

# ST. JAMES PARISH SCHOOLS

*Inspiring Hope and Purpose*



## 2022-2023 Student Policy Manual

**St. James Parish School Board**  
**1876 West Main Street**  
**Lutcher, LA 70071**  
**(225) 258-4500**  
**[www.stjames.k12.la.us](http://www.stjames.k12.la.us)**

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## **Superintendent's Message**

Dear Parents and Guardians:

As we enter the 2022-2023 school year, we again focus on our theme, "Inspiring Hope and Purpose". It is our goal to provide the best education for all students and help them awaken the passion within. As a family of parents, community and school personnel, we will work hand in hand to provide the educational foundation our students need to be successful in this ever-changing world. We look forward to a wonderful and successful school year.

## **Vision**

Each high school graduate will be prepared to enter a job, job training, and/or apprentice program, a trade or technical school, the military for trade or technical training, community college, and/or a four-year college or university.

## **Mission**

The mission of the St. James Parish Public School System is to produce a student who will possess: a willingness to change and learn continuously; a strong work ethic; core academic learning to solve "real life" problems; team work skills; technology skills to solve problems; and a desire for continuous career preparation.

## **Philosophy**

As the word education encompasses many and varied definitions, so a philosophy of education must take into account many areas of education. Ideals, goals, and objectives closely interrelate and compromise the philosophy of the St. James Parish Public School System.

We – School Board decision and policy makers; We – Service Office administrators and supervisory educators; We – school level administrators and teachers; We – System employees; We – Parents; and We – a community are continually committed to setting the highest expectations to redefine standards of excellency by conquering the challenges inherent in the quest for excellence.

We – School Board personnel, are committed to govern by consensus decisions rather than authoritative mandates. In all decision-making matters – CHILDREN ARE PRIORITY!

We – Service Office Administrative and supervisory educators, school-level administrators, teachers and system employees are dedicated to service – a service based upon love for the education of all children. St. James Parish Public School System Employees are "Believers and Achievers Committed to Excellence: People with the Vision to see what is Possible and the Expertise to do what is Achievable!" We believe that the education of students should instill in them a realization that freedom is the American way of life and demands certain responsibilities to self, home, school, community, country, and world.

We, as educators, strive to stimulate the growth and development of each child by helping him to discover his capabilities and by instilling within him a desire to work to his own capacity – To think big-, think high-, think positive-, and think new. We believe that a healthy mind and body are necessary for a well-rounded individual. We seek to meet the developmental needs of each child according to his physical growth. We believe that education should lead to improve human relations in society and that the child should learn to appreciate the contributions of all races, creeds, and sexes in a diverse culture.

We, as parents, assume responsibility for our children's education at home and are involved in their education by helping them translate everyday activities into positive attitudinal learning experiences.

We, the community as a whole, recognize the importance of developing and sustaining a cohesive partnership among the different education systems; between elected officials and constituents; and most importantly, among citizens themselves.

The overall St. James Parish Public School System is based upon a foundation of Brotherhood – respect for fellowship and human dignity.

## **Teacher Bill of Rights** (LSA—R.S. 17:416.18)

A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents and students are fully informed of the various right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior presents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

B. No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

## **Attendance Policy**

According to state mandate, high school students must be in attendance 30,060 minutes which is equivalent to 83.5 six-hour days per semester. Elementary students shall be in attendance a minimum of 60,120 minutes which is equivalent to 167 six-hour days a school year. This means that elementary students may not accumulate more than 10 unexcused absences per year, entire school year. High School students may not accumulate more than 5 unexcused absences per semester.

- A parent/guardian should notify the principal's office via the telephone in advance of the student's absence or on the morning of absence.
- All absences, whether excused or unexcused, shall be counted as absences for attendance reporting purposes to the Louisiana State Department of Education. Students who are physically present at a school site or participating in an authorized school activity for 25% or more of the school day shall be deemed present for attendance purposes. Students who are under the supervision of authorized personnel for 25% or less of the school day shall be deemed absent for attendance reporting purposes.
- All student absences shall be entered by teachers in JCampus on a daily basis.
- Any student returning to school after being absent for 1 or 2 days shall present the parish-adopted Daily Absentee Form (SJ No. 2) within two days after his returning to the principal/designee. Failure to do so shall result in absences being unexcused. The student is allowed 1 SJ2 per term with up to 2 consecutive days. Any other unexcused absences should be appealed through the Student Services Department. The deadline to appeal unexcused absences for the Fall Semester will be the second week of school in the Spring Semester. The deadline to appeal unexcused absences for the Spring Semester will be the second week of the summer break.
- The only exception to the attendance policy comes from absences that fall under the "extenuating circumstances" provision, which would allow a student to miss school for one of five reasons and still be credited as present.
- Those reasons, according to the state department's Administrative Code, include extending leave from school (more than three days missed) for physical or emotional illness, a hospital stay, recuperation from an accident, a contagious disease in the family or observance of special and recognized holidays of the student's own faith.
- Missing three or more days of school for any of the first four reasons would require verification from a physician, dentist or nurse practitioner licensed in the state.
- An absence resulting from disciplinary procedures (i.e. suspension or expulsion) shall be entered in JCampus. These days are unexcused.
- Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.
- To receive a perfect attendance certificate, a student must attend school for 177 days or full term as defined by the St. James Parish School Board and/or State Board of Elementary and Secondary Education. A student must attend school a full day, with the only exception being the following: (a) School sponsored trip; (b) Arrival during homeroom period (not to exceed two occasions); (c) Leaving school because of death in family; (d) Leaving school because of illness (not to exceed two occasions); other circumstances approved by the Administrative Director of Student Services in consultation with the principal.
- A parent/guardian or other person having control of any child that has either major surgery, major illness, or has not been in attendance for an extended period of time, shall be required to submit a doctor's statement indicating the following: special care needed, diagnosis, action to be taken in case of emergency, and medication(s) prescribed.
- Re-admittance shall be determined by the Administrative Director of Student Services after consulting the school nurse and/or doctor(s). To receive homebound/hospital bound instruction, the parent/guardian is responsible for contacting the Director of Special Education at (225) 258-4534 to request special services.
- Parents/Guardians of students with excessive absenteeism will be referred to the District Truancy Officer. A report of each meeting will be documented and shared with principals.

## **Truancy Policy**

There is a shared responsibility between the parent, student, school, district truancy panel, juvenile justice panel, and court system to ensure students are meeting the required attendance laws. All students are expected to attend school regularly and be on time for school to benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school.

The St. James Parish School Board recognizes truancy as absence from class or school for any portion of a period of day without permission from the school. Students shall not be allowed to leave campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off-campus, or will be subject to disciplinary actions. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school. In addition, Court Action can be taken.

School personnel are expected to provide truancy interventions to assist a child who is habitually absent from school. A student shall be considered habitually truant when the condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition. Students are referred to the District Truancy Officer after the third (3rd) unexcused absence. Any student who is a juvenile and who is habitually truant (3rd unexcused absence) from school shall be reported by the principal or designee to the Administrative Director of Student Services.

**ELEMENTARY SCHOOL** - after (5) five unexcused absences and **HIGH SCHOOL** - after (3) three unexcused absences, schools will submit a referral to the District Truancy Officer and the parent will be notified to attend a truancy hearing. The hearing is non-negotiable as both parent and student must attend. The Truancy Panel will work with the parent to provide the support and services needed to ensure the child attends school regularly. If absences continue, a determination will be made for a referral to the FINS Coordinator, Juvenile Justice Panel and/or Juvenile Court for further actions or supports.

