



2024 - 2025

Student Handbook



LOUISIANA EDITION

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ideapublicschools.org

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OUR CORE VALUES

Every student, teacher and staff member at IDEA Public Schools uses the core values to guide our actions and decisions:

WE ACT WITH INTEGRITY



We put the best interests of the IDEA Team & Family—and most importantly our students—at the forefront of all our decisions and actions, taking personal responsibility to model the honest and ethical behavior we want our students and each other to demonstrate every day.

WE ACHIEVE ACADEMIC EXCELLENCE



We believe ensuring college success for 100% of our students is the best way to help them succeed in life and in seeing obstacles they face as opportunities for learning and growth. Every member of the IDEA Team & Family works together to ensure each student on every campus and in every classroom receives a high-quality education.

WE DELIVER RESULTS



We set ambitious goals, hold ourselves and each other accountable for achieving results, and believe that our students will succeed to and through college. Our results show what's possible when the adults in the system get it right and represent the collective effort and focus of the entire IDEA Team & Family.

WE ENSURE EQUITY



We set high expectations and share compassion and empathy for every member of the IDEA Team & Family. We differentiate our support and resources, proactively address racism and discrimination, and advocate alongside our students and staff to empower them with the opportunities to succeed and ensure the respect they deserve.

WE BUILD TEAM & FAMILY



We foster a sense of belonging and inclusivity by treating every member of the IDEA Team & Family—our students, staff, families, and community—with compassion, respect, and humility. We maximize our individual best efforts through collaboration and support of each other in the focused pursuit of our collective mission.

WE BRING JOY



We create a positive, uplifting, and joyful environment for every member of the IDEA Team & Family, every single day. We operate with a sense of optimism, and our traditions celebrate learning, growth, and the accomplishments of our students, staff, and community.

WE SWEAT THE SMALL STUFF



We embrace that achieving excellence lies in paying attention to and carrying out the details—the ‘small stuff’—that go into effective execution and positive implementation. Every step of the way, the IDEA Team & Family prioritizes actions contributing to our mission of College for All.

Dear IDEA Students & Families,

Welcome to the 2024-2025 school year!

We look forward to working with you to help your child be a successful college-bound student. IDEA Public Schools, Southern Louisiana, strives to provide a safe learning environment for all children. We have high expectations of ourselves and want to ensure all our students have a fulfilling and successful experience at IDEA. Consequently, we expect students and their families to take an active role by reading and following the Student & Family Handbook requirements.

This handbook provides an overview of our school goals, services, and rules. It is an essential reference book describing what we expect from our students and parents, what you can expect from us, and how we will achieve our educational mission. Please note that “legal guardian” is used to refer to the parent or any other individual who has legally assumed school-related responsibility for a student. The handbook includes general information regarding school policies and procedures, important health and safety information, information about academics and grading, information regarding legal guardian rights, and important notices regarding student information, computer resources, and electronic communication devices.

The Student Code of Conduct is also included in the handbook. The Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. Both students and legal guardians must be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the principal’s office at each school and is posted on IDEA’s website. This handbook is designed to be in harmony with Board Policy. Please be aware that the handbook and Student Code of Conduct may be amended or revised throughout the year. Changes in policy and procedure will be made available to legal guardians and students online, through newsletters, or through other communications.

Finally, acknowledgement and approval of the Student Handbook has been acquired through the student registration process in STREAM. Questions about the material in this handbook can be directed to your principal. On behalf of the entire IDEA Public Schools’ staff and community, best wishes for a great 2024-2025 school year!

Sincerely,

A handwritten signature in black ink, appearing to read "Clifford T. Wallace". The signature is fluid and cursive, with the first name being the most prominent.

Clifford T. Wallace, Ph.D.
IDEA Public Schools, Southern Louisiana, Executive Director

ABOUT IDEA PUBLIC SCHOOLS

Mission

IDEA prepares students from underserved communities for success in college and citizenship.

Vision

To serve as the nation’s leader in preparing students for success in college and beyond.

History

From the very beginning, IDEA has focused on raising the achievement levels and expectations of students who are underserved so they have an opportunity to attend and succeed in college.

Initially serving only 75 students in fourth and fifth grade in Donna, Texas, the IDEA program, which focused on hard work and commitment to excellence, was immediately successful. This led the Texas Education Agency to grant a charter to the IDEA Academy in the spring of 2000 to help establish the program as an independent, state-sponsored public school.

The IDEA Academy has since grown into the IDEA Public Schools system (IDEA Public Schools and its affiliates), which operates primary and secondary campuses in multiple locations around the Rio Grande Valley, El Paso, San Antonio, Austin, Tarrant County, the Permian Basin, Greater Houston, Southern Louisiana, Tampa Bay, Jacksonville, and Cincinnati.

Statement of Nondiscrimination

IDEA Public Schools (“IDEA” or “IPS”) does not discriminate based on race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. IDEA Public Schools complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 (“Title IX”); Title II of the Americans with Disabilities Act of 1990 (“ADA”), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally protected classification or status protected by applicable law.

As required by Title IX, IDEA Public Schools does not (and is required not to) discriminate based on sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with IDEA Public Schools. Inquiries into issues related to Title IX may be referred to IDEA’s Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Any questions or concerns about IDEA’s compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Jenessa Smith, Title IX Coordinator, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 377-8000, jenessa.smith@ideapublicschools.org.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination based on disability, is Tricia Lopez, Vice President of Special Programs, 2115 W. Pike Blvd, Weslaco, Texas 78596, (956) 377- 8000, tricia.lopez@ideapublicschools.org.

- All other concerns regarding discrimination: Ricardo Guerra, Director of Human Resources Special Projects Human Resources, 2115 W. Pike Blvd., Weslaco, Texas 78596, (956) 337-8000, ricardo.guerra@ideapublicschools.org.

Homeless Liaison and Title I Participants

Homeless children and youth are ensured specific educational rights and protections under the McKinneyVento Homeless Education Assistance Act of 2001. “Children and youth who are homeless,” as defined by this federal law, means and includes children who:

- Are abandoned in hospitals or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Are living in emergency or transitional shelters.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Have a primary nighttime residence that is a public or private place not designed as regular sleeping accommodation for human beings.
- Lack a fixed, regular, and adequate nighttime residence.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; graduation requirements; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the student is currently residing; and other related matters.

You are encouraged to inform IDEA if you or your child are experiencing homelessness. School staff can share resources with you that may be able to assist you and your family.

For more information on services for students experiencing homelessness, please contact the Student Support Services Team. You may also contact Karla Tobias, Student Empowerment Team Project Manager at (956) 272-8710, karla.tobias@ideapublicschools.org.

Teacher Qualifications

Teachers hired by IDEA Public Schools meet the required Louisiana state qualification and licensing criteria for charter school teachers in their grade levels and subject areas. At times, teachers will serve under provisional status while earning their degree which is a form of alternative licensure. IDEA complies with all state laws regarding the reporting of teacher qualifications.

As a legal guardian of a student at IDEA you have the right to know the professional qualifications of the classroom teachers who instruct your child, and federal law requires IDEA to provide in a timely manner, if you request it. Specifically you have the right to request the following information about each of your child’s classroom teachers:

1. Whether your child’s teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas
2. Whether your child’s teacher(s) are serving under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

If you would like to receive any of this information, please contact Felida Villarreal, VP of Human Resources Compliance at felida.villarreal@ideapublicschools.org.

Special Programs

English Learner Services

IDEA Public Schools offers content-based English as a second language to English Language Learners who are limited in their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. Students are taught fully in English with the subject matter being introduced in a way that can be understood by EL students, enabling them to become academically successful in all classes. Students are assessed with state-approved test, the English Language Proficiency Screener (ELPS) to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with legal guardian approval) is provided additional English language support.

Special Education Services

IDEA has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your student has a disability, please contact the Special Education department at your child’s school for information about available programs, assessments, and services. Legal guardians of new students should advise the school of any previous IEPs or special services their child received in the past.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Program (“IEP”), which is developed by a team that includes but is not limited to a general educator, special educator, a school psychologist, a school administrator, and the child’s legal guardian. The team considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided as part of a free and appropriate public education (FAPE) in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

As Type 1 Charter Schools, IDEA Schools in Southern Louisiana work closely with the school district and avail themselves of the full continuum of services for which the district provides placement. IDEA complies with Louisiana laws and the policies of the LEA who authorized our charter.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

If a student is experiencing learning difficulties, the legal guardian may contact the Special Education Coordinator to learn about IDEA’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (“Rtl”). The implementation of Rtl has the potential to have a positive impact on IDEA’s ability to meet the needs of all struggling students.

Legal guardians are entitled to request an evaluation for special education services by presenting a written request to the principal. IDEA must, within 15 school days of receiving the request, either (1) give the legal guardian an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the legal guardian with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the legal guardians of their rights if they disagree with IDEA. Additionally, the legal guardian will receive a copy of the *Rights of Parents of Students with Disabilities*. If consent for evaluation is obtained, IDEA must complete the evaluation and report within 45 school days of the date IDEA receives the written consent. IDEA must give a copy of the evaluation report to the legal guardian.

Section 504 Services

IDEA provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student’s disability. A “student with a disability” is one who has a physical or mental impairment that substantially limits one or more of the student’s major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is “qualified” if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student’s individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless IDEA demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, IDEA will comply with all legal requirements regarding the least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, IDEA will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, legal guardians or teachers should contact the Principal for information concerning available programs, assessments, and services.

ADMISSIONS AND ENROLLMENT

General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the IDEA Public Schools Louisiana charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in IDEA shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by IDEA based on occupancy limitations, code compliance and staffing availability and requirements as deemed necessary.

In accordance with state law, IDEA does not discriminate in its admissions policy on the basis of sex, national origin, ethnicity, religion, disability, academic or artistic or athletic ability, or the district the child would otherwise attend.

Admissions Application

Students wanting to attend IDEA must submit an application by the deadline set by IDEA’s administration. Families may apply to the current school year in session and/or a separate application for the following school year. Applicants placed on our waitlist must re-submit an admissions application each school year within the timeline set by IDEA.

Acceptance Procedures

During lottery, all applications are randomized and placed in the lottery pool for that campus’ grade levels. If fewer applications are received than the number of available seats, all students will be offered admission. If IDEA receives more applications than it has spots available, it will conduct a random lottery. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If new applications are received after the lottery date, applicants will be placed on the waiting list on a “first-come, first-serve” order within their priority group.

Students offered enrollment will be sent a registration packet, via email or text, with instructions for completing the registration process. Legal guardians must complete and return the registration packet by the published deadline to secure their child’s enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child’s seat will be offered to the next potential applicant or student on the waiting list. Families that receive an offer to

attend IDEA must accept or decline their offer within 14 days of issuance. After 14 days, the offer will be rescinded, and the space will be assigned to the next family on the waiting list.

IDEA will review the transcript of every student enrolling in an IDEA high school (10th, 11th, and 12th grades) and present to the student and legal guardian a path to graduation adapted to IDEA's curriculum. Please note that, due to IDEA's mission to prepare all students to attend and graduate college, many high school courses are offered only as Advanced Placement ("AP") courses. These AP courses are more rigorous than many standard high school courses.

Mandatory Attendance

A student must be present during the first five days of school. If the student is not marked present within the first five days of school, the student will be withdrawn.

Exceptions to Lottery Process

Pursuant to federal guidelines, the children of IDEA staff, current IDEA students, and siblings of current IDEA students will receive a priority application in the student lottery process. If IDEA receives more applications than it has available seats within these groups, it will conduct a random lottery and applicants will be placed on a waiting list in the random order in which they were drawn. Offers will be issued based on space availability.

Student Information to Verify Enrollment Eligibility

IDEA ensures that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll. Any student admitted to IDEA must have records such as a report card(s) and/or transcript(s) from the previous school attended to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in IDEA for the first time must present documentation of immunizations or exemption from such a requirement. Any student without current immunization records on file at the campus, and who is not entitled to provisional enrollment under rules adopted by the Department of State Health Services, will be excluded from attendance until records are received.

No later than 30 days after enrolling in IDEA, the legal guardian and public school in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate, or a copy of the student's school records from the most recently attended school. Children will not be denied enrollment because they failed to meet this requirement.

IDEA will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the legal guardians' consent.

McKinney-Vento Act

Students who are experiencing homelessness, as defined by [42 USC §11302](#), are to be enrolled immediately. Districts cannot require students experiencing homelessness to provide proof of residency, immunizations, birth certificates, guardianship documents, or any other sort of required paperwork before enrolling. Enrollment will be based on available space. If no space is available at the campus, IDEA will work with the student and family to identify another IDEA campus or other public school with available space for enrollment.

Establishing Identification

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

If a person enrolls a child under 11 years of age in school and does not provide the valid prior school information or documentation required by this section, the school shall notify the appropriate law enforcement agency before the 31st day after the person fails to comply with this section.

Undocumented Students

IDEA will not deny admission based on a student's immigration status.

