Intensive academic support
- Referral to the Response to Intervention (RTI) team
- Referral to school social worker or school counselor
- Intensive social skills teaching
- Self-management program
- School bus suspension (if applicable)
- Multi-agency collaboration

A principal may also suspend a student for some Level 3 infractions if the school believes a suspension would be more appropriate than a recommendation for expulsion. Some drug and weapon related offenses require an expulsion;

Level 3 Tier One Interventions

The duration of each expulsion will be determined by the CEO/Executive Director at the conclusion of the hearing, in accordance with the facts at hand, school policy, all relevant laws and regulations, and the guidelines below. For a student who commits a Tier One offense or a second Tier Two offense and is found guilty, the consequences range as follows:

- Virtual option provided by the sending school for a length of time agreed upon at the hearing
- Referral to an outside program (i.e. substance abuse counseling) where the student can be sent to an alternative school by failing to comply with the terms of the referral
- A Disciplinary Conference held with the CEO/Executive Director

Level 3 Tier Two Interventions

The duration of each expulsion will be determined by the CEO/Executive Director at the conclusion of the hearing, in accordance with the facts at hand, school policy, all relevant laws and regulations, and the guidelines below. For a student who commits a Tier Two offense or a second Tier Three offense and is found guilty, the consequences range as follows:

- Virtual option provided by the sending school for a length of time agreed upon at the hearing
- Referral to an outside program (i.e. substance abuse counseling) where the student can be sent to an alternative school by failing to comply with the terms of the referral
- A Disciplinary Conference held with the CEO/Executive Director
- Commission of a second Tier Two offense makes a student eligible for the range of Tier One intervention

Level 3 Tier Three Interventions

For a student who commits a Tier Three offense and is found guilty, the consequences range as follows:

- A Disciplinary Conference held with the CEO/Executive Director

- Referral to an outside program (i.e. substance abuse counseling)
- Commission of a second Tier Three offense makes a student eligible for the range of Tier Two interventions

Detention Procedures

Afterschool Detentions may be given by teachers or administrators for disciplinary infractions. When a student receives a detention for not adhering to character values, he/she/their must make arrangements for transportation. Students who fail to report to a detention or receive excessive detentions will be subject to ISS or suspension. If a parent has a question about detention, please contact school administration.

Suspension Procedures

Suspension is defined as the loss of privileges to any and all school activities for the duration of the suspension period.

Suspensions shall be preceded by an informal conference conducted by the Dean of Culture or his/her designee between the student, and, when practical, the teacher, supervisor or school employee who referred the student. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; he/she shall be given the opportunity to present his/her version and evidence in support of his/her defense.

- At the time of the suspension, the Dean of Culture or his/her designee shall contact the parent/guardian by telephone or in person. The parent/ guardian shall then be officially notified of the reason(s) for suspension, the length of suspension, and the date and time when the student may return to school via the school's Suspension Form, which goes home with the student.
- Parents have a right to file an appeal to a suspension, within five (5) days, in writing, with the School Leader. The School Leader or his/her designee will determine whether to uphold, reverse, or modify the decision to suspend the student. Decisions of the School Leader may be appealed in writing to LAAP within five (5) days.

Expulsion Procedures

LAAP leaders cannot expel a student; leaders can recommend a student for expulsion. If a school leader recommends a student for expulsion, the student will be suspended pending a hearing for a recommendation for expulsion. The student will then have the expulsion hearing, during which the CEO/ED will determine if the recommendation will be upheld, reversed, or modified.

Expulsion is defined as the complete denial of all school services until the end of the school year.

- The student is entitled to a hearing to determine whether the student should be expelled. The school shall hold the hearing within ten (10) school days after the principal or his/her designee determines that an act for which the consequences may be expulsion has occurred.
- The student or parent/guardian is entitled to file an appeal of the expulsion. The school will hear the appeal. The CEO/Executive Director will determine whether to uphold, reverse, or modify the decision to expel the student.