## **Behavior Policies**

The St. James Parish Public School System has accepted the professional responsibility to shape, develop, and cultivate the minds of students whose parents/guardian selected the public school system as their child's institution of learning. Counseling, assertive discipline techniques, positive reinforcement, and other professional interventions are provided to ensure an educationally sound school and classroom climate and excellent learning environment. The principal shall take disciplinary action for non-compliance of behavior-related policies.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

- No student shall willfully disrespect any School Board personnel (i.e. Superintendent, service office personnel, principal, assistant principals, teachers, bus drivers, and other employees).
- No student shall initiate or participate in fighting or other disruptive behaviors en route to, from, and on campus or while attending any school-related activities.
- All students are expected to follow assertive discipline / classroom discipline rules. (Rules and consequences are to be posted in classrooms.)
- Students shall report to campus daily with assigned textbooks and necessary instructional items. Students shall not be re-issued books until the fee for lost or defaced books has been paid.
- Students shall remain in approved, designated areas while on campus.
- Student loitering is prohibited. Students shall be inside their respective classroom / gymnasium prior to the tardy bell and are to remain inside their respective classroom / gymnasium until dismissed by the teacher following the dismissal bell.
- No student shall leave the campus after his / her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to the campus.
- No student shall leave the campus for any reason during school hours without prior permission from the principal. Students who must leave school prior to the school day must have a parent/guardian sign them out through the office. Extenuating circumstances will be determined by the principal.
- Any parent / guardian or other person having control of any child that is pregnant shall report such case to the school principal. The principal shall report such case to the school nurse and other appropriate school personnel.
- All students shall maintain a physical appearance indicative of attention to personal hygiene and cleanliness. Students shall maintain decency in dress in accordance with guidelines approved by the School Board and outlined by the school principal.
- No student shall bring or consume any medication on campus. If consumption of medication on campus becomes necessary, the parent / guardian / student shall comply with the St. James Parish School Board policy for administering medication at school.

- If a student possesses any controlled dangerous substance that has been obtained directly or by a valid prescription on order from a licensed physician, the student shall carry such prescription or physician's order in his possession at all times when possessing the controlled dangerous substance. Verification of the prescription or physician's order is permitted (LRS 17:416).
- Students, who deface school property, including school buses, shall be liable for the monetary value of repairing or replacing the item(s).
- A copy of all classroom referrals for Special Education students is to be submitted to the Director of Special Education / designee who is to be contacted via the telephone prior to the suspension of any Special Education student.
- A principal or his/her designee shall send (by a student or mail to the parent / guardian) a letter of suspension each time a student has been suspended. In addition, an attempt should be made to contact the parent / guardian by telephone. Such an attempt shall be logged on the Louisiana Department of Education's School Behavior Report and in JCampus. Suspension shall begin at the end of the school day, except in cases in which a student's behavior prohibits his/her remaining on campus. A student may not attend, nor participate in, any school activity / function while suspended / expelled, including but not limited to prom, graduation activities and ceremonies, athletic practices, games and/or any school event.
- A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.
- Infraction of any of the behavior policies shall result in disciplinary action in accordance with Parish-adopted policy. Each time a student is suspended, the principal shall schedule an administrative hearing with the parent or guardian prior to the suspension, if possible, but at least prior to the student's return.
- Any parent / guardian who willfully refuse to attend an Expulsion Hearing shall be referred to the Juvenile Court exercising juvenile jurisdiction. The parent / guardian must contact the Superintendent's Office within ten (10) days of the date of the recommended expulsion or else the principal's recommended expulsion will become final. Extenuating circumstances will be determined by the Administrative Director of Student Services.
- If a student is found innocent after having been suspended, the entry is to be voided in JCAMPUS, and attendance day(s) are to be marked present.
- Students who are denied credit for courses taken may appeal the decision to the Superintendent within five days of official notification. The Superintendent's decision may be appealed to the Board within five days of official notification, and further, the Board's decision may be appealed to the Courts.
- Students participating in extra-curricular activities during suspensions will be dismissed from that extra-curricular activity for the year.
- The principal shall report any form of physical or mental abuse of children to proper system-level and legal authority immediately.
- Any person using computers or other electronic information resources shall be required to use the equipment and resources in a responsible, legal manner. Illegal use or duplication of copyrighted materials in any form is prohibited. Any unethical, illegal or inappropriate use of computers, Internet, etc. may result in loss of privileges, suspension or other disciplinary action.
- Students are prohibited from using the school name for private functions (proms, dances, etc.) and soliciting funds (selling candy, pools, etc.) for private or personal use. Only the Superintendent of Schools may approve use of the school's name for private or personal use.
- **Search and Seizure** – Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other material in violation of school policy or state law. School property shall remain under control of school officials and shall be subject to search.
  - Property consists of lockers, desks, and other property owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
  - According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." If school officials conclude that a more intrusive search (i.e. strip search) is needed, they shall call the parents of the students involved and report their

suspicious to the police who shall be responsible for any such search. School officials shall not conduct such searches.

- Group searches. Searches of students and their effects must be particularized. Group searches generally lack particularized suspicion and will not be permitted.
- Students may be subject to disciplinary procedures based on documentation from video cameras on school buses and campuses.
- As of July 1, 2003, LSA-R.S. 17:239 now states the following concerning the prohibition against unauthorized cases of electronic telecommunication devices by students in any public elementary or secondary school building:
  - (A) Effective beginning with the 2003-2004 school year and thereafter, no student, unless authorized by the school principal or his designee shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students.
  - (B) A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.
  - (C) Nothing in this Section shall affect the conduct of law enforcement activities including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy.
  - (D) Nothing in this Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in Subsection A of this Section in the event of an emergency. Emergency means an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.
- Mandatory Suspension. Firearms, knives, other dangerous instrumentalities, drugs.
  - The principal shall be required to suspend a pupil who:
    - Is found carrying or possessing a firearm or a knife with a blade equal or exceeds two (2 ½ ) inches in length or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable; or
    - Possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.
  - Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal but, in appropriate cases, at a minimum, shall be placed in time out for as long as necessary.
  - Any confiscated weapons will be photographed by the principal / designee and placed in the custodial care of the St. James Parish Sheriff's Office. A copy of the photo and custody form (Evidence Envelope Documentation) will be submitted to the Superintendent's Office, Attention Administrative Director of Student Services, within forty- eight hours.
- All contact with the Sheriff's Office by the Principal/designee must be documented on the Sheriff's Office contact form and forwarded to the Superintendent's Office, Attention Administrative Director of Student Services, within 48 hours.
- Use of clear ballpoint pens is encouraged to control possible drug possession.
- Any student planning to attend a field/activity trip is required to submit a permission slip to the principal / designee.
- Probation is a temporary status or trial period following discipline infractions, as stipulated by the administrator. The probationary status may be revoked, resulting in reassignment to the placement preceding the probationary period.

## **Corporal Punishment**

The St. James Parish School Board shall prohibit the use of corporal punishment by all of its employees. Students shall not be paddled, spanked, forced to kneel, or physically disciplined for infractions of student conduct regulations. Furthermore, no other person (including parents or guardians) shall be allowed to administer corporal punishment to a student while on school grounds.

The School Board recognizes that good order and discipline within the schools are essential if teaching and learning are to be effective. Every teacher in the public school system has been charged to hold each pupil to a strict accountability for any disorderly conduct in school, on the school playgrounds or campus, or during intermission or recess. Principals shall have the authority to discipline and/or suspend from school any pupil who is guilty of disorderly conduct.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself or herself against a physical attack by a student, or from using physical force to restrain a student from attacking another student or employee, or to quell a disturbance, or to protect school property. Ref: LRS 17:81, 17:416

## **School Board Policy Prohibition Against Bullying**

The St. James Parish School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsions.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying as listed in the Student Code of Conduct.

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. **Investigation** - Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
2. **Notification** - Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. **Discipline** - Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.
4. **Follow Up** - Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

5. Documentation - Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

### Definition of Bullying (Act 861)

A pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school- sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

### Prohibition Against Teen Dating Violence

Louisiana Revised Statute §17.81 requires the governing authority of each public school to provide students in grades seven through twelve enrolled in health education - instruction regarding teen dating violence.

Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological.

### Warning Signs of Dating Violence

- Does your partner insult or make fun of you?
- Does your partner think their feelings are more important than yours?
- Is your partner jealous when you want to see your family, friends or be in certain social situations?
- Does your partner ever try to get you drunk or high?
- Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you?
- Do you often apologize or make excuses for your partner's behavior, especially when they have treated you badly?
- Are you afraid to break up with your partner because they have threatened to hurt you or themselves?
- Has your partner forced you to have sex or perform any sexual acts when you didn't want to?