Residency Verification

As part of the registration process schools must obtain evidence that a person is eligible to attend public schools in the area. To be eligible for continued enrollment in IDEA, each student's legal guardian/legal guardian must show proof of residency at the time of enrollment. Residency may be verified through documentation, and other means, including, but not limited to:

- A current lease agreement
- The most recent tax receipt indicating home ownership
- A current utility bill indication the address and name of the residence occupiers
- Children who are homeless will be provided flexibility regarding proof of residency requirements.

Although not required, you can submit a "Homeless affidavit." Falsification of residence on an enrollment form is a criminal offense.

All custody or court orders pertaining to the family or student must be turned in when asked, or at the time of enrollment, to the extent that such orders pertain to school matters.

Expulsions

If a student commits an expellable offense as described in the IDEA Student Code of Conduct, administrators may expel the student only after due process has been afforded the student as required by applicable law.

Transfers

Any student wishing to transfer to another IDEA school must submit a student application for the school to which they wish to transfer. Offers to attend will be issued based on the availability of open seats the receiving school. For the current school year, offers to transfer will be issued from September 1st until the Friday before the last day of school for each region. In subsequent school years, student transfer applications will follow regular enrollment timelines. Exceptions apply to students with an IEP or specific safety issues.

Withdrawals from School

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a legal guardian. IDEA requests notice from the legal guardian at least three days in advance so that records and documents may be prepared. Legal guardians may obtain a withdrawal form from the main office. The legal guardian shall also provide the name of the new school in which the student will be enrolled and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without a legal guardian's signature.

Withdrawing students and legal guardians are expected to:

- Have a meeting with a school administrator
- Return all textbooks and checked-out materials and equipment
- Complete any make-up work assigned
- Pay any unpaid balance for student fees, if any, and
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

IDEA may initiate withdrawal of any student for non-attendance if:

- 1) The student has been absent for fifteen unexcused absences, AND
- 2) The student has been declared truant by a court.

ATTENDANCE AND TUITION

Attendance and Tardiness

Consistent school attendance is an essential component of each student's education. Absence from school will affect a student's ability to succeed in class; for this reason, students and legal guardians should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and establishes guidelines for course credit and a student's final grade. These laws are discussed below.

If a student arrives late to school, a legal guardian must report to the school office to complete a tardy slip. Warning letters will be given for excessive tardies and absences. Repeated tardiness will result in disciplinary consequences as allowed by the Student Code of Conduct.

Louisiana Compulsory Attendance Law

The state compulsory attendance law requires that a student between the ages of seven and 18, or a student who is below the age of seven and enrolled in a school, must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. IDEA staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than five unexcused absences in a semester, IDEA may revoke the student's enrollment, except that IDEA may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student's enrollment, IDEA shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, IDEA may impose a behavior improvement plan.

Notice to Legal guardians: Under Louisiana Revised Statute § 17:221, you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year, the legal guardian is subject to prosecution under Louisiana Revised Statute § 17:233 and the student is subject to referral to a truancy court for truant conduct.

IDEA shall notify a student's legal guardian if the student has been absent from school, without excuse, for one-to-four unexcused absences. Following five unexcused absences, IDEA shall provide written notice to the student's family, and refer the matter to the appropriate local agencies.

Required Documentation of Absences

A student who has been absent from school, upon his or her return, must provide a written note to the school explaining the reason for the absence. The note must either be signed by a legal guardian, or the student if the student is over the age of 17 or emancipated.

The legal guardian has ten days to submit written documentation of absences to school. Anything received after the ten days will not be accepted and absences will remain unexcused.

Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work assigned during the absence. These include the following activities and events:

- Religious holy days

- Required court appearances
- Activities related to obtaining United States citizenship
- Service as an election clerk
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus.
- Extended leave related to physical or emotional illness, a hospital stay, recuperation from an accident, or a contagious disease in the family.
- A death in the family (not to exceed one week)
- Prior school-approved travel for education
- Natural catastrophe and/or disaster
- For students in the conservatorship (custody) of the state
- Mental health or therapy appointments
- Temporary absence resulting from any cause acceptable to the teacher, Principal, or Superintendent, or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Students may be excused up to two absences in their junior year and two absences in their senior year when visiting an accredited institution of higher education for the purpose of determining their interest in attending that institution. Upon return to school, a student shall provide a written note to the school that explains the absence, along with documentation indicating that the student indeed visited the institution.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the Principal prior to the absence.

Absences of up to five days will be excused for a student to visit with a stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, required court appearances, activities related to obtaining citizenship, and serving as an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by IDEA.

Unexcused Absences

Any absence not listed above or approved in advance by the principal due to extenuating circumstances will be considered an unexcused absence. Family trips, vacations, or non-school sponsored events will remain as unexcused absences.

Leaving Campus During School Hours

A student younger than 18 years old must have prior legal guardian approval, either in writing or in person with identification, before that student may leave the school campus during school hours.

Tuition

IDEA may not charge tuition to an eligible student.

REQUIRED INSTRUCTION AND GRADUATION

IDEA maintains compliance with all state laws and regulations governing curriculum and graduation requirements.

Required Curriculum

IDEA offers instruction aligned to Louisiana Student Standards of the appropriate grade levels in the following required curriculum:

1. A foundation curriculum that includes:

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- a. English language arts and reading
 - b. Mathematics
 - c. Science
 - d. Social studies
 - e. Spanish, and
2. An enrichment curriculum that includes
- a. Health education
 - b. Physical education (“PE”)
 - c. Fine Arts,
 - d. Road To and Through College (“RTTC”)

Physical Education Requirements

All students in grades K–8 will engage in at least 150 minutes of physical activity each week as part of the physical education curriculum.

Graduation Requirements

High School students will engage in at least 3 semesters of PE to earn 1.5 credits AND will receive a minimum of 3,863 minutes of Health Education (1) semester of .5 credit. For any reason your child is unable to fulfill this physical education requirement contact your campus college counselor.

Physical Education Exemption

Short-term exemptions from physical education are possible for students who have fewer physical abilities, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician’s certificate. Such certificates are honored but must be renewed each year.
2. When the certificate allows modified activities in class, the student should remain in physical education class. The teachers adjust the activities of the student to the disability.
3. An exempted student may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

Grading Scale and GPA

IDEA’s grading scale reflects both unweighted (4.0) and weighted (5.0) courses. School approved AP and honor courses are on the weighted (5.0) scale. Students earn high school credit for high school courses taken in grades 8 through 12. However, only high school courses taken from 9th grade through 12th grade are calculated into GPA. Core Classes (Math, Science, Social Studies, and English), AP, and dual credit classes are on a 5.0 scale compared to a 4.0 scale for all courses that are not AP or dual credit.

GPA is calculated by dividing the total number of quality points earned by the total number of credits attempted. Attempted and earned credits are calculated into GPA for high school courses taken 9-12 grade. Quality points are not calculated for high school credits earned in 8th grade.

Grades are stored at the end of each semester. GPA is then recalculated to reflect grades earned for each semester. Courses with a letter grade F or below 67 percent will not earn any credit.

Students who take a course a second time to earn credit after failing the course the first time (Credit Recovery) will not earn above 67% for successful completion of the course. A grade of 67% must be earned to receive credit for the course.

(See chart on following page.)

	IDEA Approved Courses		IDEA Approved Honors Courses		IDEA Advanced Placement (AP) Courses	
	Grade Range	Credits	Grade Range	Credits	Grade Range	Credits
A	100 - 90	4	100 - 90	5	100 - 90	5
B	89 - 80	3	89-80	4	89 - 80	4
C	79-70	2	79-70	3	79 - 70	3
D	69-60	1	69-60	1	69 - 60	1
F	59-0	0	59-0	0	59 - 0	0

If a student transfers into an IDEA campus, only AP, IB, honor courses, and dual credit courses will be given the additional weight of 1 grade point; all others will follow the 4.0 grade point scale. If a student transfers out of IDEA at the end of the semester, the College Prep campus will award the student .5 credits for courses taken and passed with a 67% or higher.

Academic Rank

Class rank will be determined using one scheme for all students due to IDEA’s graduation plan. Cumulative weighted GPA is used to determine class rank. Attempted and earned credits are calculated into GPA for courses taken 8th-12th grade. Quality points are not calculated for high school credits earned in 8th grade. For seniors, the final class rankings are communicated at the end of the 8th semester. Top 10% classification is communicated to students at the beginning of the Fall semester of senior year in preparation for college and scholarship applications.

Graduation Plan

IDEA shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the Louisiana Department of Education. IDEA students will be on the path to earn a TOPS University Diploma based on the courses they take from 8th - 12th grade. TOPS University Diploma prepares students to matriculate into a 4-year university upon high school graduation. To earn a TOPS University Diploma, a student must:

- Achieve passing scores on Louisiana Educational Assessment Program (LEAP) assessments or approved substitute assessments, unless specifically waived as permitted by state law;
- Complete any locally required courses in addition to the courses mandated by the State;
- Complete the required number of credits established by the State and any additional credits required by IDEA; and
- Complete additional indicators required by state law which include submission of financial aid application
- Earn a minimum of 2.50 GPA in TOPS Core Curriculum (GPA computed on TOPS Core Curriculum courses only)
- Earn a minimum 20 ACT Composite Score (or SAT Equivalent)
- Meet TOPS Louisiana residency requirements

IDEA will work with students in grades 9th - 12th to complete a minimum of 80 hours of community service in order to be considered for a Community Service Endorsement which will be displayed on the student’s transcript.

IDEA will also work with students in grades 9th - 12th to achieve a 2.5+ weighted GPA and a composite ACT score of 20+ in order to be admissible into Louisiana’s 4-year public universities.

Financial Aid Application Support

IDEA is dedicated to assisting students and their families in completing and submitting the necessary financial aid applications. These applications include:

- [FAFSA](#): Required for students seeking federal Pell grant, federal student loans, the Louisiana GO Grant, and TOPS.
- [CSS PROFILE](#): Necessary for students applying for non-federal financial aid from colleges and universities.
- [TOPS](#): For students applying specifically for the Taylor Opportunity Program for Students TOPS.
- [Scholarships](#): For students seeking financial awards that support educational expenses.

Attendance Needed Per Class for Credit

To receive credit or a final grade in a class, a student must attend school for the equivalent of at least 167 days in a school year. These days may include excused absences. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other policies must be met.

In determining whether there were extenuating circumstances for the absences, thereby allowing for the student to be promoted, the Executive Director will use the following guidelines:

- All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by Louisiana Law.
- For a student transferring into IDEA after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or legal guardian could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, legal guardian or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or legal guardian may appeal the committee's decision to the IDEA Public Schools Louisiana Board of Directors by filing a written request with the Executive Director. The appeal notice must be postmarked to following address within 30 days following the last day of instruction in the semester for which credit was denied:

IDEA Public Schools
Notice of Appeal: Class Credit
Attn: Executive Director
7701 Plank Rd
Baton Rouge, Louisiana 70807

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or legal guardian of the date, time, and place of the meeting.

Promotion and Retention Requirements

IDEA Public Schools Louisiana adheres to the Pupil Progression Plan adopted by the authorizing school board.

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of

the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet school requirements for attendance. Students are required to attend school at least 167 days to earn credit and be eligible for promotion to the next grade. IDEA campuses may offer makeup classes that allow students to make up missed instructional time.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the Louisiana Educational Assessment Program (“LEAP”).

- In order to be promoted to grade 5, students enrolled in grade 4 are expected to perform satisfactorily on required State assessments.
- In order to be promoted to grade 9, students enrolled in grade 8 are expected to perform satisfactorily on required State assessments.

If a student in grade 8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student may be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Legal guardians of students who do not perform satisfactorily on their LEAP assessments will meet with the teachers of the child’s core academic subjects, and specialized support personnel as needed, to review the student’s academic progress, and formulate an individual academic improvement plan. All participants in such meeting(s) shall sign the documented plan and meet at least once more prior to the next administration of the LEAP assessment. The student shall be provided with focused, on-grade level instructional support, and shall be afforded the opportunity to receive grade-level instruction during the summer.

Promotion decisions will be made according to a preponderance of evidence including but not limited to any of the following:

- Coursework from throughout the school year
- Previous state mandated test scores
- Participation in spring/summer remediation and evidence of student work upon completion of program
- Student attendance during the regular school year, school year remediation and summer remediation
- Portfolio of LEAP-like student work in the areas where the student failed to meet the promotion criteria such as district benchmark assessments, LEAP 360 assessments, and other progress monitoring measures
- Evidence from other allowable district-approved interventions and supports including those listed below

For 4th grade students who have not met the acceptable level of performance on statewide assessments, the School Principal or Assistant Principal of that school shall make the final retention or promotion decisions based on the above criteria and shall initiate an individual academic improvement plan.

Eighth grade students shall score at least at the “Basic” achievement level in either English language arts or mathematics and “Approaching Basic” in the other subjects in order to be promoted to the ninth grade. Students who do not meet the promotion standard after taking the eighth-grade state assessments in the spring, following the completion of summer remediation, may be placed on a high school campus in the transitional ninth grade.