Discipline Procedures for Students with Disabilities

Discipline

The School's Manifestation Determination Review (MDR) Committee must determine whether the behavior is related or not related to the student's disability. At least one person on the committee must know the student and one other must be knowledgeable of the student's disability. The parents/guardians must be notified of the review and at least three documented attempts to reach the parents/guardians must have been made by the school to include the parent in the meeting. If the parents/guardians do not respond or participate, documentation of their absence must be included. Reasonable efforts must be taken to include the parent as a member of the MDR Committee. The MDR Committee reviews all relevant information in the student's file, including the IEP in making the determination. The parent must be notified immediately of the decision made by the MDR Committee.

Reporting Illegal Activities

Nothing in this handbook 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.

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.

Seclusion and Restraint Procedures

Notification Requirements

Families must be notified within 24 hours if physical restraint/holding skills or seclusion is used on their child. Date, time, method and person contacting the guardian must also be documented (form for documentation included in Appendix). Copies of documentation should be signed by the person completing form and the School Leader. Copies of documentation must be sent within 24 hours of action to the parent/guardian, Chairperson, Network Personnel (and if the student has an exceptionality), and School Leader.

Training Requirements

All school administrators and behavior facilitators are required to be trained in the network-approved safety training program. LAAP's approved safety training program is Non-Violent Crisis Intervention (NCI) Program by Crisis Prevention Institute (CPI). Social workers, teachers, related service providers, nurses, paraprofessionals, school bus drivers, bus attendants, cafeteria workers, custodians, and other school system personnel will be trained on an as needed basis.

Physical Restraint Guideline

Physical restraint/holding is permitted only under the following conditions:

1. If the student's behavior presents a threat of imminent risk of harm to self or others.
2. As a last resort to protect the safety of self and others.
3. In a manner that causes NO PHYSICAL INJURY to the student.
4. Results in the least possible discomfort to the student.

5. Does not interfere in any way with a student's breathing or ability to communicate with others.
6. Does not involve the use of any form of mechanical restraint.
7. The student is not physically restrained/held in a manner that places excessive pressure on the student's chest or back or that causes asphyxia.
8. Applied only in a manner that is directly proportional to the circumstances and to the student's size, age, and severity of behavior.
9. When school administration and Non-Violent Crisis Intervention (NCI) Team determine that physical restraint/hold is not effective, the student's parent/guardians will be notified. School administration will determine the appropriate action (e.g., contact Sheriff's Department, Emergency Medical Services).

Physical restraint/hold is prohibited:

1. As a form of discipline or punishment.
2. As a threat to control, bully, or obtain behavioral compliance.
3. For the convenience of school personnel.
4. When unreasonable, unsafe, or unwarranted.
5. If the student is known to have any medical or psychological condition that precludes such action (as certified by a licensed health care provider in a written statement provided to the principal of the school in which the student is enrolled).

Monitoring & Documentation

Physical restraint/holding require monitoring, documentation, and analysis of data collected:

1. Continuous monitoring.
2. Documentation every five (5) minutes (with adjustments made accordingly).
3. Student is released/removed as soon as the reasons for the action have subsided.
4. Parent/guardian, Director of Special Education (if student with exceptionality (and Leader notified in writing (Restraint/Holding/Seclusion Report forms in Attachments).
 - a. Within 24 hours of EACH incident of seclusion/restraint/holding
 - b. Reason for seclusion/restraint/holding
 - c. Description of procedures used
 - d. Length of time of seclusion/restraint/holding
 - e. Names and titles of school employees involved
5. Person/Employee who used seclusion/restraint/holding shall complete Seclusion/Restraint/Holding Report Form for each incident of restraint/seclusion/and holding.
6. Documentation of incidents of seclusion and/or holding shall be reviewed at least once every three (3) weeks for students whose challenging behavior continues or escalates.
7. When student is involved in three (3) incidents in a single school year, convene the IEP team to review and revise the student's behavior intervention plan to include appropriate and necessary behavioral supports.

Seclusion data must be analyzed at least annually. These procedures should be reviewed and revised as necessary during the interim period to ensure appropriateness and effectiveness.