If you answered yes to any of these questions, it may be time to check your relationship. Call the NATIONAL DOMESTIC VIOLENCE HOT LINE number at 1-800-799-7233 or 1-800-787-3224 TTY or your domestic violence program 24 hours a day.

## Health Services

### Health Conditions

It is the parent's responsibility to inform the School RN if the child has an existing medical condition, any new medical condition, or change in their current medical condition. An individualized health plan may be written at the discretion of the School RN. All student information shall be kept confidential; however, will be shared with school personnel at student's assigned school(s) as needed for the health and safety of the student. The parent/legal guardian may be required to sign a *Release of Information* for the exchange and release of confidential information so that health information can be shared between the School RN and health care providers.

### Food Allergy/Special Diet Request

If a student has a food allergy or needs a special diet, contact the school secretary, the cafeteria manager, or the nurse to receive a **DIET PRESCRIPTION REQUEST FOR MEALS AT SCHOOL** form. When the form is returned correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions can be made. Until such determination is made, parents may be required to send their child's meals to school. A new diet prescription request must be made at the beginning of each school year. An Individualized Health Plan will not be written for Special Diets and Food Allergies until the School RN receives a diet prescription that has been received and approved by the Child Nutrition Department. If you have any questions, please contact the Child Nutrition Department at 225-258-4561.

### Illness

Students who attend school on a regular basis are more successful. However, students who are ill should remain home. If a student becomes ill while at school and needs to go home, a parent/guardian will be notified. It is important that the school has up-to-date phone numbers for the parent/guardian and emergency contacts (home, cell, work). Please notify the school office when contact numbers change or are no longer in service. If the parent or an emergency contact cannot be reached, the school will ask the Sheriff's Department for assistance in locating the parent/guardian. In the event of a health emergency, 911 will be called and the parent/guardian will be notified. For illness/conditions in which a student should stay home or the student will be sent home, please see our **Health Guidelines**. A note from your physician will be needed in certain instances for the absence to be excused.

### Injury

In the event of an injury at school, school systems are only equipped to provide "First Aid" treatment. School RNs are also only able to provide "First Aid" and are available at schools on a limited basis to handle health conditions or emergencies. If a student is injured at school, he/she should report the injury to school personnel. Once school personnel are notified, an accident report will be written by the staff member responsible for the student at the time of the accident. Parents will also be notified and provided with a copy of the accident report. Any accident, which results in injury and requires medical treatment beyond "First Aid", is the responsibility of the parent/guardian.

If a student has a health emergency or is seriously injured, 911 will be called and the parent will be notified. If the school is unable to contact the parent/guardian, the student will be sent to the nearest hospital and the school will ask the sheriff's department for assistance in locating the parent/guardian.

The school system will not pay for treatment unless negligence on part of the school system or its employees can be proven. Parents are urged to purchase the school insurance if additional insurance coverage is needed. Forms for school insurance are given in the beginning of school year packets.

If a student is injured at home or outside of the school system and he/she has complaints from the injury, the student should be brought to the student's family physician or to the emergency room for evaluation. Students should not be sent the following day to the School RN for evaluation.

### Health Guidelines

SJPSB recognizes the importance of a healthy and safe environment for students and the school community. The school district follows current public health practices, rules, and regulations governing control and prevention of communicable diseases that are established by the State Department of Health and Hospitals (DHH) and Centers for Disease Control (CDC). For the safety and protection of all, we ask that you NOT send your child to school with any of the following:

**FEVER** – A student with a temperature of 100 degrees or greater while at school will be sent home. A student may return to school after they have been free from fever and/or signs of infection for 24 hours without the use of fever reducing medicines. (ex. Tylenol, Acetaminophen, Ibuprofen, Advil)

**VOMITING/DIARRHEA** – A student with vomiting and/or diarrhea while at school will be sent home. A student may return to school after they have not vomited or had diarrhea for 24 hours.

**STOMACH PAIN** – A student who has a stomach ache that is persistent or severe enough to limit activity will be sent home and may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

**SUSPECTED PINK EYE** – A student who has redness in the white of the eye, watery or thick drainage with mucus and pus, which causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it will be sent home for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school. Pink eye is a highly contagious condition.

**COLDS** – A typical common cold has generally mild symptoms lasting 7 to 10 days. If a student develops a temperature above 100 degrees, severe cough, sore throat, green/yellow nasal discharge, earache, and/or headache will be sent home

and may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

**NASAL DISCHARGE** – A student who has a yellow/green discharge from the nose for more than 10 days, yellow/green discharge accompanied by fever, or who is coughing up yellow/green mucus will be sent home and may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

**SEVERE SORE THROAT** – A student with severe sore throat, fever, headache, and/or upset stomach, could possibly have Strep Throat, and can lead to serious complications. The student will be sent home and will be referred to their doctor for evaluation and treatment. A medical release from their doctor will be required to return to school.

**SUSPECTED RINGWORM** - An infection that manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. The student may return to school once treatment has begun, proof of treatment has been provided, and the affected area can be completely covered. If the lesion is on the scalp or cannot be completely covered, the student may not return to school until 24 hours after treatment has been started. The student may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school. Ringworm is a contagious condition.

**UNIDENTIFIED RASH** – If a student has an unidentified rash, the student will be sent home for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school.

**LICE** - A student with live head lice will be excluded from school. The student must be treated using a pediculicide (lice shampoo). In order for the student to return to school, the parent/guardian must: bring the student to the school office to be checked by school personnel; present proof of treatment (doctor/pharmacist note or empty treatment bottle). Two days of excused absence is allowed for treatment.

**SUSPECTED COMMUNICABLE DISEASE** – A student with a suspected communicable disease will be sent home and referred for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school.

**SUSPECTED IMPETIGO (Indian Fire)** – A student with red bumps anywhere on the skin, usually around the nose, mouth, hands and arms, with yellow pus that is released from the red bumps that crust and stick to the skin will be sent home for evaluation and treatment by their doctor. A student may not return to school until 24 hours after treatment has started, affected area has minimal drainage and can be covered. A medical release from their doctor is required to return to school. Impetigo is highly contagious.

**SUSPECTED SEIZURES** – If seizure like activity occurs at school, the student will be sent home. The student will not be allowed to use school transportation. 911 will be called for student with no history of seizures, seizures lasting longer than five minutes or for multiple seizures. A medical release may be required to return to school. ***Students with known seizures***, who have a seizure at home, prior to school, should NOT be sent to school unless cleared with School RN. 911 will be called for seizures lasting longer than five minutes or for multiple seizures. If seizure occurs prior to dismissal, student will not be allowed to use school transportation.

**EARACHE** – A student with severe ear pain will be sent home until pain free. Student may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

**HEADACHES** – A student with a significant headache that limits school participation/activity will be sent home. A student may be referred for evaluation and treatment by their doctor or ophthalmologist, if headaches are severe and more frequent. If referred, a medical release from their doctor will be required to return to school.

**SUSPECTED SCABIES** – A student with a pimple-like itchy skin rash, which may affect many parts of the body will be sent home and referred for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school. Scabies is a contagious condition.

- Please encourage your child to wash their hands frequently, to cough into their elbow area or a tissue, and to discard any used tissue into the garbage can.
- The above signs and symptoms may indicate that your child has a Communicable disease that is CONTAGIOUS to others. If a Health Referral form is sent home by the School RN, the student must be seen by a doctor, the Health Referral form completed by a doctor and returned to the school office, in order for the student to return to school.

- A Student will be excluded from school until seen by a doctor, if a suspected Communicable Disease is present, appropriate care has not been rendered or condition has not been resolved after an adequate time period.
- Health conditions not listed above will be at the School RN's discretion whether the student is sent home, referred to a doctor, or excluded from school.
- For more information on the above guidelines, you can go to the CDC website @ [www.cdc.gov](http://www.cdc.gov) and the DHH website @ [www.infectiousdisease.dhh.louisiana.gov](http://www.infectiousdisease.dhh.louisiana.gov).

## Requirements for Medication at School

SJPSB follows State and Federal legislation's medication guidelines. Legislation states that: medication that can be given before or after school, shall not be given at school. School medication orders must be limited to medications, which can be administered during school hours. However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or to allow a student to participate equally in the education setting. Louisiana State Legislation has put into place some required conditions to insure the health, safety, and welfare of children who need medicine during the school day.

