



## **NON-DISCRIMINATION STATEMENT**

RSL will not discriminate against any student or employee on the basis of ethnicity, national origin, disability, religion, sex and actual or perceived sexual orientation, or any other basis prohibited by law.

Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by RSL. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating. This nondiscrimination policy covers admissions or access to, or treatment or employment in, RSL programs and activities. The lack of English language skills will not be a barrier to admission to or participation in RSL' programs or activities.

## **Rights Concerning Discrimination**

RSL shall direct that anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the school shall do so in the following manner:

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interview or a tape recording of the complaint will be made available for persons with disabilities upon request. A complaint form is available by calling the ADA Coordinator at 225-337-7702. The complaint should be submitted as soon as possible but no later than sixty (60) calendar days after the alleged violation. Within fifteen (15) calendar days after receipt of the complaint, the ADA Coordinator shall meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting,



the ADA Coordinator shall issue a written determination as to the validity of the complaint and a description of the resolution, if any, and, where appropriate, in a format accessible to the complainant, such as large print or audio tape. The complainant may request a reconsideration of the matter if he or she is dissatisfied with the resolution. The request for reconsideration shall be made within fifteen (15) calendar days of the date of the written determination issued by the ADA Coordinator and, in writing or by alternative means, to the Superintendent. Within twenty (20) calendar days after receipt of the request for reconsideration, the Superintendent or his/her designee shall issue a written determination concerning the request for reconsideration or in an alternative format, if required. The Superintendent's or designee's written determination shall be a final resolution of the complaint. The right of a person to pursue a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Additional information prohibiting other forms of unlawful discrimination/harassment, inappropriate behavior, and/or hate crimes may be found in other RSL policies that are available at the school. It is the intent of RSL that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the Superintendent.

**Notice: Programs for students with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504/ADA defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. RSL has the ability to provide adjustments, modifications and provide necessary



services to eligible individuals with disabilities. RSL acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice at RSL.

### **Notification of rights under FERPA for Elementary and Secondary Schools**

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99) affords parents and student over 18 years of age (“eligible students”) certain rights when respect to the student’s education records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day RSL receives a request for access. Parents or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The RSL official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amount of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask a school to amend a record that they believe is inaccurate. They should write the school principal or appropriate school system official, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. As an exception to the requirement for consent, RSL will disclose without consent records to school officials with legitimate educational interests as allowed as an exception to FERPA. A school official is a person employed by RSL as an administrator, supervisor, instructor, or support staff member including



health or medical staff and law enforcement unit personnel; a person serving on the RSL Board of Directors; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, nurses, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A RSL official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, RSL discloses education records, including disciplinary records,

without consent of parent or a student emancipated in accordance with state law to school officials, including teachers, with legitimate educational interest and to officials of another school district in which a student seeks or intends to enroll. In addition, the law allows release of education records without the consent of the parent or student to an authorized representative of the Comptroller General or Attorney General of the United States; to an authorized official of the financial institution to which the student applied to receive financial aid; to an authorized official of an accrediting organization; to an authorized representative of the Secretary of the U.S. Department of Education; to an authorized representative of the Louisiana State Department of Education; to comply with a judicial order or lawfully issued subpoena to appropriate officials in connection with a health or safety emergency; to the Louisiana juvenile justice system or as otherwise authorized by law or regulation. The information may also be released without consent to organizations conducting certain studies for or on behalf of RSL. The above are samples of possible disclosures and not a complete list.

(4) Further, two federal laws require local educational agencies such as RSL to provide military recruiters, upon request, with three information categories – names, address and telephone listings – unless parents have advised RSL that they do not want their student’s information disclosed without their prior written consent.



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

Family Policy Committee  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Other federal laws may require release of certain education records or student information, such as The National School Lunch Act and the Patriot Act.

**The Title II/Title IX/Section 504 Coordinator for RSL is Kathryn Rice. She can be contacted at 225-337-7702.**

#### **SEXUAL HARASSMENT POLICY**

RSL is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy. RSL considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through six. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. Any student or employee of RSL who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the school principal so that appropriate action may be taken to resolve the problem. RSL prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complaint is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.