It is recommended that data will be used to track the number of incidents of seclusion by student, staff, and type of incidents; and other factors, such as precipitating events and other observable factors.

Physical restraint documentation

If a student in your school becomes a danger to themselves or others AND is restrained by one or more staff members for any amount of time, you must complete LAAP's Physical Restraints Form.

Follow these steps after an incident involving a physical restraint is resolved:

1. Notify the parent(s)/guardian(s) of the student who was restrained on the same day that the incident occurred.
2. Document the incident using the Physical Restraints Documentation Form within 48 hours
 - a. Ask all participants and witnesses to review the documentation form and sign page 2.
 - b. Meet as a school leadership team with the participants/ witnesses to the incident and debrief what occurred. Determine as a group if procedures were followed according to CPI training standards and network policy.
 - c. Ask members to sign off on the conclusions of the debrief meeting. Participants that disagree may submit a separate statement regarding their conclusions.
3. A copy of the completed form with original signatures must be kept on file in the school director or principal's office.
4. A scanned copy of the completed form must also be sent to the Exceptional Student Support Team within 48 hours.
5. If a student has an IEP, a copy of the form should be given to the Special Education Reporting System (SERS) Coordinator who will enter it in SER.

Additional Discipline Information

Bullying

LAAP is dedicated to providing all students with a safe and healthy learning environment built on mutual respect, tolerance, and acceptance among students, staff, and volunteers. Any behavior that compromises the safety or well-being of others will not be tolerated. This includes, but is not limited to, physical contact, verbal assaults, electronic harassment, social isolation, and manipulation. Bullying or intimidation in any form is strictly prohibited on school grounds, during school-related activities (on or off campus), on school buses, at bus stops, and while traveling to and from school. Even actions or statements made in jest that constitute bullying, hazing, or similar behavior towards students, school personnel, or school property are unacceptable.

Consequences for Bullying:

- Students who engage in bullying will face disciplinary action, which may include loss of privileges, reassignment of seats, school bus suspension, cafeteria restrictions, detention, in-school suspension, out-of-school suspension, and expulsion.

Reporting and Investigation:

- Students are required to immediately report any incidents of bullying to a principal or designated staff member.
- School staff and administrators will thoroughly and confidentially investigate every bullying complaint.
- If a student or parent/guardian believes the resolution from the school principal is unsatisfactory, they should contact the local superintendent or their designee.

Protection and Support:

- LAAP prohibits any retaliatory behavior against anyone reporting or participating in a bullying complaint process.
- Counseling and other support services will be provided to address the emotional, social, behavioral, and academic needs of both victims and perpetrators of bullying.

Title IX Policy on Sexual Harassment, Discrimination, and Misconduct

LAAP Notice Regarding Title IX Amended Regulations

Title IX of the Education Amendments of 1972 ("Title IX"), codified at 20 U.S.C. § 1681(a), states that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

LAAP does not discriminate on the basis of sex in any education program or activity that it operates. LAAP is covered by Title IX, as amended, and is committed to not discriminating in such a manner.

The Title IX regulations addressing student and employee sexual harassment were significantly amended under Title IX and became effective on August 14, 2020. These amended regulations define student and employee sexual harassment and establish procedures for LAAP to respond to allegations of Title IX sexual harassment. This notice explains LAAP's updated policies implementing these amended

regulations, including how to report sexual harassment, the steps LAAP takes to investigate complaints, the decision-making process, and the appeal process.

I. NOTIFICATION REGARDING REPORTING ALLEGATIONS OF SEXUAL HARASSMENT

All students, parents or legal guardians, employees, and applicants for employment are encouraged to report incidents of sexual harassment. LAAP's Title IX Personnel Team consists of the following individuals who can receive reports:

- **Title IX Coordinator:** [Insert Name and Title of LAAP Title IX Coordinator]
 - [Insert LAAP Title IX Coordinator's Office Address]
 - [Insert LAAP Title IX Coordinator's Telephone Number]
 - [Insert LAAP Title IX Coordinator's Email Address]

The Title IX Coordinator is the person authorized by LAAP to coordinate its Title IX compliance program. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the alleged victim of the conduct that could constitute sex discrimination), in person, by mail, by telephone, or by e-mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Any LAAP employee who knows of or learns information concerning conduct related to sexual harassment or allegations of sexual harassment is required to immediately notify the Title IX Coordinator. This mandatory reporting obligation ensures that LAAP is aware of potential issues and can take appropriate action.