The decision to retain a student must be made by a committee comprised of the child’s core subject area teachers, the principal, the assistant principal, and the counselor. Legal guardians will receive a Retention Meeting invitation from the school if a student meets criteria to go through a Retention Committee. The Retention Committee decision will be communicated to legal guardians prior to fall enrollment.

More information can be found here: [Summer Literacy Intervention for Grades 3 & 4 \(louisianabelieves.com\)](https://www.louisianabelieves.com).

Students with Disabilities

Students under Section 504 or Special Education may be eligible to receive accommodations on PSAT and AP exams upon approval by the College Board. A student may also be eligible to receive accommodations on ACT upon approval by ACT.

Upon the recommendation of the Individualized Education Program (IEP) Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her IEP and

in accordance with state rules.

A student who receives special education services and has completed four years of high school but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

For students with disabilities who receive special education services, IEP Committees will make instructional and assessment decisions in accordance with state law and rules. A student who receives special education services may earn an endorsement under the foundation program. If the student's curriculum for the endorsement was modified, the IEP Committee will determine whether the modified curriculum is sufficiently rigorous to earn the endorsement. And the student's IEP Committee will determine whether the student is required to achieve satisfactory performance on a LEAP assessment instrument to earn an endorsement on the student's transcript.

Valedictorian and Salutatorian

Graduating seniors with the highest and second highest cumulative weighted grade point average as determined at the end of the spring semester of senior year and carried out two decimal places will be eligible to serve as the valedictorian and salutatorian respectively.

Additional Considerations:

- Valedictorian and salutatorian eligibility requires attendance at an IDEA Public Schools high school for all eight semesters of high school from 9th - 12th grade
- In the event of a tie for valedictorian based on GPA, schools will make the decision based on the raw average
- A student who is in violation of school code of conduct, honor code, or has criminal charges may be deemed ineligible to represent school as the valedictorian or salutatorian.

If the two highest ranked graduating seniors have the exact same weighted GPA, they will both be named co-Valedictorians.

For campus planning purposes, the unofficial Valedictorian and Salutatorian determination can be communicated with appropriate staff members and students after Quarter 15 grades are stored.

Standardized Testing

LEAP (Louisiana Educational Assessment Program)

In addition to routine tests and other measures of achievement, students in grades 3–8 will take state mandated assessments, such as the LEAP, in the following subjects:

- Mathematics, annually in grades 3–8.
- English Language Arts, annually in grades 3–8.
- Science, annually in grades 3-8.
- Social Studies, annually in grades 3-8.
- Algebra 1
- Geometry
- English 1
- English II
- Biology
- US History

In order to meet the graduation requirements, all students must pass one subject in each of the three subject pairs:

- Algebra I or Geometry

- Biology or US History
- English I or English II

LEAP Connect

LEAP Connect is an alternate test available to special education students with significant cognitive disabilities in the following subjects:

- Mathematics, annually in grades 3-8, 11
- English Language Arts, annually in grades 3-8, 11
- Science, annually in grades 4, 8, 11

English Language Proficiency Screener (“ELPS”)

The English Language Proficiency Screener (“ELPS”) is a tool for determining if students in grades K–12 are English Learners (EL) who require language support services to continue developing proficiency in English. The ELPS assesses a student’s English proficiency in four language domains: listening, speaking, reading, and writing. The ELPS results will be shared with legal guardians via the ELPS Individual Student Report.

ELPT (English Language Proficiency Test) and ELPT Connect

The ELPT assesses the English language proficiency of previously identified English learners (EL) in Kindergarten through grade 12 . Identified EL students will take the ELPT online each spring until they meet the criteria to exit.

The ELPT Connect is administered to identified EL students with significant cognitive disabilities in Kindergarten through grade 12. It is administered annually in a one-on-one setting.

Both the ELPT and ELPT Connect tests consist of four domains: listening, reading, speaking and writing.

Advanced Placement (AP)

AP exams measure how well a student has mastered the content and skills of a specific AP course. Beginning in grade 9, students may enroll in AP courses annually or by semester, with IDEA administering the corresponding AP exams each May at no cost. Achieving a score a 3 or may qualify students for college credit.

PreACT and ACT

The PreACT is an exam administered to students in grade 10 to help predict performance on the ACT test the following year. The results from this exam will help educators make instructional decisions for students that will better prepare them for the ACT.

The ACT is an exam used by colleges and universities to make admissions decisions. ACT measures a high school student's readiness for college and provides colleges with one common data point that can be used to compare all applicants. At IDEA, the ACT will be administered to students in grades 11 and 12. One administration of the ACT is state-funded, while the other administration is IDEA-funded. IDEA staff will register all students and request applicable accommodations for eligible students.

National Assessment of Educational Progress (NAEP)

The National Assessment of Educational Progress, also called the "Nation's Report Card", provides educators, policymakers, elected officials, and legal guardians information on students' academic performance in reading and mathematics in comparison to other students locally and in other states. It serves as a common measure of student achievement across the country. A small sample of students is selected to participate each year.

HEALTH & WELLNESS

IDEA is committed to creating positive, safe, health-promoting learning environments throughout the school year as well as cultivating healthy and safe habits in students and providing access to resources that support these efforts. In addition to all state and federal law, IDEA adheres to board approved policies aligned with our commitment to overall student physical and mental wellness.

For more information and to read our full Health & Wellness policies, see here:

- [Health policy](#)
- [Wellness policy](#)

Healthy & Safe Physical Environments

Providing physically safe school environments so that our scholars will thrive is paramount to IDEA's vision and mission. IDEA and its property are alcohol, tobacco, drug, and gun free. Student violators of the prohibitions and restrictions relating to illegal substances and firearms which are detailed below are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Alcohol-Free School Notice

All alcoholic beverages are always prohibited on IDEA property at all school-sanctioned activities occurring on or off school property.

Tobacco-Free and E-Cigarettes Prohibited

Students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property.

Drug-Free School Notice

IDEA prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity or event, regardless of its location. IDEA also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs.

Pest Control

Pesticide applications on IDEA Public Schools' property are made only by trained and licensed applicators. Should you have questions about the District's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator, Nelva Leal, Assistant Director of Facilities and Construction, at nelva.leal@ideapublicschools.org.

Asbestos Management Plan

In accordance with federal and state regulations, IDEA Public Schools has implemented an asbestos management plan to monitor and control any potential asbestos hazards in our facilities. IDEA's Asbestos Management Plan is available for review during regular hours of school operations at the Administration Office. If you have any questions or concerns, please do not hesitate to contact IDEA's Asbestos Designated Person, Nelva Leal, at nelva.leal@ideapublicschools.org.

Student Health

Mental Health Promotion and Intervention

IDEA has developed protocols for providing a legal guardian with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has

been identified as at risk of attempting suicide. The campus School Counselor or Social Worker will notify a legal guardian within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention

and will also provide additional information on available counseling options.

Teachers and administrators will be trained to recognize and assess for mental health crisis or suicide risk annually. The campus School Counselor or Social Worker will be trained in providing intervention and resources for students and families. The assessment process will determine the level of intervention and next steps for the student, legal guardian, and campus.

IDEA has developed protocols for staff members to notify the School Counselor or Social Worker to identify a student who may need intervention.

The School Counselor or Social Worker at each campus can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

IDEA has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making
- Substance abuse prevention and intervention
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community)
- Grief, trauma, and trauma-informed care
- Positive behavior interventions and supports
- Positive youth development, and
- Safe, supportive, and positive school climates

IDEA has adopted various curriculums that support mental health and wellness of staff, students, and families. IDEA has adopted Move this World as a standard social-emotional learning curriculum for Pre-K through 12th grade.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, IDEA has procedures to support the student's return to school. Please contact the School Counselor or Social Worker for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's legal guardian or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Food Allergy Information

For purposes of this section, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Allergy information is to be updated annually as part of the registration process. Legal guardians are required to:

1. Update the student's Health History Information in Stream indicating the type of allergy, specifying the food(s) which the student is allergic to, nature of the reaction, and whether the allergy is life-threatening.
2. Complete a Medication Consent Form, Action/Care Plan, and Special Diet Request Form signed by both the legal guardian and physician.
 - a. Submit the Medication Consent Form, Action/Care Plan, and any prescription medication in its original container from the pharmacy (U.S.A. Only) with a proper label directly to the school Health Aide/Nurse.
 - i. A proper label contains the patient's name, medicine's name, and dosage.
 - ii. Student's are not to be sent to campus with medications, they must be delivered by a legal guardian.
 - b. Submit the Special Diet Request Form to the campus Cafeteria Manager.

- i. Completed forms are reviewed for consideration by the Special Diets Manager and may take up to three weeks to be established.
3. Ensure a medication refill, in its original container with a proper label, is delivered to the school Health Aide/Nurse before the medication is completed.
4. At the end of the year, pick up any remaining medication before the last day of school or it will be appropriately disposed of.

Communicable Diseases

If a student is experiencing any of the following symptoms, the child should be excluded from the school and extracurricular attendance:

- The child has a fever equal to or greater than 100°F.
- The child is vomiting repetitively (more than two times in 24 hours and it is not from a known condition).
- The child has diarrhea (more than two loose stools above normal for that child).

For students experiencing these symptoms, legal guardians should:

1. Notify the principal or teacher of a student's illness.
2. Keep the student home from school and extracurricular activities until the scholar has been symptom-free for 24 hours without the use of medication.

If an illness on campus is among those considered communicable and contagious diseases, IDEA will:

1. Refer to the state health authority's list of Notifiable Conditions.
2. Contact the local health authorities who will advise on next steps as necessary, until the situation has resolved.
3. Communicate with classes or grades affected with guidance and next steps, as needed.
4. Communicate directly with the legal guardian of students with a confirmed disease to discuss methods of readmission to school once the disease is no longer communicable.

Head Lice

While head lice is not an illness or disease, it is a common condition among children and may spread easily through physical contact with hair and sharing of items that have come in contact with hair. If head lice is observed on campus, an IDEA administrator will:

1. Contact the student's legal guardian to discuss an at-home plan for prevention and treatment with an FDA-approved medicated shampoo or cream rinse. Ensure legal guardian is made aware that student may remain in school the remainder of the day and should not be excluded from school the next day.
2. Send a Notification of Head Lice in Classroom letter home to legal guardians in the class of the affected student, including recommendations for at-home monitoring and prevention steps.

Medical Treatment

Medical treatment refers to treatment, responsiveness, and care available to IDEA students for preventative and emergency services while at IDEA schools.

Emergency Medical Treatment

In the event there is a life-threatening emergency, IDEA will:

1. Immediately call 911 and contact EMS.
2. Ensure that immediate medical care is provided to student while EMS is en route.
3. Designated staff member travels to hospital with student via EMS, if needed.
4. When EMS is called, the school will also contact the student's emergency contact in STREAM.
5. Continue to contact emergency numbers until one is reached over phone and voice contact is made.

Medication Administration

Prescription Medication

For authorized IDEA employees to administer prescription medication to students for health conditions, legal guardians must:

1. Complete a Medication Consent Form and Action/Care Plan signed by both the legal guardian and physician.
2. Submit the Medication Consent Form, Action/Care Plan, and prescription medication in its original container from the pharmacy (U.S.A. Only) with a proper label directly to the school Health Aide/Nurse.
 - a. A proper label contains the patient's name, medicine's name, and dosage.
 - b. Students are not to be sent to campus with medications, they must be delivered by a legal guardian.
3. Ensure a refill, in its original container with a proper label, is delivered to the school Health Aide/Nurse before the medication is completed.
4. At the end of the year, pick up any remaining medication before the last day of school or it will be appropriately disposed of.

Authorized Employees

Employees authorized by IDEA to administer prescription medication include registered nurses, specifically trained school personnel, and anyone designated by the Vice President of Student Health and Wellness.

Self-Administration of Prescription Asthma or Anaphylaxis Medicine

Before a student may be allowed to self-administer asthma or anaphylaxis medication, the legal guardian must provide:

- signed, written authorization for the student to self-administer the prescription medicine while on school property or at a school-related activity
- a written statement signed by the child's physician or provider that states that the student has asthma and/or anaphylaxis and is capable of self-administering the prescription medication
- the name and purpose of the medicine
- the prescribed dosage of the medicine
- the time(s) at which or circumstances under which the medicine may be administered
- the period for which the medicine is prescribed.

Upon receipt of prescription medication from the legal guardian of a student with a health condition, IDEA will:

1. Review the Medication Consent Form, Action/Care Plan, and medication container to ensure accuracy on all accounts and follow-up with the legal guardian with any questions.
2. Store the medication in a locked cabinet that is only accessible to trained IDEA staff and deliver the medication to the prescribed student per physicians' orders.
3. Call the legal guardian at the end of the school year to pick up any remaining medication.
4. Dispose of any remaining medication appropriately by the last day of school.