A few of these requirements are as follows (SJPSB Medication Administration Policy and Procedures may be viewed, in its entirety, on the school board website):

- The parent/legal guardian must provide a completed and signed *Medication Order*, by BOTH the physician and parent, for EACH medication to be given at school. This form is also required for any over-the-counter medication to be given at school.
- Student shall be able to swallow the form of medication ordered by the physician.
- Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by a (TAP) Trained Authorized Personnel. Eye drops, antibiotics, and other short-term medications, including over-the-counter medications, shall not be given by school personnel, unless a *medication exception* has been granted by the school RN.
- Medication MUST be delivered to the school office by a parent/legal guardian or a responsible adult. Students are NOT allowed to transport medication to school or have medication in their possession without the School RN approval. Teachers and principals have the right to take medication from a student and contact the parent. Emergency medications such as asthma inhalers, EpiPens, and glucagon can be carried and self-administered by a student, ONLY if it has been approved by the physician, parent/legal guardian, and the School RN.
- The parent/legal guardian must count and sign-in the amount of medication that is delivered to the school with a (TAP) trained authorized personnel, on the students' medication log.
- No more than a (35) day supply of medication shall be brought to school.
- Medication MUST be in a container properly labeled from a pharmacy and MUST match the *Medication Order*.
- The parent/legal guardian MUST provide the names and working telephone numbers of persons to be contacted in case of a medication emergency. Emergency phone numbers should be updated immediately if there is a change in contact information.
- The parent/legal guardian shall provide a statement, stating that the initial dose of medication was administered outside of the school jurisdiction, allowing at least (12) hours of observation for adverse reactions, with the exception of emergency medications such as, an asthma inhaler, epipen, or glucagon.
- Medication not retrieved by a parent/legal guardian or responsible adult, will be destroyed (2) weeks after the expiration date, if the order is discontinued, or at the end of the school year, following notification to the parent/legal guardian.
- *All student information shall be kept confidential.* The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.
- If a student refuses medication administration, an administrator will be notified and will notify the parent. If refusals continue, medication will no longer be administered at school.

\*\*\*A NEW Medication Order is required at the beginning of EACH school year (cannot be dated prior to July 1st, of that school year) and anytime DURING the school year, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is NOT allowed to make changes on a medication, a new *Medication Order* MUST be given.

## Lip Balm and Cough Drops

- If lip balm/cough drops are labeled “medicated”, it cannot be brought to, or used at school without a doctor’s note.
- There are many products available over the counter for a dry lip problem. “Vaseline/ Wax balms” would provide adequate prevention and protection of dry/cracked lips.
- Please educate your child about no sharing, playing with or excessive use of lip balm during class.

## **Health Screenings**

**Vision Screening:** According to Act 522, St. James Parish School nurses will coordinate the vision screening to be completed. Vision screening will be conducted on all students in grades K, 1, 3, 5, 7, 9, and 11, and any special request. If the student fails the vision screening, a letter of referral will be sent home notifying the parent/guardian of the need for further medical evaluation and/or correction as needed.

**Hearing Screening:** According to Act 522, St. James Parish School nurses will coordinate the hearing screening to be completed. Hearing screening will be conducted on all students in grades K, 1, 3, 7, and 11, and any special requests.

If the student fails the hearing screening, a letter of referral will be sent home notifying the parent/guardian of the need for further evaluation by an audiologist or private medical doctor.

**Scoliosis Screening:** A parent/guardian of any student with a concern of their child’s back or posture needs to submit a written request for a scoliosis screening to the school nurse at that student’s school.

**Breast Self-Examination/Cervical Cancer:** According to Act 789, Breast Self-Examination/Cervical Cancer is taught to 8th and 10th grade girls in St. James Parish. This class is conducted by the school nurses and/or St. James Parish Hospital. The parent/guardian must sign a negative consent form in order for their daughter NOT to participate.

## **Immunization Requirements for School Attendance**

Each student attending school within the state of Louisiana for the first time, entering sixth grade, and entering 11<sup>th</sup> grade, shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases at the time of registration or entry into school, in accordance with the schedule established by the La. Department of Health and Hospitals (DHH), Centers for Disease Control (CDC), and Office of Public Health (OPH). Students who are not in compliance with these state legal requirements of immunization and/or who exhibit evidence of any communicable disease, shall be promptly excluded from school. The schedule below provides specific requirements based on age and grade.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:170, R.S. 17:170.4, and R.S. 17:236.1, Title 28: Education, Part CLVII Bulletin 135- Health and Safety

**Students 4 years of age or prior to school entry, and for all new students entering the parish, the following immunizations listed below are required or a notice of exclusion will be sent home until immunizations are up to date.**

- **DTaP (Diphtheria-Tetanus- Acellular Pertussis)**
  - Last one after the 4th birthday (the 3rd and 4th at least 6 months apart); **5 required upon school entry**
- **OPV/IPV (Polio)**
  - Last one after the 4th birthday (the 2nd and 3rd at least 6 months apart); **4 required upon school entry**
- **HBV (Hepatitis B)**
  - 1st and 2nd at least 1 month apart; 3rd dose required after the child has reached 6 months of age
  - **3 required upon school entry**
- **MMR (Measles-Mumps-Rubella)**
  - First dose after 12 months of age.; Second dose is at 4 years of age.; **2 required upon school entry.**
- **HIB (Haemophilus Influenza Type B)**
  - **4 required upon school entry**
- **VAR (Varicella (Chicken Pox))**
  - First dose after 12 months of age.; Second dose is at 4 years of age; **2 required upon school entry**

**Students 11 years of age, entering the 6<sup>th</sup> grade or as they turn 11 years of age in any grade, and for all new students entering the parish, the following immunizations are required or a notice of exclusion will be sent home until immunizations are up to date.**

- Tdap (Tetanus-Diphtheria-acellular Pertussis)
  - It is required by the state to receive this vaccination at 11 years old. ***Do not get immunization before your 11<sup>th</sup> birthday.***
- MCV4 (MENINGOCOCCAL)
  - It is required by the state to receive this vaccination at 11 years old. ***Do not get immunization before your 11<sup>th</sup> birthday.***

**Students 16 years of age, entering the 11<sup>th</sup> grade or as they turn 16 years of age in any grade, and for all new students entering the parish, the following immunizations are required or a notice of exclusion will be sent home until immunizations are up to date.**

## **Bus Policies**

Bus drivers are to submit the Louisiana Department of Education Bus Behavior Report to the principal/designee when a student does not follow the bus policies. Click the link, [Bus Behavior Report](#) or visit <https://www.louisianabelieves.com/schools/public-schools/transportation> for details. (Deleted a picture of the bus behavior report and added a link instead.)

- No student shall bring weapons or items which can be used as weapons on school buses or on campus or while attending any school-related activities. Metal combs are prohibited.
- No student shall bring drugs, including alcohol, on the school bus or on campus.
- No student shall smoke on the school bus, the campus, or in the school building(s) or while attending any school related activities. Tobacco, lighters, matchers, etc. are prohibited.
- No student shall use obscene language on the school bus or on campus.
- No student shall bring radios, whistles, electronic devices, or any form of distraction on the school bus or on campus. All personnel confiscating items are to submit these items to the principal / designee immediately. Personnel infraction of the policy shall result in personal liability. Principal / Designee shall contain these items. Students shall claim the items at a time designated by the principal / designee.
- No student shall board school buses with items too large to hold on the lap or place under the seat. Oversize items larger than 18" x 12" X 5", such as luggage used as book bags, may be prohibited for safety reasons.
- No student shall use the emergency door unless instructed by the bus driver or designee(s).
- No student shall stand while the school bus is in motion or extend its head, arms, objects, etc., or throw objects out of the bus windows or door.
- No student shall bring visitors, pets, etc., on the school bus or on campus.
- No student shall bring soft drinks, candy, gum, or any other edibles or any glass containers on the school bus or in school building.
- Any request to ride a school bus other than the assigned bus must be made by the parent / tutor / guardian to the Administrative Director of Student Services prior to the time requested.
- Students should arrive at the bus stop at least five (5) minutes before the bus arrives to ensure timely routes.
- No student shall be permitted to board or depart the bus other than at his/her assigned stop unless authorized by the Administrative Director of Student Services.
- If fighting occurs aboard the bus, equal time is given off the bus in addition to suspension from school. Disruptive students who repeatedly misbehave on the bus are subject to indefinite bus suspension. In such cases, the parent is responsible for transporting students to and from school.
- Students who habitually fail to follow School Board policies while riding the bus are subject to consequences as specified in Disciplinary Policies (Grades 4-6 or 7-12). This can include a result in removal from the bus.
- Students may be subject to disciplinary actions based on documentation gained from the video cameras on school buses.