Reports may be made at any time (including during non-business hours) using the Title IX Coordinator's contact information listed above. Inquiries about the application of Title IX may also be directed to the Title IX Coordinator or to the Assistant Secretary of Education at the United States Department of Education, at the following address:

U.S. Department of Education Office for Civil Rights [Insert Relevant Office for Civil Rights Address]
[Insert Relevant Office for Civil Rights Phone Number] [Insert Relevant Office for Civil Rights Email Address or Website]

II. DEFINITIONS UNDER TITLE IX

To ensure a clear understanding of what constitutes prohibited conduct under Title IX, the following definitions apply:

- **"Actual knowledge"** means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official with authority to institute corrective measures on behalf of LAAP. This includes any employee (excluding confidential employees such as counselors or medical personnel acting in that capacity) who has the authority to address and resolve complaints. When an official with actual knowledge receives a report or information about sexual harassment or allegations of sexual harassment, they are required to report this information to the Title IX Coordinator.
- **"Complainant"** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may be a person even when no formal complaint is

filed and no grievance process is initiated. This ensures that individuals who have experienced potential sexual harassment are recognized under this policy.

Louisiana Academy of Production (LAAP) Grievance Procedures for Formal, Written Grievances: Section 504, Title II, and Age Act Grievance Procedures

These procedures outline how LAAP addresses formal, written grievances filed by complainants who believe they have experienced discrimination or harassment. LAAP is committed to ensuring the rights of its employees, students, and third parties are protected under Section 504, Title II, and the Age Act protections.

The designated LAAP Coordinator is responsible for addressing these matters and overseeing the formal grievance process. The Coordinator can be contacted in person or through the submission of a written grievance to:

[Insert Name and Title of LAAP Coordinator Here] [Insert LAAP Address Here] [Insert LAAP Phone Number Here (Optional)] [Insert LAAP Email Address Here (Optional)]

The formal grievance process unfolds in the following stages:

a. Initiating a Formal Grievance:

A formal grievance is initiated when a complainant submits a written statement to the LAAP Coordinator. This statement must allege discrimination or harassment based on protected characteristics, including race, color, national origin, sex, disability, religion, sexual orientation, gender identity, gender expression, age, or any retaliation for exercising rights protected under Section 504, Title II, and/or the Age Act.

In their written statement, the complainant is encouraged to clearly describe the incident(s), identify the individual(s) involved (if known), provide dates and locations, and request any specific relief or resolution they are seeking. Prompt submission of grievances is encouraged to facilitate a timely and thorough review.

b. Initial Review and Potential Dismissal by the LAAP Coordinator:

Upon receiving a written grievance, the LAAP Coordinator will conduct an initial review. During this stage, the Coordinator will determine if the grievance falls within the scope of these grievance procedures.

The LAAP Coordinator reserves the right to dismiss a grievance without further processing or review if it is determined that the allegations, on their face, do not constitute discrimination or harassment based on the protected categories outlined above, or if the grievance pertains to matters outside the jurisdiction or purview of LAAP's policies and procedures.

Furthermore, retaliation against an individual for filing a complaint or cooperating in an investigation is strictly prohibited. LAAP will take appropriate action to prevent such retaliation and ensure a safe and fair process for all involved.

c. Formal Investigation by the LAAP Coordinator:

If the grievance is not dismissed during the initial review, the LAAP Coordinator will proceed with a thorough and impartial investigation. This investigation will involve interviewing the individual who submitted the written grievance to gather detailed information about the allegations.