Seizure Management and Treatment Plan

The legal guardian of a student with a seizure disorder may seek care for the student's seizures while the student is at school or participating in a school activity. Legal guardians are required to:

1. Update the student's Health History Information in Stream to indicate the health condition.
2. Complete a Medication Consent Form and Action/Care Plan signed by both the legal guardian and physician.
 - a. Submit the Medication Consent Form, Action/Care Plan, and any prescription medication in its original container from the pharmacy (U.S.A. Only) with a proper label directly to the school Health Aide/Nurse.
 - i. A proper label contains the patient's name, medicine's name, and dosage.
 - ii. Students are not to be sent to campus with medications, they must be delivered by a legal guardian.
3. Ensure a medication refill, in its original container with a proper label, is delivered to the school Health Aide/Nurse before the medication is completed.
4. At the end of the year, pick up any remaining medication before the last day of school or it will be appropriately disposed of.

Upon receipt of Action Plan and prescription medication from the legal guardian of a student with a health condition, IDEA will:

1. Review the Medication Consent Form, Action/Care Plan, and medication container to ensure accuracy on all accounts and follow-up with the legal guardian with any questions.
2. Store the medication in a locked cabinet that is only accessible to trained IDEA staff and deliver the medication to the prescribed student per physicians' orders.
3. Complete the Staff Notification Letter for health conditions and notify campus staff who are in contact with scholars to ensure safety.
4. Call the legal guardian at the end of the school year to pick up any remaining medication.
5. Dispose of any remaining medication appropriately by the last day of school.

Immunizations

The law requires that every child be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To comply with State Law, legal guardians:

1. May refer to Louisiana Revised Statute 17:170 for the number of doses required for their student.
2. Must submit proof of immunization, either from personal health records from a licensed physician or public health clinic with a signature or rubber-stamp validation to the campus clinic staff member before the first day of school.

Provisional Enrollment

A student may be enrolled provisionally if the student has an immunization record that indicates an immunization program is in progress. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. IDEA shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and IDEA shall exclude the student from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney-Vento Homeless Assistance Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. IDEA shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, written notice must be presented by the student's legal guardian, stating that the student's name, date of birth, and decision to exempt their child from the school vaccination requirements. This must be provided at the beginning of each school year in which an exemption is sought. If the legal guardian is seeking an exemption for more than one student in the family, a separate notice must be provided for each student. Students who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

If a legal guardian seeks an exemption for more than one student, a separate form must be provided for each student.

Immunization Records Reporting

IDEA's record of a student's immunization history, while private in most instances, may be inspected by the Louisiana Department of Education, East Baton Rouge Parish School Board, local health departments, and Louisiana Department of Health, and transferred to other schools associated with the transfer of the student to those schools.

Spinal Screening

Children in certain grades and geographic areas as set by the state must be screened for vision, hearing, and spinal conditions annually. To facilitate compliance with state screening regulations, a trained IDEA staff member will:

1. Issue a Screening Notice to the legal guardian of students to undergo a health screening.
2. Conduct the screenings on the indicated date, with a follow-up re-screen within 2-4 weeks, for any student who fails the initial screening.
3. Provide a written referral to the legal guardian of students who do not pass the health screenings and encourage further medical evaluation from a health professional.

Exemption

A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's legal guardian, managing conservator, or guardian must submit to the principal or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

Vision and Hearing Screenings

Students in certain grade and geographic areas set by state must be screened for vision and hearing annually. To facilitate compliance with state screening regulations, a trained IDEA staff member will:

1. Issue a Screening Notice to the legal guardian of students to undergo a health screening.
2. Conduct the screenings on the indicated date, with a follow-up re-screen within 2-4 weeks, for any student who fails the initial screening.
3. Provide a written referral to the legal guardian of students who do not pass the health screenings and encourage further medical evaluation from a health professional.

Exemption

A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the student's legal guardian, or legal guardian managing conservator, or guardian must submit to the Principal or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

Dyslexia and Related Disorders

Below is detailed information for steps for families and students to take to gain more awareness of dyslexia and related disorders. Families should take the following next steps:

1. Utilize the [Louisiana Handbook for Students with Dyslexia](#) to gain awareness regarding dyslexia and related disorders.
2. As a legal guardian, you will be notified if the school has determined a need to identify or assess your student for dyslexia and related disorders.
3. As a legal guardian, should you suspect your student to have dyslexia or any related disorder, you have the right to request your student to be evaluated for special education services. Contact the school's front office staff at your student's campus and request contact information for the Response to Intervention (RTI) point person.
4. School staff may support legal guardians in submitting a written request to the Response to Intervention (RTI) point person.

For more information regarding Child Find and children with disabilities, click [here](#).

Toileting and Extra Clothing

Toilet training is a process that varies from age to age and ability to ability. Children are typically toilet trained between the ages of 2 and 3 years old. Therefore, most children entering IDEA's kindergarten program are able to toilet themselves with minimal supervision, including proper wiping. Legal guardians may provide change of clothing in case of accident, to be kept in student backpack.

In the instance in which a child soils themselves during the school day:

1. IDEA staff will call the child's legal guardian to inform them of the incident.
2. If a change of clothes has been provided, the student will change themselves.
3. If a change of clothes has not been provided, IDEA staff will ask the legal guardian to bring a change of clothes to the school.

STUDENT SAFETY

Student Code of Conduct

IDEA has adopted a Student Code of Conduct in accordance with law.

The principal shall ensure that the student code of conduct is distributed to each student at the beginning of the year. Transfer students shall receive a student code of conduct upon enrollment.

Students with disabilities

Any change in placement and/or any disciplinary action regarding a student with a disability, who needs or is believed to need services under the Individuals with Disabilities and Education Act and/or Section 504 of the Rehabilitation Act, shall be in compliance with applicable federal and state laws and regulations.

Child Abuse Reporting and Programs

Using resources developed by the Louisiana Department of Children and Family Services (DCFS), IDEA provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. IDEA also provides training to its teachers and students in preventing and addressing incidents of abuse and other maltreatment of students, including knowledge of likely warning signs indicating that a student may be a victim of abuse or maltreatment. Assistance, interventions, and counseling options are also available.

School administrators will cooperate with law enforcement investigations of child abuse, including investigations by the Louisiana Department of Children and Family Services. School officials may not refuse to permit an investigator to interview at school a student who is alleged to be a victim of abuse or neglect. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's legal guardians.

Reporting Child Abuse

Any IDEA employee, volunteer, or agent who believes a child has been adversely affected by physical, sexual, or mental abuse or neglect shall make a report immediately upon first suspecting such abuse or neglect. The report shall be made to law enforcement or the Louisiana DCFS.

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Louisiana DCFS within twenty-four (24) hours. Reports may be made by contacting one of the following:

- Louisiana Abuse Hotline: 1-855-4LA-KIDS.
- Your local police department.
- Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

For Staff

IDEA annually trains staff on child abuse reporting. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of

sexual abuse, sex trafficking, and all other maltreatment of children, including the sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

For Students

School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age-appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

For Legal Guardians

Legal guardians must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a legal guardian or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a legal guardian or other family member does not remove your obligation to protect the child. Legal guardians who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-855-4LA-KIDS.

Also remember that legal guardians are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. The DCFS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address:

<http://www.dcfslouisiana.gov>

These websites are also helpful:

- Sexual Abuse Prevention Programs: <https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood: <https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse: <http://kidshealth.org/en/parents/child-abuse.html>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, or clingy
- “checking out” or showing significant changes in eating habits
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images
- Refusal to talk about a secret he or she has with an adult or older child
- Leaving clues that seem likely to provoke a discussion about sexual issues
- Using new or adult words for body parts
- Engaging in adult-like sexual activities with toys, objects or other children
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.

- Thinking of self or body as repulsive, dirty, or bad
- Becoming increasingly secretive about Internet or telephone use

Physical symptoms of possible sexual abuse or other maltreatment include:

- Stomach aches or illness, often with no identifiable reason.
- Difficulty in walking or sitting
- Stained or bloody underwear
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That a Child Who Is a Victim of Sexual Abuse or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be given local crisis hotline numbers to get help.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Statement of Nondiscrimination

IDEA prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, sexual orientation, or any other basis prohibited by law. IDEA also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of IDEA policy.

Discrimination and Harassment (Prohibited Conduct)

For purposes of IDEA policy, the term “Prohibited Conduct” means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

- Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment
- Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance, or
- Otherwise adversely affects the student’s educational opportunities.

Examples of Prohibited Conduct may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

IDEA also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property

"Prohibited Conduct" may also include dating violence, which occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with an IDEA investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Prohibited Conduct

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged acts to a teacher, counselor, the Principal, or other school employee. The report may also be made by the student's legal guardian. Alternatively, a report may be made directly to the appropriate Compliance Coordinator who can be found in the Statement of Nondiscrimination section in this Handbook.

Upon receiving a report of potential Prohibited Conduct, IDEA will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, dating violence, or retaliation. If not, IDEA will determine if the allegations, if proven, would constitute bullying. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation of bullying will also be conducted.

IDEA's process concerning formal complaints of sexual harassment is outlined in "Freedom from Sexual Harassment" below.

Investigation

To the extent possible, IDEA will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated. The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by IDEA, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies IDEA that it is investigating the matter and requests that the school delay its investigation, IDEA will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, IDEA will take interim action to address the alleged Prohibited Conduct.

If the school's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. IDEA may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or legal guardian who is dissatisfied with the outcome of the investigation may appeal through the school's student and legal guardian complaint process, beginning at Level Two.

Freedom from Sexual Harassment

IDEA prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to IDEA's educational programs or activities
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that IDEA investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriate and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to IDEA's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or IDEA's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in the "Statement of Nondiscrimination" section of this handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

IDEA's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are

not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, IDEA must provide the following written notice to the parties who are known:

- Notice of IDEA's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that IDEA prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, IDEA decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, IDEA must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of IDEA.

The following guidelines apply when IDEA receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist IDEA reach reliable responsibility determinations.

- IDEA will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by IDEA as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or responsible. IDEA will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and IDEA's sexual harassment policy.
- IDEA recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- IDEA shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- IDEA shall employ the preponderance of the evidence to determine responsibility when reviewing formal complaints.
- IDEA may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidating Formal Complaints

IDEA may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints

IDEA must investigate the allegations in a formal complaint.

IDEA *must* dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved
- Did not occur in IDEA's education program or activity, or
- Did not occur against a person in the United States

IDEA *may* dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein
- The respondent is no longer enrolled or employed by IDEA, or
- Specific circumstances prevent IDEA from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, IDEA must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude IDEA from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- IDEA will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on IDEA and not on the parties.
- IDEA cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless IDEA receives that party's voluntary, written consent to do so.
- IDEA will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- IDEA will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- IDEA will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. IDEA may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- IDEA will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- IDEA will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, IDEA must send to each party and the party's advisor, if any, the evidence

subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completing the investigative report.

- IDEA must create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence.
- Findings of fact supporting the determination
- Conclusions regarding application of IDEA's Code of Conduct to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to IDEA's education program or activities will be provided to the complainant, and
- IDEA's procedures and permissible bases for the complainant and respondent to appeal.

IDEA must provide the written determination to the parties simultaneously. The determination becomes final either on the date IDEA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

IDEA will offer both parties an appeal from a determination regarding responsibility, and from IDEA's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, IDEA will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. IDEA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard,

describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal through the student and legal guardian complaint process, beginning at Level Two.

Emergency Removals

IDEA is able to remove a respondent from IDEA's education program on an emergency basis, provided that IDEA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. IDEA's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, IDEA may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, IDEA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, IDEA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, IDEA must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

IDEA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither IDEA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

IDEA must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that

do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described in the “Freedom from Discrimination, Harassment, and Retaliation” section of this Handbook.

Freedom from Hazing

IDEA prohibits hazing, which means any intentional, knowing, or reckless act occurring on or off campus directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

- Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity
- Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than described in item 5 below, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Louisiana Revised Statutes, or
- Involves encouraging, directing, or ordering, as defined by La R.S. 14:40.8(C)(2)(a)(iii), the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated.

IDEA will not tolerate hazing and will impose disciplinary consequences for hazing conduct as allowed by the Student Code of Conduct. Additionally, it is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report to the Principal or Superintendent.

Freedom from Bullying

IDEA prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of bullying.

Bullying is defined in state law as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or IDEA, or
- Infringes on the rights of the victim at school.

Bullying also includes cyberbullying, which is defined by state law as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

IDEA’s anti-bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property
- Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity, and

- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - Interferes with a student’s educational opportunities or
 - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school related activity.