## **Student Discipline**

School personnel are to submit the Louisiana Department of Education School Behavior Report to the principal/designee when a student does not follow behavior policies. Click the link, [School Behavior Report](#) or visit <https://www.louisianabelieves.com/resources/library/school-policy> for details. (Deleted a picture of the school behavior report and added a link instead.)

In our continuing effort to provide an enriching learning atmosphere, the St. James Parish Public School System has implemented parish-wide discipline policies and procedures for students in grades PK-3, 4-6, 7-8 and 9-12. A major focus of the discipline policy is one of individual accountability; that is, if a student chooses to break the rules, then he/she will be held accountable for his/her actions and must face the consequences.

The school, as a community agency, shares the responsibility with parents to educate, guide, and, when necessary, to discipline children. The school's main objective is to educate the student and to provide a program to meet his/her needs, which will help prepare the individual for a world of work and a position which will enable him to take his place in society and to lead a happy and productive life.

Appropriate consequences deemed necessary by the principal may be implemented for deviant student behavior. The consequences should be reasonable, and corrective measures should help the student to become aware of a need for self-discipline. Students should use caution in claiming "self-defense" in physical confrontation, for a student who is the aggressor or who brings on a difficulty cannot claim the right to defend oneself. Any force used must be reasonably concluded that the use of such force more probable than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense (LRS 17:416). The St. James Parish Public School System discourages physical confrontations.

The policy emphasizes that the majority of inappropriate behavior (Category D) will be handled in the classroom. Teachers shall document their attempts to resolve minor misbehavior within the classroom and have contacted the parent prior to any referral to the principal's office. Each teacher shall decide which consequences would be most appropriate for his/her class structure, though, at some schools, teachers may agree to use the same set of classroom rules and consequences.

Another set of misbehaviors must be handled by the principal because they occur in the hall, buses, and other settings not directly supervised by classroom teachers or are considered more serious (Category B, C).

A small set of severe misbehaviors (Category A) cannot be handled in the classroom. Category A offenses are limited to conduct that constitutes an imminent and substantial threat to physical safety or that is criminal in nature (e.g. possession of firearms or other weapons, bomb threat, or burglary).

Principals must make every reasonable effort to investigate all aspects of a discipline problem. The student shall be given notice of the particular misconduct of which he/she is accused as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts to the principal or designee. In many cases, the principal / designee may informally discuss the alleged misconduct with the student minutes after it has occurred.

Since the conference between administrator and student may occur almost immediately following the misconduct, generally the notice and the administrative hearing should precede any suspension. In cases where presence of a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, however, the student may immediately be removed from school. In such cases, the notice (and hearing if required) should follow as soon as possible.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

If the student is suspended, the principal /designee shall make every effort to contact the parent or guardian by telephone and inform them of the suspension. The student may be removed from classes, if necessary, and kept under supervision until the close of the school day or the arrival of the parent or guardian to pick up the student. In the event the student may cause a disruption in the orderly operation of school, he/she may be removed from the school premises immediately and placed in the custody of the parent, guardian, next of kin, or police officer.

The principal / designee shall mail a report of the suspension to the parent / guardian on the day of the suspension, if possible, but no later than two school (2) days following the decision to suspend. A copy should be placed in the school file. If the parent or guardian wishes to appeal the suspension, the parent/guardian, within five (5) school days after notification of the suspension, must submit a written request to the Superintendent or designee to review the matter; otherwise, the decision shall stand. While awaiting the Superintendent's decision in suspension appeal cases, the student shall remain suspended out of school; and upon review, if the Superintendent reverses the decision of the school administrator, the student's absences shall be voided. While a student is suspended or expelled to the Alternative Center from school, he/she may not attend ANY activities (graduation ceremony, athletic practices/events, dances, etc.) on any school campus. The decision of the Superintendent is final as to any

short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.

If the parent or legal guardian is not present for an expulsion hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested.

The administrator at the school site or central office may place a student on probation, a temporary status or period of trial conduct, following rule infractions in an attempt to improve the student's behavior. The applicable administrator shall determine the terms and conditions of the probation.

St. James Parish defines an Administrative Conference as dialog between parent / guardian and principal / designee. This may be a telephone conversation or meeting in person. An Administrative Hearing is a meeting between the parent / guardian and principal / designee scheduled prior to suspension, if possible. An Expulsion Hearing is a meeting among the parent / guardian, principal / designee, and Superintendent / Designee for appeals and expulsion cases.

### **Expulsion Procedures**

Parents have the right to waive their rights to an expulsion hearing therefore agreeing to expel the student to the Alternative Center.

If an administrator recommends expulsion for a student, a letter must be sent home to parents with the allegation and the date and time of expulsion hearing.

The student will not be compelled to testify against him/herself. He/she has the right to call witnesses and question witnesses. He/she may have anyone of his/her choosing to represent him/her at the hearing. He/she has the right to review all documentation. He/she will be given a chance to present his/her side of the story.

At the end of the hearing, he/she will be given the decision of the Superintendent's Designee. Within five (5) days, he/she will receive the results of this hearing by mail.

If he/she disagrees with the Superintendent's (Designee) decision, he/she may appeal to the St. James Parish School Board. If the St. James Parish School Board upholds the decision of the Superintendent, he/she may appeal to the district court within ten (10) days.

Parents may request, in writing to the St. James Parish School Board, that they review the findings of an Expulsion Hearing within five (5) days of notification.

### **St. James Parish School System's Alternative Program**

The Alternative Center has been established for students having problems conforming to rules, regulations, and policies in a regular school setting. The Alternative Center will provide an alternative classroom environment to accommodate specific needs of assigned students to correct inappropriate behavior through the development of positive self-esteem so that students will have the opportunity to return to the regular school setting.

The Alternative Center for grades K-12 (BIP & AC) will be staffed with appropriate personnel. Carnegie units or credits will be offered to students in grades 7-12 according to certification of teachers on staff. The students in grades K-6 will be taught the curriculum from their home-based schools. The Alternative Center teachers may provide supplemental assignments, for which the students will be responsible.

The nucleus of the Alternative Center will draw support and involvement from parents, teachers, and civic-minded professionals. Visiting speakers will provide academic motivation, vocational counseling, and strategies for dealing with problems. Parents will attend monthly meetings that will address effective communication skills and offer them the opportunity to meet with other parents and discuss common concerns. The administrator and teaching staff shall incorporate innovative strategies to accomplish the desired results outlined in the Alternative Center Handbook.

The main goal of the Alternative Center will be to keep students in school and to ensure the most appropriate learning opportunities are provided.

### **In-School Suspension Program (ISSP)**

The purpose of the In-School Suspension Program (ISSP) is to provide an alternative to out-of-school suspension while providing strategies designed to help students improve their behavior including reasonable opportunities to receive tutoring, social and emotional supports, remedial education, and regular academic work and to earn grades and credit equivalent to those of other students not in an ISSP. Students shall not be required to complete punitive or non-academic writing assignments when

assigned to ISSP. The ISSP shall not prevent the school principal or designee from removing an extremely disruptive student from the school setting and requesting an out-of-school suspension or an expulsion hearing.

### **After-School Detention**

After-school detention is an alternative to home suspension for less serious misbehaviors. Detention will be on days designated by the principal. The concept of detention does not prevent the school principal from removing a disruptive student from the school setting.

### **Student Dress Code**

It is the obligation of the School Board to provide an educational atmosphere which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences which hinder the learning process. No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration.

Any substantial complaint concerning the dress code will be dealt with by the school administration. The term "school-approved" means that the principal has given his/her approval.