Depending on the specific circumstances of the grievance, the LAAP Coordinator may also interview other individuals who may have relevant knowledge or witnessed the alleged incident(s). The Coordinator will review any relevant written or documentary materials, such as emails, memos, policies, or other pertinent records, to gather comprehensive information.

To ensure a fair and impartial investigation, the LAAP Coordinator will make reasonable efforts to interview the alleged discriminator(s)/harasser(s) if they can be identified. The complainant and any alleged discriminator(s)/harasser(s) will be notified if they are identified as potential witnesses and may be asked to provide evidence and testimony.

The investigation will be conducted with discretion, maintaining confidentiality to the extent reasonably possible while ensuring an effective investigation. The LAAP Coordinator will strive to gather all necessary facts and perspectives to reach an informed determination.

d. Determination by the LAAP Coordinator:

Upon completion of the investigation, the LAAP Coordinator will carefully analyze the gathered information and determine whether, based on a preponderance of the evidence, the complainant was subjected to discrimination or harassment under any LAAP program or activity. "Preponderance of the evidence" means that it is more likely than not that the alleged discrimination or harassment occurred.

Following this determination, the LAAP Coordinator will prepare a written report. This report will clearly outline the findings of the investigation, state the conclusions reached regarding the allegations, and, if applicable, detail any actions to be taken to address the findings and remedy any discriminatory or harassing behavior. This report will be shared with all involved parties.

e. Timelines for Investigation and Response:

While the time required to thoroughly investigate and resolve a grievance will vary depending on the specific facts, complexity, and nature of the allegations, LAAP is committed to addressing grievances in a timely manner.

The LAAP Coordinator will seek to resolve the grievance within **60 working days** of receiving the written complaint. Within **45 working days** of the outlined process, the investigation of the grievance will be completed, and all parties involved will receive a response regarding the outcome of the complaint within **60 working days** of the outlined process.

Throughout the investigation process, the LAAP Coordinator will keep the participants informed of the status of the investigation.

f. Notification of Outcome:

Upon resolution of the grievance by the LAAP Coordinator and the issuance of the written notification of the outcome, all parties involved (the complainant and the respondent, as defined by the LAAP Coordinator's determination) will be made aware of the findings and any resulting actions. This written notification will clearly articulate the outcome of the investigation and any steps LAAP will take to address the situation.



**Louisiana Academy
of Production**

SCHOOL PARENT COMPACT

Dear Parents/Guardians,

At LAAP, we believe that student success is a shared responsibility. This outline highlights how students, staff, and families work together to foster academic achievement and build a strong partnership where every child can thrive.

LAAP will:

- Provide a high-quality, safe, and effective learning environment that meets state academic standards.

- Maintain consistent two-way communication between teachers and parents through conferences and regular reports.
- Ensure accessible staff through scheduled parent-teacher conferences.
- Offer opportunities for parents to volunteer and observe classroom activities.
- Foster a mutually respectful relationship among students, parents, teachers, and volunteers.

Parents will:

- Support their child's learning by ensuring adequate rest and nutrition, and regular on-time school attendance.
- Actively engage in their child's learning by reading with them and setting a positive tone for education.
- Make positive use of their time with their child.
- Participate respectfully in decisions regarding their child's education through collaboration with school staff.
- Cultivate a mutually respectful relationship with students, parents, teachers, and volunteers.
- Provide a quiet and dedicated space and time for homework completion at home.
- Support the school by volunteering, communicating with teachers, and attending school events when possible.

Students will:

- Proudly follow the school's behavioral expectations.
- Ask questions when unsure about a lesson or assignment.
- Make positive choices by paying attention, staying on task, doing their best, and working hard at school.
- Strive to be the best student they can be each and every day.

Compact. Once signed, please return this form to your child’s teacher. We look forward to our school-parent partnership!

Homeroom Teacher: _____

Parent Name (Print): _____

Parent Signature: _____ Date: _____

Child’s Name: _____ Grade: _____

Student Signature: _____ Date: _____

Signature of School Representative: _____ Date: _____

PLEASE RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER AS SOON AS POSSIBLE.