Reporting Procedures

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the principal or designee, a teacher, counselor, or other IDEA employee. A report may be made orally or in writing and may be submitted anonymously. Any IDEA employee who receives notice that a student has or may have experienced bullying shall immediately notify the principal or designee. The principal or designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The principal or designee will also provide notice of the incident of alleged bullying to:

- A legal guardian of the alleged victim on or before the third business day after the date the incident is reported, and
- A legal guardian of the alleged bully within a reasonable amount of time after the incident.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or legal guardian to notify a teacher, school counselor, the principal, or another school employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. IDEA will also provide notice to the legal guardian of the alleged victim and the legal guardian of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

Investigation of Report

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and, if so, proceed under that policy instead. The principal or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals and to any students identified as witnesses to the bullying.

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). IDEA may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student’s use of reasonable self-defense in response to the bullying.

The principal, or the principal’s designee, may make a report to local law enforcement authorities if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense.

To the greatest extent possible, IDEA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. If a law enforcement or other regulatory agency notifies IDEA that it is investigating the matter and requests that the school delay its investigation, IDEA will resume the investigation at the conclusion of the agency’s investigation.

A student or legal guardian who is dissatisfied with the outcome of the investigation may appeal through IDEA’s Student or Legal guardian Complaint or Concern procedure.

Desk and Locker Searches

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of IDEA. IDEA will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found therein. A student's legal guardian shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of IDEA and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, IDEA may contact the student's legal guardians and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
- The principal or designee ordinarily will make reasonable efforts to notify the student's legal guardian, unless the interviewer raises what the principal or designee considers to be a valid objection.
- The principal or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the principal or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

Students Taken into Custody

State law requires IDEA to permit a student to be taken into legal custody:

- Pursuant to an order of the juvenile court
- Pursuant to the laws of arrest
- By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court
- By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court
- Pursuant to a properly issued directive to apprehend
- By an authorized representative of the Louisiana Department of Children and Family Services ("DCFS"), a law enforcement officer, or a juvenile probation officer, as required by law, or
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal or designee will

verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the student.

The principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the legal guardian unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the legal guardians. Because the Principal or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Requests for Student Information, Records, and Video Footage

IDEA seeks to cooperate with reasonable requests from law enforcement for student information and records. Generally speaking, IDEA will provide law enforcement agencies with student directory information (including names, addresses, and phone numbers) upon request, in accordance with the FERPA and directory information policies in this handbook.

Requests for copies of student records (including disciplinary records and statements), video footage, and other items that may be considered student records for the purposes of FERPA are generally protected from disclosure in the absence of legal guardian authorization, a subpoena, or a valid court order permitting such disclosure.

Staff Notification

IDEA is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate school personnel regarding a student who is required to register as a sex offender.

School Visitors

All IDEA visitors must sign in at the school administrative office. A sign at the entrance to the campus will direct visitors to the appropriate location.

A government-issued photo ID is required for identity verification and a safety check via the Louisiana State Sex Offender and Child Predator Registry or similar. Approved visitors will receive a visitor sticker or badge to wear on campus, which must be worn throughout the entire visit and returned upon signing out of the IDEA campus. Some visitors may require a staff member to accompany them throughout the duration of their visit.

Approval from the principal and classroom teacher is required for classroom visits during instructional times to ensure minimal disruption.

Registered Sex Offenders

Registered sex offenders are generally prohibited from entering school grounds.

Exception

A legal guardian who is required to register as a sex offender may enter school grounds for the following limited purposes:

- To attend a conference at the school with school personnel to discuss the academic and/or social progress of the legal guardian's child
- To attend an ARD or IEP meeting or other conference where evaluation or placement decisions may be made respecting the student's special education services
- When the Principal has requested the legal guardian's presence for any other reason concerning the legal guardian's child, or
- To transport the child to school or pick up the child from school.

Requirements for the Exception to Apply

- The legal guardian must notify the Principal of the purpose of the visit and when the visit will occur, including date and time, before the legal guardian enters the school grounds.
- The Principal shall notify the administrative offices of the legal guardian's intent to visit.
- The legal guardian must check in at the campus administrative office upon arrival and departure from the school.
- The legal guardian must remain under the direct supervision of staff at all times.

Even under the limited circumstances set out above, the legal guardian will not be permitted to enter or be present on school property if:

- The individual's parental rights have been terminated
- The individuals' presence at school is prohibited by court order or conditions of probation, or
- The Superintendent or campus administrator determines that the individual poses a threat to student safety or is likely to cause a disturbance to the educational environment.

In those cases, communications regarding the student will be conducted by alternate means such as telephone, mail, or electronic communications. Where the administration determines that a meeting is necessary, it will identify an appropriate meeting place where students are not present.

Procedures for Use of Restraint and Time-Outs

A core team of staff members on each campus must be trained in the use of restraint, and must include a campus administrator or designee and any general or special education personnel likely to use restraint. Staff members called upon to use restraint in an emergency and who have not received prior training must receive training within 30 school days following the use of restraint. Training must include prevention and de-escalation techniques and provide alternatives to the use of restraint. Training must also include instruction in current professionally accepted practices and standards regarding behavior management and the use of restraint.

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion. Seclusion is an involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. This procedure isolates and confines a student until he or she is no longer an immediate danger to self or others. It may be used on an individual basis for a limited time to allow the student the opportunity to regain control in a private setting. This method must not be used to address behaviors such as general noncompliance, self-stimulation, and academic refusal. Such behaviors must be responded to with less stringent and less restrictive techniques.

A student with a disability may not be confined in a locked box, locked closet, or other specially designated locked space as either a discipline management practice or a behavior management technique.

Fireworks, Weapon and Firearm Possession

La R.S. 14:95.2 prohibits the possession or use of explosives (including caps and fireworks), any firearm, illegal knives, clubs, or any prohibited weapon on the physical premises of the school, any grounds or building on which an activity sponsored by a school is being conducted, or school transportation vehicle.

School Emergency Operation Plan

The school shall examine the environmental conditions and operations of each school building to determine potential hazards to student and staff safety, and develop and adopt a comprehensive school multi-hazard emergency operations plan to respond to such hazards (“MEOP”). The school will conduct emergency drills throughout the year in line with state regulations to ensure preparedness among students and staff.

In the event of an emergency, legal guardians will be notified of emergencies through the Remind app and/or robo-calls. Please DO NOT come to the School until given the “all-clear” if alerted to any emergency, as your presence may impede access of emergency personnel.

For questions regarding our emergency response procedures, please contact the Assistant Principal of Operations at your child's school.

Behavioral Threat Assessments

Each school has a behavioral threat assessment team dedicated to ensuring the safety of our school community. These teams follow the Comprehensive School Threat Assessment Guidelines (CSTAG) and are responsible for evaluating and intervening when a student's behavior may pose a risk to themselves or others.

- **Legal Guardian Notification and Participation:** Legal guardians will be informed and can participate in the threat assessment process for their child if applicable.
- **Law Enforcement Involvement:** Depending on the assessment's findings, law enforcement may be involved in further investigation.
- **Reporting a Threat:** Threats can be reported by students and families directly to staff, the campus emergency response team, or through the state's anonymous reporting tip line.

For questions regarding Behavior Threat Assessments, legal guardians can reach out to school principals or counselors.

OTHER PROVISIONS RELATING TO STUDENTS

Religious Expression

IDEA prohibits discrimination, harassment, or retaliation on the basis of religion. Students have the right to silently pray or meditate at IDEA, so long as it does not disrupt the instructional day or other activities of the school. IDEA shall not require, encourage, or coerce any student to engage in or to refrain from prayer or meditation during any school activity.

Moment of Silence

IDEA allows an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation. The allowance of a brief time for silent prayer or meditation shall not be intended nor interpreted as state support of or interference with religion, nor shall such time allowance be promoted as a religious exercise and the implementation of this Section shall remain neutral toward religion.

Pledge of Allegiance

IDEA provides an opportunity for group recitation of the "Pledge of Allegiance to the Flag". Such recitation shall occur at the commencement of the first class of each day in all grades.

For more information, see [“Civics Policy.”](#)

Civics Opt-Out Participation

To opt out of participation in any activities described above (Religious Expression, Moment of Silence, Pledge of Allegiance), where applicable, a legal guardian may:

1. Complete the Civics Opt-Out found on IDEA's Family Resource Landing Page: [LINK](#)
2. Download and print the completed form.
3. Submit completed and printed form in person to the receptionist at the school's front office.

Homework Assistance Services

Homework Assistance Services for students and legal guardians can be accessed at <http://www.homeworkla.org/>.

School Calendar

IDEA operates according to the school calendar adopted annually by the Board of Directors. Unplanned closures due to bad weather or other unforeseen reason may need to be made up. The dates will be communicated in advance and updated on the online version of the calendar. The latest changes to the calendar will be available on the IDEA website:

<https://ideapublicschools.org/parents/academic-calendars/>.

School Day

Students should be in their classrooms ready for instruction at the designated time to begin the school day. Any student not in class by the designated start time will be marked tardy.

Students must leave campus immediately after school dismisses in the afternoon unless they are involved in an activity under the supervision of a teacher or sponsor. If a student is involved in an after-school activity, he or she must remain in the area where their activity is scheduled to take place. The student may not go to another area of the school without permission by the teacher or sponsor overseeing the activity.

During the school day, students may not loiter or stand in the halls between classes. Students must have a pass to be outside the classroom during class time. Failure to obtain a pass will result in disciplinary action.

Textbooks and Curriculum Materials

Textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the students as directed by the teacher and treated with care. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or legal guardian pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. IDEA may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

Transcripts

Current students, former students, and/or legal guardians are entitled to request copies of their high school transcript. Transcripts include student information, grades, scores on standardized tests, graduation type, and class rank. Copies can be requested by contacting the high school's registrar or counselor.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the Louisiana High School Athletic Association ("LHSAA"), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the principal.

Participation in these activities may result in events that occur off-campus. When IDEA arranges transportation for these events, students are required to use the transportation provide by IDEA to and from the event. Exceptions may only be made

with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – this may result in additional consequences for those students. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits, including:

- A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials
- Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities
- A security deposit for the return of materials, supplies, or equipment
- A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety
- A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.
- A fee for voluntary student health and accident benefit plan
- A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school
- A fee for items of personal apparel used in extracurricular activities that become the property of the student
- A parking fee
- A fee for replacement of a student identification card
- If offered, a fee for a driver training course, not to exceed the actual cost per student in the program
- for the current school year
- A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff
- A fee for summer school courses that are offered tuition-free during the regular school year
- A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program
- A fee for lost, damaged, or overdue library book, or
- A fee specifically permitted by any other statute.
- A fee for lost, damaged or vandalized technology equipment.
- A fee up to \$15 for confiscated personal telecommunication or electronic devices.
- An optional electronic insurance fee.
- IDEA may waive any fee or deposit if the student and legal guardian are unable to pay. A request for such a waiver must be made in writing to the principal or designee and include evidence of inability to pay. Details for the fee waiver are available in the principal's office.
- Families are responsible for paying all fees associated with extracurricular programs, including clubs, parking, athletics, fine arts, or similar activities for which a fee may be assessed prior to a student's participation.
- Displaying a Student's Artwork, Projects, Photos, and Other Original Work
- Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, IDEA will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the IDEA website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. IDEA will also seek consent before displaying or publishing an original video or voice recording in this manner.

The following chart details current student fees. All fees are collected either by online payment or in person in cash or by money order. Collected fees are used to defray the costs of the referenced supply, activity, or experience. (See chart on the following page)

Fee	Amount	Due Date	Purpose
Not to exceed \$450.00	\$250.00	TBD	Athletics
Not to exceed \$50.00	\$35.00	TBD	Clubs
Not to exceed \$50.00	\$25.00	TBD	Tech Fees
Not to exceed \$50.00	\$25.00	TBD	Supply Fees per grade level
Not to exceed \$5.00	\$5.00	TBD	ID Replacement
Not to exceed \$100.00	\$100.00	TBD	Junior Fee
Not to exceed \$150.00	\$150.00	TBD	Senior Fee

In some situations, IDEA may offer assistance and/or waivers to students unable to afford a required fee. Should you need such assistance, please contact your campus Principal. IDEA believes that the inability to pay student fees should not prevent students from having access to a quality education and that economically disadvantaged students and student families who are experiencing economic hardships should have the same opportunities afforded to them as other students.

Distribution of Materials or Documents

School Materials

Publications prepared by and for IDEA may be posted or distributed with prior approval by the principal and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the principal or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on IDEA property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.

- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which IDEA does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with IDEA or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

Getting Permission to Video and Audio Record a Student

As a legal guardian, you may grant or deny any written request from IDEA to make a video or voice recording of your child. State law, however, permits IDEA to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety.
- When it relates to classroom instruction or a co-curricular or extracurricular activity, or
- When it relates to media coverage of the school.
- When it relates to the promotion of student safety in certain self-contained special education settings.

Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunication Devices and Other Electronic Devices

IDEA does not permit students to possess personal cell phones or other handheld electronic devices for any reason on IDEA Campuses. If a student possesses a personal cell phone, it must be turned off and stowed away for the duration of the instructional day. If the teacher has a reasonable suspicion that a violation has occurred, he/she shall have the right to search for and confiscate the electronic device. This prohibition against cellphones and/or other electronic devices shall not extend to students with an IEP, IAP, Section 504 Plan, or Individualized Health Plan that requires the use of an electronic telecommunication device. A violation of this provision is considered a violation of the Student Code of Conduct and appropriate measures will be taken against students who fail to adhere.

If a student possesses a personal telecommunication device or other electronic device without permission, school staff will collect the item and turn it in to the principal's office. The principal will determine whether to return items to students at the end of the day or contact a legal guardian to pick up the item.

The use of mobile telephones or any other device capable of capturing images is strictly prohibited in restroom areas or other sensitive areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunication device or other electronic device without authorization during the school day, the device will be confiscated. If the student and legal guardian have executed a waiver permitting the student to possess an electronic communication device at school, IDEA officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation. Any disciplinary action will be in accordance with the Student Code of Conduct. These guidelines apply even if the item in use is not the property of the student found in violation of the policy.

A confiscated device may be picked up from the principal's office. IDEA reserves the right to charge an administrative fee not to exceed \$15 before releasing a confiscated telecommunication device. Confiscated telecommunication devices that are not retrieved by the student or legal guardian will be disposed of after the notice required by law.

IDEA will not be responsible for damage to or loss or theft of personal devices, including confiscated items.

Use of Campus Technology Resources

School-owned technology resources for instructional purposes may be issued to individual students. Use of these

technological resources, which include IDEA’s network systems and use of school equipment, is restricted to approved purposes only. All students must adhere to IDEA standards set forth in the [Student Acceptable Use policy](#) and Electronic Communication Device Commitment Form.

Students and legal guardians will be asked to electronically sign an Electronic Communication Device Commitment Form regarding use of these school technology resources via STREAM. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Additional Information

The following websites provide information and resources related to student technology and internet safety for students and their families.

- Student Technology at IDEA Public Schools: <https://ideapublicschools.org/learningtech/>
- Louisiana Legal guardian Internet Safety Information:
 - English: [LINK](#)
 - Spanish: [LINK](#)

Consequences for Violations of the Student Acceptable Use Policy

Violation of IDEA’s policies and procedures concerning acceptable use of technology resources will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Any disciplinary consequence, including suspension or expulsion, as allowed under the Student Code of Conduct and deemed appropriate by IDEA.
- Denial, revocation, or suspension of a user’s access to IDEA’s technology resources, with or without cause or notice.
- Referral to law enforcement authorities.
- Termination of a system user account.

Violations of law may also result in referral to law enforcement authorities, as well as disciplinary action by IDEA. IDEA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school’s computer systems and networks.

Change of Address or Telephone Number

Legal guardians are responsible for notifying IDEA when a student’s address or telephone number changes. A legal guardian may submit changes to student’s address or telephone number by providing their valid identification and proof of new residency to their campus.

Uniform Requirements

As authorized by state law and the IPS charter, students are required to wear uniforms to school. IDEA’s uniform policy and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the legal guardian and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others and that will not distract from the educational atmosphere of IDEA.

Legal guardians must provide their student(s) with the required uniform. IDEA may provide a uniform for students experiencing economic hardship. A request for school assistance for purchasing uniforms must be made in writing to the principal or designee and include evidence of the inability to pay. Further details are available in the principal’s office.

A legal guardian may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the legal guardian provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow IDEA’s guidelines for personal attire and appearance may be subject to discipline under the

Student Code of Conduct.

Newly enrolled students may be provided with a grace period of up to two weeks to obtain appropriate IDEA uniforms. Students must comply with IDEA's remaining dress and grooming standards upon enrollment.

For the 2024-2025 school year, uniform requirements may vary by region. Your campus of enrollment will communicate any changes in the requirements.

IDEA Student Dress Code

Uniforms help our students to focus on academics, prevent disruption, avoid safety hazards, and provide a socially safe, secure, and stable school climate. The appearance of all students reflects the high standards and culture of our school.

Monday, Tuesday, Wednesday, and Thursday Uniform

- Khaki, black or navy bottoms (skirts, skorts, capris, shorts, or pants). Joggers or pants with elastic at the cuffs are not permitted. Skirts and shorts must be knee length. Shorts and pants may not be rolled up.
- IDEA logo polo shirt in designated grade-level color and purchased at a store on the uniform guide ([Link](#)). Uniform shirts must be tucked in, and sleeves may not be rolled up.
- The only sweaters, jackets, and sweatshirts that may be worn inside the classroom must be the official sweaters, jackets, and sweatshirts sold by one of the vendors listed in the uniform guide. All other sweaters, jackets, and sweatshirts may only be worn outside of the school building during cold weather and stored in their backpacks in class.
- During cool/cold weather, students may wear a long-sleeved black or white shirt under their IDEA logo polo shirt. Undershirts and polo shirts must be tucked in. Any undershirts worn must be black or white.
- Black belts must always be worn. Belts are not required for Kinder.
- Footwear: black athletic shoes, must be closed toe.

Friday Uniform

- Blue jean denim bottom (skirts, skorts, capris, shorts, or pants) with a spirit shirt (IDEA) or college shirt (the name of the college or university must be explicit) may be worn. Blue jean denim bottoms in colors other than blue and/or with holes or tears are not allowed.
- Students may wear their IDEA polo shirt with blue jean denim bottoms. Students may also wear a spirit shirt with their khakis, black or navy bottoms.
- If a student chooses not to wear a spirit or college shirt, they must wear their IDEA logo polo shirt.
- College sweatshirts are allowed, but hoods may not be worn on the head.
- Black belts must always be worn. Belts are not required for Kinder.
- Footwear: Black athletic shoes, must be closed toe.

Head Coverings

- Head coverings that honor religions and/or culture and hats or head coverings necessitated by a medical issue are permitted.
- All types of hand gloves and headgear (beanies, earmuffs, etc.) may be worn outside of school buildings
- during cold weather and stored in their backpacks in class.

Child Nutrition Program

The Child Nutrition Program (CNP) at IDEA Public Schools has qualified to participate in the Community Eligibility Provision (CEP) in State of Louisiana. Through the CEP, we are able to provide free breakfast and lunch to all children, at qualified schools, and eliminates the collection of free and reduced meal (FARM) applications. This approach reduces burdens for both families and school administrators and helps ensure that students receive nutritious meals. For more information on the Child Nutrition Program and to view menus, visit: <https://ideapublicschools.org/parents/cnp/>.

Transportation

IDEA makes school bus transportation available to all students served in Louisiana. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the school website. For more information regarding transportation, contact the Transportation Manager at your campus or visit:

<https://ideapublicschools.org/parents/transportation/>.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner.
- Scan your Transportation ID when getting on and off the bus.
- Follow the seating arrangement as directed by the bus driver.
- If the vehicle is equipped with seatbelts, scholars must put them on before the vehicle moves.
- Keep feet, backpacks, instrument cases, and other objects out of the aisle and rear exit door.
- Not eat or drink while on the bus.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, legs, or an object out of any window, and
- Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may not ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

IDEA requires legal guardians to have kinder and elementary age up to third grade be escorted to and met at the bus stop after school by a responsible person. Legal guardians, please remember to get out of your vehicles to meet your children at the designated bus stop locations. This will allow our drivers to confirm that you or the responsible party is receiving your children.

If a special needs student is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

For more information regarding transportation and the Bus Rider Behavior Contract which outlines bus riding expectations, visit our school website at <https://ideapublicschools.org/parents/transportation/> or contact the Transportation Manager at your Campus.

Permission for Students to Walk or Bike to School

Legal guardians who wish for their child to walk or bike to school must request and complete the Student Walk Home Release form from the school's front office. By signing this form, legal guardians acknowledge that the school is not responsible for the student's safety prior to arriving to campus before the start of school and once they leave the school premises at the end of the school day. This form also confirms IDEA's immunity from liability for any potential injuries or damages that may occur during the student's commute. Completed forms must be returned to the school to be kept on file.

STUDENT CODE OF CONDUCT

Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, IDEA Public Schools ("IDEA" or "IPS") has established this Student Code of Conduct in accordance with state law and the IDEA

open-enrollment charter. The Student Code of Conduct has been adopted by the Board of Directors and provides information to legal guardians and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

The Student Code of Conduct will be posted at each IPS campus and/or will be available for review at each principal's office. Legal guardians will be notified of any violation that may result in a student being suspended or expelled from IPS. Students and staff must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Student Code of Conduct does not define all types and aspects of student behavior, as IPS may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, student behavior, and consequences.

Authority and Jurisdiction

IPS has disciplinary authority over a student:

- During the regular school day and/or while the student is going to and from school on IPS transportation
- During open lunch periods in which a student is allowed to leave campus
- While the student is in attendance at any school-related event or activity, regardless of time or location
- For any school-related misconduct, regardless of time or location
- For any expulsion offense committed while on IPS property or while attending a school-sponsored or school-related activity of IPS or of any other school in Louisiana
- For any expulsion offense committed away from IPS property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment
- While the student is in transit to or from school or to or from school or school-related activities or events
- When retaliation against a student, school employee or volunteer occurs or is threatened, regardless of time or location
- When the student commits any felony, regardless of time or location
- While a student is participating in any remote / virtual classroom or other period of online instruction provided by IDEA
- While the student is in attendance at any school-related event or activity, regardless of time or location, and
- When criminal mischief is committed on or off IPS property or at a school-related event.

Reporting Crimes

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

Standards for Student Conduct

Each student is expected to:

- Adhere to the requirements of the Student Code of Conduct.
- Attend all classes, regularly and on time.
- Behave in a responsible, respectful manner, always exercising self-discipline.
- Cooperate with and assist IDEA staff in maintaining safety, order, and discipline.
- Demonstrate courtesy, even when others do not
- Meet IDEA's standards of grooming and dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Respect the property of others, including IDEA property and facilities.
- Respect the rights and privileges of students, teachers, and other IDEA staff and volunteers.

Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter (this technique may be applied if the offense is related to school property damage).
- Behavioral contracts
- Cooling-off time or “time-out.”
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior
- Demerits
- Detention
- Expulsion from IDEA, as specified in the expulsion section of the Code of Conduct.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code of Conduct.
- Out-of-school suspension, as specified in the suspension section of the Code of Conduct.
- Legal guardian-teacher conferences
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by IDEA.
- School-assessed and school-administered probation (final warning contracts)
- Seating changes within the classroom
- Sending the student to the office or other assigned area
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process
- Verbal correction, oral or written
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges (this technique may be applied if the offense is bus or school-transportation related).
- Other strategies and consequences as determined by school officials, including, but not limited to, requests that legal guardians “shadow” their children at school for a specified period of time.

ABA Behavioral Strategies and Crisis Prevention

IDEA employs the principles of Applied Behavior Analysis (ABA) to minimize and extinguish maladaptive behaviors when and if necessary. ABA is used as a daily protocol to help students manage their behaviors in a positive and proactive way. If a student escalates into a crisis, becoming a danger to himself or others, Quality Behavioral Solutions to Complex Challenges (QBS) strategies are used. The QBS program's proven strategies give service providers and educators the skills to safely and effectively respond to anxious, hostile, or violent behavior while balancing the responsibilities of care. These strategies include verbal de-escalation, and therapeutic holds, calming rooms or seclusion when the student is in person. IDEA only uses these strategies as a last resort and follows all restraint and seclusion reporting requirements found in R.S. 17:416.21.

Corporal Punishment

IDEA will NOT administer corporal punishment upon a student for misconduct.

Student Code of Conduct Offenses and Consequences

The categories of conduct below are prohibited at school, involving schoolwork and during all school-related activities, or as otherwise described in the Authority and Jurisdiction section above.

Level I Offenses

1. Academic dishonesty (cheating or copying the work of another).
2. Being in an unauthorized area of school property.
3. Causing an individual to act through the use of threat or coercion.
4. Cheating or copying the work of another.
5. Computer system violations
6. Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
7. Discharging a fire extinguisher without valid cause.
8. Disobeying conduct rules regarding school transportation.
9. Disrespect of school staff or persons in authority.
10. Engaging in any conduct gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
11. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
12. Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
13. Failing to comply with directives given by school personnel (insubordination).
14. Failing to report known hazing, harassment, or bullying of students.
15. Falsifying records, passes, or other school-related documents.
16. Gambling.
17. Inappropriate or indecent exposure of a student's private body parts.
18. Inappropriate public displays of affection (public displays of affection deemed inappropriate by public standards such as lewd or inappropriate kissing, touching, fondling, etc.).
19. Making false accusations or hoaxes regarding school safety.
20. Possessing aerosol canisters or any other object used to set off fire alarms.
21. Possessing pornographic material.
22. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
23. Possession of telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a cellular telephone or other electronic device) while on school property during the school day.
24. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
25. Refusing to accept discipline management techniques assigned by a teacher or Principal.
26. Repeated tardiness.
27. Repeatedly violating communicated campus or classroom standards of conduct.
28. Throwing objects can cause bodily injury or property damage.
29. Violating dress and grooming standards as communicated in the Student Handbook.