### **Uniforms**

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to school. Parents/Guardians will be responsible for purchasing uniforms. Uniforms shall be worn as follows:

- PK-6 Boys: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional). Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).
- 7-12 Boys: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional) or school-issued t-shirt. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).
- PK-6 Girls: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional). Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).
- 7-12 Girls: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional) or school-issued t-shirt. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).

Sweaters/Vests/Sweatshirts: School-approved color or solid white; only school-approved monograms; no logos; no name brands; **hoods are not allowed on campus (on jackets or sweatshirts) for Grades 7<sup>th</sup> – 12<sup>th</sup>. Grades Pre-K – 6<sup>th</sup> hoods are allowed**; collar of uniform shirt shall be visible.

Coats/Jackets/Wind Breakers: School-approved color, solid white, solid black, solid navy, gray or khaki; no stripes. **NO HOODS ALLOWED for Grades 7<sup>th</sup> – 12<sup>th</sup>. Grades Pre-K – 6<sup>th</sup> hoods are allowed.**

NOTE: School organizations' jackets and sweatshirts are allowed.

### **Dress Code Regulations**

- All students will wear the designated school uniform clothing as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.
- The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, khaki, black, navy, gray or school approved color.
- All students must wear belts if pants have loops. Belts may not be more than one size larger than the waist and should be solid in color with no adornments (spikes, chains, etc.).
- Baggy, tight-fitting or over-sized uniforms are prohibited. Pants must fit at the waist; "low riders" are not allowed. Drawstring pants, cargo pants, joggers (which are pants with elastic waist and ankles), and sweat pants are also

prohibited. Full-length pants cannot be rolled or folded above the ankle. Pants must be hemmed. Pants cannot be made of denim material (jeans).

- Shirts must be worn tucked in at all times. Undergarments must not be visible.
- Only school approved colored undershirts/turtlenecks are allowed under the uniform shirt.
- Shoes must be completely enclosed. Heels should be no more than 2 inches high.
- The wearing of earrings by female students will be allowed. Male students in 7 – 12 may also wear earrings. Earrings may be one inch in diameter and/or length.
- Body-piercing jewelry items with large hoops, etc. are a safety hazard and are not permitted. Piercings in ear lobe and/or nose must be free of protrusions/hoops that could cause a safety hazard. Such piercing is only allowed for students in 7<sup>th</sup> – 12<sup>th</sup> grades.
- Students will be allowed to wear chains, belt buckles, pendants or necklaces with the following specifications:
  - Rope-type chains shall be no larger than 1/16 inch in diameter.
  - Flat chains shall not exceed ½ inch in width.
  - Nameplates, pendants, buckles shall not be larger than 2 inches by 1 inch.
  - No chains shall be connected to a wallet or hanging out of the pocket.
  - Earrings are only allowed in earlobes and may not be large or dangling. Visible facial/nose piercings are against district policy. For safety reasons, jewelry (ex: rings) must be small in size. No oversized jewelry is allowed.
- Jewelry is worn at the student's own risk. The system will not be responsible for lost/stolen items.
- All headgear (such as caps, hats, bandanna, wraps, curlers, etc.) and blankets are prohibited (boys and girls).
- Only prescription glasses may be worn inside buildings.
- Clothing with holes is not allowed and shall be worn on the "right" side and not inside out. Patches must cover any holes.
- Picture ID cards (grades 7-12) must be visibly worn on school-approved lanyards at all times. Defacing ID's is prohibited.
- Prohibited and/or inappropriate items may be confiscated by school officials and returned to the parent/guardian only.

## **Groom and Dress Violations**

Violations of grooming and dress regulations will be handled according to the discipline policies adopted by the School Board.

### **Definitions**

Code of Conduct refers to the District's disciplinary rules that are set forth in the Student Policy Manual.

Detention refers to a consequence for a violation of the Code of Conduct that does not remove the student from the classroom during instructional time, but requires a student to spend some amount of time in a particular school location during lunchtime, after school, or on the weekend.

Expulsion refers to a consequence for a violation of the Code of Conduct that removes a student from that student's school for not less than one school semester.

Functional Behavior Assessment or FBA refers to a systematic set of strategies that are used to determine the underlying function or purpose of a behavior so that an effective behavior management plan can be developed. An FBA consists of describing the problem behavior, identifying preceding or subsequent events that control the behavior, and developing and testing a theory of the behavior. An FBA should be completed by qualified professionals after reviewing student records and other relevant data and conducting direct observations of the student. FBAs are most commonly conducted for Students with a Disability, as defined below, but may be conducted for any child.

In-School Suspension refers to a consequence for a violation of the Code of Conduct that removes a student from her or his regularly assigned classroom and transfers her or him to a different in-school setting during the course of the regular school day where the student does not receive regular instruction but has the opportunity to complete work from their regular classroom.

Instructional Staff refers to certified staff (e.g., teachers and counselors) and non-certified staff (e.g., teacher aides) who work directly with students.

Law Enforcement Powers refers to arrest, citation, search, seizure, handcuffing, or the Use of Force, as defined below, by a School Resource Officer, as defined below, or another law enforcement officer.

Out-of-School Suspension refers to a consequence for a violation of the Code of Conduct that removes a student from his/her school for less than one school semester.

School Resource Officers or SRO's refers to any sworn or unsworn law enforcement officers who exert law enforcement powers, as defined herein, and who are stationed in or assigned to a District school.

State Reporting Form refers to Forms A and B of the Louisiana Department of Education School Behavior Report that schools in Louisiana are required to submit in order to document disciplinary referrals.

Student(s) with a Disability refers to a student who has qualified to receive disability-related services and/or supports under the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1975 (unless his/her parent or guardian has chosen for the student not to receive such services and/or supports by failing to provide written consent to the initial offer of such services or, after initial consent, revoking consent for such services).

Suspension or Expulsion and Suspension and Expulsion refers to In-School Suspension, Out-of-School Suspension, Expulsion, or transfer to an Alternative Education Program. It does not refer to positive interventions, corrective strategies, or Detention.

Use of Force refers to any physical contact or physical coercion used by an SRO or another law enforcement officer to control or to restrain a student. The term does not include a physical escort, which is a temporary touching of the hand, wrist, arm shoulder, or back for the purpose of guiding or directing a student who is behaving in a manner inconsistent with school policies to a safe location.

## **Disciplinary Policies**

### **Grades PK-3**

Disciplinary problems involving students in grades PK-3 shall be processed through classroom and school administrative intervention.

Note: In the event of excessive and continuous school and classroom behavior problems by students in grades PK-3, the policies governing students in grades 4-6 shall be applied at the discretion of the Principal. (Refer to Disciplinary Policies, Grades 4-6).

### **Grades 4-6**

The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until the Superintendent's hearing depending upon the circumstances.) Please find the definitions for codes in parenthesis in Appendix A. In addition, the Principal has the discretion to refer to Grades 7-8 for offenses not listed in Grades 4-6.

<b>Category A (Grades 4-6)</b>	
<b>Offense</b>	<b>Consequences</b>
1. Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (07)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
2. Use of OTC medication in a manner other than prescribed or authorized (33)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
3. Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of Code 13 requires additional submission of the Weapon Type Code (13)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
4. Possesses firearms (not prohibited by federal law), knives or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade of less than 2 ½ inches (refer to code 31 for blades 2 ½ inches or smaller).	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
5. Discharge or use of weapon(s) prohibited by federal law (30)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
6. False Alarm/Bomb Threat (37)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
7. Assault and/or Battery and/or Threats (23)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
8. Sexual Harassment (48)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
9. Serious Bodily Injury (32)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
10. Misappropriation with Violence to the Person (29)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
11. Obscene Behavior or Possession of Obscene/Pornographic Material (41)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
12. Kidnapping (25)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
13. Criminal Damage to Property (27)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)