Level I Disciplinary Consequences

(may not necessarily be followed in order and progressive disciplinary measures are not required)

1. After school detention
2. Application of one or more Discipline Management Techniques listed in the Code
3. Behavioral contracts or individually developed behavior management plans
4. Confiscation of cell phones or other electronic devices

5. Grade reductions for academic dishonesty
6. In-school suspension
7. Out-of-school suspension
8. Removal from the classroom and/or placement in another classroom.
9. Restitution/restoration, if applicable.
10. Saturday school
11. School-assessed and school-administered probation.
12. Temporary confiscation of items that disrupt the educational process.
13. Verbal correction
14. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses

1. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public-school fraternity, sorority, gang, or secret society or organization as defined by Title 15, Chapter 12 of the Louisiana Revised Statutes.
2. Discriminatory, derogatory language or hate speech including racial slurs based on race/ethnicity, religion, gender, national origin, disability, age, sexual orientation or any other identities prohibited by law.
3. Bypassing Internet blocks on school computers or networks to enter unapproved sites.
4. Committing extortion, coercion, or blackmail (obtaining money or an object of value from an unwilling person).
5. Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of IPS employees, or property of other students.
6. Defacing or damaging IPS property—including textbooks, lockers, furniture, and other equipment— or property of any other person, with graffiti or by any other means.
7. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including an IPS student, employee, or volunteer.
8. Failure to comply with conditions of after-school detention and/or in-school suspension placement.
 9. False accusation of conduct that would constitute a misdemeanor or felony.
10. Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
11. Forgery of school documents at school or otherwise.
12. Gambling
13. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III Offense).
14. Participating in “hazing”
15. Interference with school activities or discipline.
16. Leaving the classroom, school property, or school-sponsored events without permission.
17. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any format.
18. Possessing or selling look-alike drugs or attempting to pass items off as drugs or contraband.
19. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
20. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property. (See glossary.)
21. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug). (See glossary for “paraphernalia.”)
22. Possession of stolen property
23. Refusing to allow or comply with a lawful student search
24. Sexual harassment or sexual abuse that is not defined as a Level III offense.
25. Theft
26. Threatening or bullying a student, employee, or volunteer of IPS, whether on or off school property. If the conduct causes a substantial disruption of the educational environment, it may be elevated to a Level III Offense depending on circumstances as determined by IPS.
27. Trespassing on IDEA Property
28. Unruly, disruptive, or disruptive behavior that interferes with the teacher’s ability to communicate effectively with students in the classroom.

29. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
30. Violating the IPS medication policy.
31. Willful destruction of IDEA or personal property and/or vandalism.
32. Any repetitive Level I Offenses – i.e., two or more Level I offenses within a semester, whether the same or any combination.

Level II Disciplinary Consequences

(may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by IPS.
2. In-school or Out-of-school suspension for up to five days.

Level III Offenses

1. Abusing over-the-counter drugs
2. Abusing a student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug while on school property or at a school-related event.
3. Aggravated assault
4. Aggravated kidnapping
5. Aggravated robbery
6. Aggravated sexual assault
7. Arson
8. Burglary of a motor vehicle on campus.
9. Capital murder
10. Commission of a felony offense listed under Title 14 of the Louisiana Revised Statutes.
11. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Title 14 of the Louisiana Revised Statutes.
12. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school sponsored or school-related activity on or off school property:
 - a. Engaging in conduct punishable as a felony.
 - b. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense.
 - c. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
 - d. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
13. Conduct endangering the health and safety of others.
14. Creating, producing, distributing, sharing, or showing to others by electronic means a deep fake image or video that appears to depict a person (including but not limited to an IDEA student or employee) with the person's intimate parts exposed or engaged in sexual conduct.
15. Creating or participating in the creation of a "hit list." 15.
16. Criminal attempt to commit murder or capital murder
17. Criminal mischief
18. Criminally negligent homicide
19. Deliberate destruction or tampering with school computer data or networks.
20. Engaging in "bullying" and/or cyberbullying.
21. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
22. Engaging in conduct including the elements of assault.
23. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a threat of terrorism or threat of violence involving a public school.
24. Engaging in conduct including the elements of child abuse, sex trafficking, and other maltreatment of children

25. Engaging in conduct punishable as a felony
26. Engaging in conduct punishable as a felony under Title 14 of the Louisiana Revised Statutes when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - a. The student receives deferred prosecution (see glossary)
 - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 - c. The Principal or designee has reasonable belief (see glossary) that the student engaged in the conduct.
27. Engaging in conduct punishable as a Level III offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
28. Engaging in conduct relating to harassment of an IDEA employee, including but not limited to:
 - a. Initiating communication and in the course of the communication making a comment, request, suggestion, or proposal that is obscene.
 - b. Threatening, in a manner reasonably likely to alarm the person receiving the treat, to inflict bodily injury on the person or to commit a felony against the employee, a member of the employee's family or household, or the employee's property.
 - c. Conveying, in a manner reasonably likely to alarm the employee receiving the report, a false report, which is known by the scholar to be false, that another person has suffered death or serious bodily injury, or
 - d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.
29. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
30. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another IPS student, employee, or volunteer.
31. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including an IPS student, employee, or volunteer.
32. Engaging in conduct that contains the elements of retaliation against any IPS employee or volunteer, whether on or off of school property.
33. Engaging in inappropriate or indecent exposure of private body parts.
34. Engaging in the electronic transmission of sexually explicit visual material that:
 - a. Depicts any person engaging in sexual conduct, or
 - b. Depicts a person's intimate parts exposed, or
 - c. Depicts the covered genitals of a male person that are in a discernibly turgid state, and
 - d. Is not sent at the request of or with the express consent of the recipient.
35. Engaging in online impersonation.
36. Failure to complete two or more schedule in-school suspensions without a confirmed excuse.
37. Felony criminal mischief against school property, another student, or school staff.
38. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
39. Hazing
40. Inappropriate sexual conduct
41. Inciting violence against a student through group bullying.
42. Indecency with a child
43. Possessing, accessing, distributing, or making available for viewing any visual material that visually depicts a child younger than 18 years of age who is engaging in sexual conduct.
44. Inhalant abuse
45. Issuing a false fire alarm.
46. Manslaughter
47. Murder
48. Persistent Level I offenses (four or more Level I offenses committed in any one school year)
49. Persistent Level II offenses (two or more Level II offenses committed in any one school year)
50. Possessing or selling look-alike drugs or attempting to pass items off as drugs or contraband.
51. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
52. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property.
53. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug).

54. Possessing, selling, distributing, abusing, or being under the influence of alcohol.
55. Possessing, selling, distributing, or being under the influence of inhalants.
56. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
57. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property.
58. Possession or use of Prohibited Items, including but not limited to:
 - a. A “look-alike” weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon)
 - b. A laser pointer for other than an approved use
 - c. A pocketknife or any other small knife with a bladeless than 1.5” in length
 - d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person
 - e. A stun gun
 - f. Ammunition
 - g. An air gun or BB gun
 - h. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
 - i. Mace or pepper spray
 - j. Matches or a lighter
 - k. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device or accessory to a vapor product, or
 - l. Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.
59. Possessing tobacco-related paraphernalia, lighters, matches, tobacco-less cigarettes, and/or vapor products or accessories.
60. Possession, use, transfer or exhibition of any firearm, handgun, improvised explosive device, location- restricted knife, club, or any other prohibited weapon or harmful object, as determined by IDEA.
61. Public lewdness.
62. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student’s consent.
63. Required registration as a sex offender.
64. Selling, giving, or delivering to another person or possessing, using, abusing, or being under the influence of marijuana, a cannabidiol (CBD) substance, a controlled substance, a dangerous drug, or alcoholic beverage.
65. Sending or distributing sexually suggestive, nude, or partially nude photographs and/or sexually explicit message via text message, social media applications, or other methods of electronic delivery while at school, or while away from school if the conduct creates a substantial disruption to the school environment.
66. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
67. Setting or attempting to set fire on school property.
68. Sexual abuse of a young child or children.
69. Sexual assault
70. Stealing from students, staff, or IPS.
71. Targeting another individual for bodily injury or harm, taking any action for the purpose of inflicting bodily harm on another, or taking any reckless (but not accidental) action from which bodily harm could result to another.
72. Use, exhibition, or possession of any knife with a blade more than 1.5” in length, including but not limited to switchblade or assisted-open knives or any other knife not defined as a location-restricted knife.
73. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk, stiletto, or poniard; bowie knife; sword; spear; switchblade; assisted-open knife (regardless of length); or as otherwise defined by Board policy.
74. Violating IDEA’s computer use policies, rules, or agreements, including but not limited to the Student Acceptable Use Policy, and including conduct involving but not limited to:
 - a. Attempting to access or circumvent passwords or other security-related information of IDEA or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
 - b. Attempting to alter, destroy, or disable IDEA computer equipment, IDEA data, the data of others, or other networks connected to the IDEA system, including conduct occurring off school property if the conduct

- causes a substantial disruption of the educational environment.
 - c. Using the Internet or other electronic communications to threaten IDEA students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
75. Violating the terms and conditions of a student behavior contract.
76. Any discretionary or mandatory expulsion violation under Louisiana Revised Statutes, Title 17.

Level III Disciplinary Consequences

(may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I or Level II Disciplinary Consequence.
2. In-school or out of school suspension for five to ten days, unless the student has been recommended for expulsion.
3. Expulsion.

Student Code of Conduct Consequences

Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Legal guardians may request in person a delay of the detention; no phone calls or notes will be accepted.

After School Detention

The following rules apply to students assigned to after school detention:

1. Students will bring materials to complete. Classroom materials may also be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any student assigned to detention must stay the entire time. Students refusing to complete their time will be suspended from school.

Suspension

IPS utilizes two kinds of suspension: in-school suspension and out-of-school suspension.

In School Suspension

The following rules and regulations apply to all students assigned to in school suspension (“ISS”):

1. Students must report to the designated location on campus when they arrive to school at the beginning of the school day and will remain in ISS until dismissal time.
2. Students will bring materials to complete, including an ISS assignment with their teachers’ names, subjects, and assignments. Students are responsible for obtaining assignments from each teacher.
3. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
4. Students may not bring food or drink into the ISS room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the principal.
7. Sleeping is prohibited.
8. Students must abide by the IPS policies and behavioral standards during their suspension period.

9. A student who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a student misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion. A student who misses assigned ISS, is expected to make up the day of ISS.

Failure to follow these guidelines will be reported to the principal for further action, which may include up to three days of out-of-school suspension or any other Level I consequence.

Out-of-School Suspension

The Principal will give notice of suspension and the reasons for the suspension to the student. In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent, the student's status as a student in foster care or who is homeless, the academic value of in-school suspension, and other appropriate or mitigating factors determined by the administrator.

In addition to the Code of Conduct violations listed above that may result in suspension, the principal or designee has authority to suspend a student for a period of up to ten school days for any of the following additional reasons:

1. The need to further investigate an incident
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Special Rules for Suspensions Involving Homeless Students

IDEA may not place a student who is homeless in out-of-school suspension unless the student engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Unlawful possession of a firearm or other weapon
2. Assault, sexual assault, aggravated assault, or aggravated sexual assault, or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Mandatory Suspensions

Louisiana law requires schools to suspend students for the following behaviors:

- Committing an assault or battery on any teacher or other employee of the school.
- For students in Grades 6 through 12, carrying or possessing a knife with a blade two or more inches in length.

Removal from School Transportation

A student being transported by IPS transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating IDEA's established standards for conduct according to IDEA's Bus Rider Behavior Contract. To access our Bus Rider Behavior Contract, you can find it our Transportation landing page:

<https://ideapublicschools.org/parents/transportation/>

Conferences, Hearings, and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and IPS policy.

Process for Suspensions

In addition to the above list of Code of Conduct violations, the principal has authority to suspend a student for a period of up to ten school days for any of the following additional reasons:

- The need to further investigate an incident,
- A recommendation to expel the student, or
- An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student, the principal or designee must attempt to hold an informal conference with the student to:

- Notify the student of the accusations against him/her,
- Allow the student to relate his or her version of the incident, and
- Determine whether the student's conduct warrants suspension.

Notification to Legal Guardians

If the principal or designee determines the student's conduct warrants suspension during the school day, the principal or designee will make reasonable effort to notify the student's legal guardian(s) that the student has been suspended before the student is sent home. The principal or designee will notify a suspended student's legal guardian(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the principal.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days (extended suspension)

Notice

When the Principal or designee determines that a student's conduct warrants suspension for more than five days (extended suspension) or expulsion, but prior to taking any such action, the principal or designee will provide the student's legal guardian with written notice of:

- The reasons for the proposed disciplinary action, and
- The date and location for a hearing before the designated Hearing Officer within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

- May be present
- Shall have an opportunity to present evidence
- Shall be apprised and informed of IPS's evidence
- May be accompanied by his or her legal guardian(s), and
- May be represented by an attorney.

Appeal to the Board of Directors

The student or his or her guardian(s) may appeal the extended suspension or expulsion decision to the IDEA Public Schools Louisiana Board of Directors by notifying the principal in writing within seven calendar days of the date of receipt of the principal's decision. The Board will review the audio or transcribed record from the hearing before the principal at a regular or specially called meeting in closed session as permitted by the Louisiana Open Meetings Act. The Board will notify the student and his or her guardian(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Please note that discipline consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board.

Board of Directors Meeting Dates

For 2024 – 25 school year IDEA Board of Director meeting dates, see IDEA Louisiana's website, [Quick Links](#) section.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

Emergency Placement and Expulsion

If the principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of IDEA or a school-sponsored activity, the principal or designee may order immediate removal of the student. The principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Mandatory Expulsion

Louisiana law requires schools to expel students for the following offenses:

- Possession of a firearm or "other dangerous instrumentality other than a knife."
- Possession, distribution, sale, gift, or loan of controlled dangerous substances.
- Possession of a knife with a blade greater than two inches in length, if the student is in grades 6-12.
- Any student in grades 6-12 who is suspended a third time within the same school year for any offense, except those related to dress code or tardiness, shall be recommended for expulsion.

Mandatory Reporting of "Threats of Terrorism" or "Threats of Violence"

The principal or designee shall thoroughly investigate any and all threats of terrorism or threats of violence that have been reported, with such investigation including an interview with the person reporting the threat, the person allegedly making the threat, and all witnesses. If the investigation supports that a threat is credible and imminent, it shall be immediately reported to the appropriate local law enforcement agency.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities (504 or special education under IDEA) shall be conducted in accordance with applicable federal and state laws.

Suspension/Expulsion Requirement

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without an IEP Committee Meeting to determine appropriate services in the interim and otherwise in accordance with applicable federal and state law. If a special education due process appeal to a Louisiana Department of Education special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to IPS, unless IPS and the student's guardians agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, IDEA shall expel from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

- Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse

Improper or excessive use.

Armor

Piercing ammunition is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

Arson

Defined by Louisiana Revised Statute 14:52 as (1) the intentional damaging by any explosive substance or the setting fire to any property of another, without the consent of the owner and except as provided in R.S. 14:51, or (2) the starting of a fire or causing an explosion while the offender is engaged in the perpetration or attempted perpetration of another felony offense even though the offender does not have the intent to start a fire or cause an explosion.

Assault

Defined in part by Louisiana Revised Statute 14:36 as an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery.

Bullying

Defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social medial application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school sponsored or school-related activity; and (3) cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the school, or a school sponsored or school-related activity.

Chemical

Dispensing device is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club

An instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs

Include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Title 40, Chapter 4 of the Louisiana Revised Statutes.

Criminal street gang

Three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence

The intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Louisiana Revised Statute 46:2151.

Deadly conduct

Occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication

An alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution

May be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Discretionary

Something is left to or regulated by a local decision maker.

E-Cigarette

An electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon

Any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False Alarm or Report

Occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies
- Place a person in fear of imminent serious bodily injury, or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm silencer

Any device designed, made, or adapted to muffle the report of a firearm.

Graffiti

Making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment

- Conduct that meets the definition established in IPS Board policy and/or the Student Handbook, or

- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing

An intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list

A list of people targeted to be harmed, using physical force of any kind or a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Indecent Exposure

Exposing any portion of one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate Visual Material

Visual material that depicts a person (a) with the person's intimate parts exposed, or (b) engaged in sexual conduct.

Knuckles

Any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun

Any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory

Something is obligatory or required because of an authority.

Online Impersonation

Occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website, or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent.
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication, and
- With the intent to harm or defraud any person.

Paraphernalia

Devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging,

repackaging, storing, containing, or concealing a controlled substance.

Possession

To have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Prohibited Weapon

An explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

Public school fraternity, sorority, secret society, or gang

An organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

Reasonable belief

Determination made by the superintendent or designee using all available information, including the information furnished under Louisiana Revised Statute 17:416.3.

Self-defense

The use of force against another to the degree a person reasonably believes force is immediately necessary to protect himself or herself.

Short-barrel firearm

A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade Knife

Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

“Threat of Terrorism”

Communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.

“Threat of Violence”

Communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

Under the influence

Lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student “under the influence” need not be legally intoxicated to trigger disciplinary action.

Use

Voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun

A device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

INFORMATION FOR LEGAL GUARDIANS AND IMPORTANT NOTICES

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements
- Grade level, course, or educational program placement
- Eligibility requirements for participating in extracurricular activities, and
- Graduation requirements.

In addition, absences related to a student visiting with his or her legal guardian, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by IDEA. IDEA will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the legal guardian's return from deployment.

Student or Legal Guardian Complaints and Concerns

IDEA values the opinions of its students and legal guardians, and the public it serves. Legal guardians and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages legal guardians to discuss their concerns and complaints through informal meetings with the principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any IDEA employee shall unlawfully retaliate against a legal guardian or student for voicing a concern or complaint.

The Superintendent or designee shall ensure that IDEA's complaint and grievance procedures are provided to all legal guardians and students. The complaint procedure will provide for any complaint or grievance to ultimately be considered or heard by the Board of Directors.

For purposes of this policy, "days" shall mean calendar days and announcement of a decision in the student's or legal guardian's presence shall constitute communication of the decision.

Informal Conferences

A legal guardian or student may request an informal conference with the principal, teacher, or other campus administrator within seven school days of the time the legal guardian or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the principal. Grievance forms may be obtained from the principal's office.

Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the Board of Directors if they are

dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board of Directors, as outlined below.

A grievance must specify the harm alleged by the legal guardian and/or student, and the remedy sought. A legal guardian or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the legal guardian or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

Level One – Principal Review

A legal guardian or student shall submit a written Level One Grievance Form to the principal or designee within the later of (1) seven days from the time the event(s) causing the complaint were or should have been known, or (2) within five days following an informal conference with the principal. IDEA reserves the right to require the grievant to begin the grievance process at Level Two.

The principal or designee will meet with the complaining legal guardian or student within seven days of receipt of the complaint. Following the conference, the principal or designee shall have seven days to respond in writing.

Note: A complaint against the Executive Director of IDEA Southern Louisiana shall begin at Level Three.

Level Two – Superintendent Review

If the student or legal guardian is not satisfied with the Level One decision, or if no decision is provided, the student or legal guardian may appeal the Level One decision to the Superintendent or designee by filing written notice on a form provided by the school. The request must be filed within seven days of the Level One decision or the response deadline if no decision is made. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The Superintendent or designee will hold a conference within seven days of receiving the appeal and issue a written decision within seven days following the conference.

Level Three

If the student or legal guardian is not satisfied with the Level Two decision, or if no timely decision is provided, the student or legal guardian may submit to the Superintendent or designee in writing a request for a hearing before the IDEA Public Schools Louisiana Board of Directors. The request must be filed within seven days of the Level Three decision or the response deadline if no decision is made. The student or legal guardian shall be informed of the date, time, and place of the hearing. Written appeals to the Superintendent can be sent to:

IDEA Public Schools
Formal Grievance: Request for Board Hearing
Attn: Executive Director
7701 Plank Rd
Baton Rouge, Louisiana 70807

The Board of Directors shall hear the student or legal guardian complaint and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or legal guardian and IDEA will be considered. An audiotape recording of the hearing may be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Level Two decision shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

Additional Complaint Procedures

This legal guardian and student complaint process does not apply to all complaints:

- Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation” in this Handbook.
- Formal complaints alleging sexual harassment shall be submitted as described in “Freedom from Sexual Harassment” in this Handbook.
- Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying” in this Handbook.
- For complaints concerning loss of credit on the basis of attendance shall be submitted as described in “Attendance Needed Per Class for Credit” in this handbook.
- For complaints concerning disciplinary long-term suspensions and/or expulsions shall be submitted as described in “Conferences, Hearings, and Appeals” under “Student Code of Conduct” in this handbook.
- Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Legal guardian Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
- Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to legal guardians of all students referred to special education.
- Complaints regarding the Free and Reduced-Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usada.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Notice of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (“PPRA”) requires that students may not be required to participate in certain surveys, analyses, or evaluations – funded in whole or in part by the U.S. Department of Education – that concern:

- Critical appraisals of individuals with whom the student has close family relationship
- Illegal, antisocial, self-incriminating or demeaning behavior
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.
- Mental or psychological problems of the student or the student’s family
- Political affiliations or beliefs of the student or the student’s legal guardian(s)
- Relationships privileged under law, such as relationships with lawyers, physicians and ministers
- Religious practices, affiliations, or beliefs of the student or legal guardians, or
- Sexual behavior or attitudes.

Legal guardians may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation.

The PPRA also gives parents/guardians the right to receive notice of and deny permission for their student’s participation in:

- Any survey concerning the private information listed above, regardless of funding
- School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information
- A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

Notice of Legal guardian and Student Rights (Annual FERPA Confidentiality Notice)

The Family Educational Rights and Privacy Act (“FERPA”) affords parents/guardians and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

- The right to inspect and review the student’s education record within 45 days after the day IDEA receives a request for access. Parents/guardians or eligible students who wish to inspect their child’s or their education records should submit to the Principal a written request that identifies the records they wish to inspect. The Principal or designee will make arrangements for access and notify the legal guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the legal guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Legal guardians or eligible students who wish to ask IDEA to amend their child’s or their education record should write the Principal, clearly identify the part of the record they want changed and specify why it should be changed. If IDEA decides not to amend the record as requested by the legal guardian or eligible student, IDEA will notify the legal guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the legal guardian or eligible student when notified of the right to a hearing.
- The right to provide written consent before IDEA discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A “school official” is:
 - A person employed by IDEA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel)
 - A person serving on the Board of Directors
 - A volunteer, contractor, or consultant who, while not employed by IDEA, performs an institutional service or function for which IDEA would otherwise use its own employees and who is under the direct control of IDEA with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist
 - A legal guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee, or
 - A legal guardian, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, IDEA discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by IDEA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW

Directory Information Notice

FERPA, a federal law, requires that IDEA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, IDEA may disclose appropriately designated "directory information" without written consent, unless you have advised IDEA to the contrary in accordance with IDEA's procedures.

IDEA has designated three forms of directory information: (1) disclosure for school-related purposes; (2) disclosure to military or college recruiters; and (3) limited disclosure to law enforcement authorities.

Directory Information for School-Related Purposes

IDEA has designated the following categories of information as directory information for the purpose of disclosure for school-related purposes:

- Student name
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent educational institution attended
- Participation in officially recognized activities and sports
- Photographs (including video images) and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that IDEA conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremony, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbook, etc.), including sharing directory information with companies who have a contractual relationship with IDEA, such as companies that manufacture class rings or publish yearbooks.
- Honor roll and other student recognition lists.
- Sharing directory information with companies who have a contractual relationship with IDEA and who perform services on IDEA's behalf.
- Marketing materials of IDEA (e.g., using directory information for print media, website or social media accounts operated by IDEA, videos, newspaper articles, etc.).

Directory Information Supplied to Military and College Recruiters (Secondary Students Only)

Two federal laws require IDEA to provide military recruiters or an institution of higher education, upon request, with access to the name, address, electronic mail address (electronic mail address provided by the school, if available), and telephone listing of each secondary student served by IDEA, unless legal guardians have advised IDEA that they do not want their student's information disclosed without their prior written consent.

Directory Information Supplied to Law Enforcement Officials and Authorities

IDEA has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities:

- Student's name, address, and telephone number.

Guidelines for Release of Directory Information

IDEA shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purposes of disclosure upon request by law enforcement officials and authorities.

A LEGALGUARDIAN OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR ANY OR ALL OF THESE DESIGNATED PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL'S FRONT OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Disclosure of PII without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the legal guardian or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the legal guardian or eligible student, § 99.32 of the FERPA regulations requires IDEA to record the disclosure. Legal guardians and eligible students have a right to inspect and review the record of disclosures.

IDEA may disclose PII from the education records of a student without obtaining prior written consent of the legal guardians or the eligible student:

- To other school officials, including teachers, within the educational agency or institution IDEA has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom IDEA has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of the FERPA regulations.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Louisiana State Board of Elementary and Secondary Education (BESE). Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to the FERPA regulations.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To legal guardians of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency, subject to the FERPA regulations.
- Information IDEA has designated as "directory information" if applicable requirements under the FERPA regulations are met.
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions

REQUIRED FORMS

IDEA's required forms are now available via [STREAM](#). STREAM is IDEA's online platform used for registration and reregistration. These required forms provide guidance and information about our school policies and procedures. Legal guardians review and acknowledge each required form during the registration and reregistration process via STREAM. To access these required documents, please log into your STREAM account.