14. Public Indecency (40)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
15. Commits Any Other Serious Offense (21) that constitutes an imminent and substantial threat to physical safety or is criminal in nature.	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
16. Cyberbullying (Complete Bullying Form) (36) Bullying/Harassment (Complete Bullying Form) (35)  2nd Offense	1-3 days suspension out of school and contact with parent/legal guardian  Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
17. Instigates or participates in fights while under school supervision (16) Does not include minor student altercations that can be quickly and safely broken up.	(1st Offense) 1 day suspension out of school pending Administrative Hearing and contact with parent/legal guardian.  (2nd Offense) 2 days suspension out of school pending Administrative Hearing and contact with parent/legal guardian.  (3rd Offense) 3 days suspension out of school pending Administrative Hearing and contact with parent/legal guardian.  (4th Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)

Category B (Grades 4-6)	
Offense	Consequences
1. Uses or possesses tobacco, lighter, or matches (8)	Time out or ISSP or After School Detention as determined by Administrator
2. Commits immoral or vicious practices (5)	Time out or ISSP or After School Detention as determined by Administrator
3. Conduct or habits injurious to his/her associates (6)	Time out or ISSP or After School Detention as determined by Administrator
4. Gambling (39)	Time out or ISSP or After School Detention as determined by Administrator
5. Cuts, defaces, or injures any part of public school buildings (11)	Restitution and Time out or ISSP or After School Detention as determined by Administrator
6. Uses or possess alcoholic beverages (9)	Time out or ISSP or After School Detention as determined by Administrator
7. Forgery (38)	Time out or ISSP or After School Detention as determined by Administrator
8. Failure to Serve Assigned Consequence (46)	Time out or ISSP or After School Detention as determined by Administrator  If a District Administrator determines the student has a legitimate justification of the failure to serve assigned consequences, that failure will be excused or the student will be required to make it up.  District Administrators will offer additional opportunities to complete consequences when the failure to do so will lead to ISSP, unless the District Administrator determines it is no longer reasonable to do so.
9. Treats authority with disrespect (2)	Time out or ISSP or After School Detention as determined by Administrator
10. Takes another's property or possessions without permission (20)	Time out or ISSP or After School Detention as determined by Administrator
11. Makes an unfounded charge against authority	Time out or ISSP or After School Detention as determined by Administrator
12. Leaves school premises or classroom without permission (18)	Time out or ISSP or After School Detention as determined by Administrator
13. False report (49)	Time out or ISSP or After School Detention as determined by Administrator

14. Possesses pocket knife with a blade length of less than 2 ½ inches (Includes box cutters with a blade < 2 ½ inches) (31)	Suspension out of school or ISSP and contact with parent/legal guardian
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Category C (Grades 4-6)	
Offense	Consequences
1. Unauthorized use of Technology (42)	Time out or ISSP or After School Detention as determined by Administrator
2. Uses profane and/or obscene language or draws obscene pictures (12)	Time out or ISSP or After School Detention as determined by Administrator
3. Writes profane and/or obscene language or draws obscene pictures (12)	Time out or ISSP or After School Detention as determined by Administrator
4. Willful Disobedience (1)	Time out or ISSP or After School Detention as determined by Administrator
5. Trespassing Violation (45) Includes loitering on campus when absent or suspended	Time out or ISSP or After School Detention as determined by Administrator
6. Throws missiles liable to injure others (15)	Time out or ISSP or After School Detention as determined by Administrator
7. Academic Dishonesty/Cheating on Test and/or Assignment (44)	Time out or ISSP or After School Detention as determined by Administrator
8. Improper Dress (43) (See School Board Dress Code)	Time out or ISSP or After School Detention as determined by Administrator then only when other consequences have proven ineffective
9. Disturbs the school or habitually violates any rule (10)	Time out or ISSP or After School Detention as determined by Administrator
10. Violates traffic and safety regulations (17)	Time out or ISSP or After School Detention as determined by Administrator
11. Misusing Internet/Violates Electronic/Technology Policy (47)	Time out or ISSP or After School Detention as determined by Administrator

### **Category D (Grades 4-6)**

No referrals from this category will be accepted without attached proper documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

All classroom behavior including, but not limited to the following:

- Failure to follow teacher's directive(s)
- Failure to follow assertive discipline classroom rules
- Littering
- Eating / Chewing gum in class
- Lack of Instructional supplies and materials
- Failure to do punish-work
- Sleeping in class
- Repeat Offenders (per semester)

Consequences:

1st and 2nd Offense	Classroom Intervention
3rd Offense	Contact Parent
4th Offense	Administrative Conference
5th, 6th and 7th Offense	Time out or After School Detention as determined by Administrator

## Grades 7-8

The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until the Superintendent's hearing depending upon the circumstances.) Please find the definitions for codes in parenthesis in Appendix A. In addition, the Principal has the discretion to refer to Grades 9-12 for offenses not listed in Grades 7-8.

Category A (Grades 7-8)	
Offense	Consequences
1. Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (07)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
2. Use of OTC medication in a manner other than prescribed or authorized (33)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
3. Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of Code 13 requires additional submission of the Weapon Type Code (13)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
4. Possesses firearms (not prohibited by federal law), knives or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade of less than 2 ½ inches (refer to code 31 for blades 2 ½ inches or smaller).	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
5. Discharge or use of weapon(s) prohibited by federal law (30)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
6. False Alarm/Bomb Threat (37)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
7. Assault and/or Battery and/or Threats (23)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
8. Sexual Harassment (48)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
9. Obscene Behavior or Possession of Obscene/Pornographic Material Consented Sexual Activity (41)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
10. Instigates or participates in fights while under school supervision (16) Does not include minor student altercations that can be quickly and safely broken up.  Group Fighting	(One on one-1st Offense) 1- 3 days suspension out of school and contact with parent/legal guardian.  (One on one-2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)  (Group Fighting-1st Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
11. Uses or possesses alcoholic beverages (9)	(1st Offense) 1-3 days suspension out of school and contact with parent/legal guardian  (2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

12. Uses or possesses tobacco, lighter, or vape (8)	(1st Offense) 1 day suspension out of school and contact parent/legal guardian (2nd Offense) 2 days suspension out of school and contact parent/legal guardian (3rd Offense) 3 days suspension out of school and contact parent/legal guardian (4th Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
13. Public Indecency (40)	3 days suspension out of school and contact with parent/legal guardian
14. Bullying (35)	(1st Offense) 1-3 days suspension out of school and contact with parent/legal guardian (2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
15. Burglary (28)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
16. Misappropriation with violence to the person (29)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
17. Makes an unfounded charge against authority (03)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
18. Criminal damage to property (27)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
19. Serious Bodily Injury (32)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
20. Possession of Body Armor (34)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
21. Commits any other serious offense (21) that constitutes an imminent and substantial threat to physical safety or is criminal in nature including but not limited to: Murder (22), Rape and/or Sexual Battery (24), Kidnapping (25), Arson (26)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

Category B (Grades 7-8)	
Offense	Consequences
1. Unauthorized use of Technology (42)	ISSP, Confiscation and returned at principal's discretion. The school is not responsible for merchandise not claimed by the end of the school year.
2. Possession of Fireworks (10)	2 After School Detentions and Administrative Conference
3. Commits immoral or vicious practices (05)	2 After School Detentions or one day suspension
4. Exhibits Conduct or habits injurious to his/her associates (06)	2 After School Detentions or one day suspension
5. Leaves school premises or classroom without permission (18) Cutting Class	2 After School Detentions and Administrative Conference
6. Cuts, defaces, or injures any part of public school buildings/vandalism (11)	Restitution, 2 After-School Detentions and Administrative Conference. Report incident to proper authority; Principal (school) and Superintendent (system)

7. Stealing (20)	Restitution, 1 Day Suspension and Administrative Conference
8. Forgery/Use of falso medical excuses (38) False Report	2 After School Detentions and Administrative Conference
9. Flagrant Disrespect/Disrespect with Vulgarity, Verbal and/or Aggressive Behavior etc. directed at school personnel.Treats authority with disrespect (2)	(1st Offense) 1-3 Days Suspension and Administrative Conference  (2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
10. Obscene Language (4) Writes profane and/or obscene language or draws obscene pictures (12)	2 After School Detentions and Administrative Conference
11. Verbal Confrontation Among Students (10)	(1st Offense) 1 After School Detention or ISSP  (2nd Offense) 1 Day Suspension Out of School and Contact Parent/Guardian  (3rd Offense) 2 Days Suspension Out of School and Contact Parent/Guardian  (4th Offense) Suspension Out of School pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
12. Gambling (Shooting Dice, Pitching Coins,etc.) Possession of Gambling Paraphernalia (39)	2 After School Detentions and Administrative Conference
13. Wilful Disobedience (01) that significantly disrupts the operation of the classroom, school bus or another school activity and cannot be quickly remedied or de-escalated by a verbal correction from faculty, Staff, or a bus driver	2 After School Detentions and Administrative Conference
14. Misusing Internet (47)	2 After School Detentions and Administrative Conference
15. Loitering on Campus/ On Campus After Dismissal (45)	2 Days In School Suspension (ISSP)
16. Throws missiles liable to injure others (15)	2 Days In School Suspension (ISSP)
17. Disturbs the School or Habitually Violates Any Rule (10)	1 After School Detention or 1 Day In School Suspension (ISSP)
18. Leaving Campus Without Permission	(1st Offense) 1 Day In School Suspension (ISSP) and contact Parent/Guardian  (2nd Offense) 2 Days In School Suspension (ISSP)  (3rd Offense) 3 Days In School Suspension (ISSP) and contact parent/guardian
19. Violates traffic and safety regulations (17)	2 After School Detentions and Administrative Conference
20. Repeat Offenders in Category B (any combination of offenses)	(2nd Offense) 3 After School Detentions and Administrative Conference (3rd Offense) 1 Day In School Suspension (ISSP) (4th Offense) 2 Days In School Suspension (ISSP) (5th Offense) 3 Days In School Suspension (ISSP) (6th Offense) 1 Day Suspension Out of School and contact Parent/Guardian (7th Offense) 2 Days Suspension Out of School and contact Parent/Guardian (8th Offense) 3 Days Suspension Out of School and contact Parent/Guardian (9th Offense) 5 Days Suspension Out of School and contact Parent/Guardian
21. Failure to Serve Assigned Consequence/Per Incident (46)	(1st Offense) Reassign Consequence and Administrative Conference (2nd Offense) Reassign Consequence and Administrative Conference (3rd Offense) 1 Day In School Suspension (ISSP) and Administrative Conference (4th Offense) 2 Days In School Suspension (ISSP) and Administrative Conference (5th Offense) 1 Day Suspension Out of School and Administrative Conference  If a District administrator determines the student has a legitimate justification for the failure to serve assigned consequences, that failure will be excused or the student will be required to make it up.  District administrators will offer additional opportunities to complete the consequences when the failure to do so will lead to ISSP, unless the district administrator determines it is no longer reasonable to do so.
22. Possesses pocket knife with a blade length of less than 2 ½ inches	Suspension out of school or ISSP and contact with parent or legal guardian

Includes box cutters with a blade < 2 ½ inches) (31)	
23. Academic dishonesty/Plagiarism (44) Each Occurrence	(1st Offense) 1 Day In School Suspension (ISS) and retake assignment under strict supervision to determine assignment grade  Dual Enrollment courses are subject to regulations of the college/university.  (2nd Offense) 2 Days In School Suspension (ISS) and zero on assignment

Category C (Grades 7-8)	
Offense	Consequences
1. Tardies (Per Semester) (19)	(After 2nd) Administrative Conference  (After 4th) 1 After-School Detention and Administrative Conference  (After 6th) 1 After-School Detention and Administrative Conference  (After 8th) 2 After-School Detentions and Administrative Conference  (After 10th) 2 After-School Detentions and Administrative Conference  (After 12th) 3 After-School Detentions and Administrative Conference  (After 14th) and every pair afterwards, 1 Day ISSP and contact with parent/legal guardian
2. Improper Dress (43)	(1st Offense) Administrative Conference (2nd Offense) 1 After School Detention and Administrative Conference (3rd Offense) 1 After-School Detention and Administrative Conference (4th Offense) 2 After-School Detentions and Administrative Conference (5th Offense) 2 After-School Detentions and Administrative Conference (6th Offense) 3 After-School Detentions and Administrative Conference (7th Offense) 3 After-School Detentions and Administrative Conference (8th Offense and each violation thereafter) 1 Day ISSP and contact with parent/legal guardian
3. Unauthorized use of personal electronic communication devices (42)	For each offense--Confiscation for 1 official school day.  Device can be picked up at designated time by parent or legal guardian.  (1st Offense) Administrative Conference  (2nd Offense) 1 After-School Detention and Administrative Conference  (3rd Offense) 1 After-School Detention and Administrative Conference  (4th Offense) 2 After-School Detentions and Administrative Conference  (5th Offense) 1 in school suspension (ISSP)  (6th Offense) 2 in school suspension (ISSP)

### **Category D (Grades 7-8)**

No referrals from this category will be accepted without attached proper documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

All classroom behavior including, but not limited to the following:

- Failure to follow teacher's directive(s)
- Failure to follow assertive discipline classroom rules
- Littering
- Eating / Chewing gum in class
- Lack of Instructional supplies and materials
- Failure to do punish-work
- Sleeping in class
- Repeat Offenders (per semester)

## Consequences:

1st and 2nd Offense	Classroom Intervention
3rd Offense	Contact Parent
4th Offense	Teacher/Parent Conference
5th Offense	1 After School Detention and Administrative Conference
6th Offense	2 After School Detentions and Administrative Conference
7th Offense	3 After School Detentions and Administrative Conference

## **Grades 9-12**

The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until the Superintendent's hearing depending upon the circumstances. Please find the definitions for codes in parenthesis in Appendix A.

<b>Category A (Grades 9-12)</b>	
<b>Offense</b>	<b>Consequences</b>
1. Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (07)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
2. Use of OTC medication in a manner other than prescribed or authorized (33)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
3. Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of Code 13 requires additional submission of the Weapon Type Code (13)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
4. Possesses firearms (not prohibited by federal law), knives or other Implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade of less than 2 ½ inches (refer to code 31 for blades 2 ½ inches or smaller).	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
5. Discharge or use of weapon(s) prohibited by federal law (30)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
6. False Alarm/Bomb Threat (37)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
7. Assault and/or Battery and/or Threats (23)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
8. Sexual Harassment (48)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
9. Obscene Behavior or Possession of Obscene/Pornographic Material Consented Sexual Activity (41)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)
10. Instigates or participates in fights while under school supervision (16) Does not include minor student altercations that can be quickly and safely broken up.	(One on one-1st Offense) 1- 3 days suspension out of school and contact with parent/legal guardian.  (One on one-2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
Group Fighting	(Group Fighting-1st Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

11. Uses or possesses alcoholic beverages (9)	(1st Offense) 1-3 days suspension out of school and contact with parent/legal guardian  (2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
12. Uses or possesses tobacco, lighter, or vape (8)	(1st Offense) 1 day suspension out of school and contact parent/legal guardian  (2nd Offense) 2 days suspension out of school and contact parent/legal guardian  (3rd Offense) 3 days suspension out of school and contact parent/legal guardian  (4th Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
13. Public Indecency (40)	3 days suspension out of school and contact with parent/legal guardian
14. Bullying (35)	(1st Offense) 1-3 days suspension out of school and contact with parent/legal guardian  (2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
15. Burglary (28)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
16. Misappropriation with violence to the person (29)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
17. Makes an unfounded charge against authority (03)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
18. Criminal damage to property (27)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
19. Serious Bodily Injury (32)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
20. Possession of Body Armor (34)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
21. Commits any other serious offense (21) that constitutes an imminent and substantial threat to physical safety or is criminal in nature including but not limited to: Murder (22), Rape and/or Sexual Battery (24), Kidnapping (25), Arson (26)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

Category B (Grades 9-12)	
Offense	Consequences
1. Unauthorized use of Technology (42)	ISSP, Confiscation and returned at principal's discretion. The school is not responsible for merchandise not claimed by the end of the school year.
2. Possession of Fireworks (10)	2 After School Detentions and Administrative Conference
3. Commits immoral or vicious practices (05)	2 After School Detentions or one day suspension
4. Exhibits Conduct or habits injurious to his/her associates (06)	2 After School Detentions or one day suspension

5. Leaves school premises or classroom without permission (18) Cutting Class	2 After School Detentions and Administrative Conference
6. Cuts, defaces, or injures any part of public school buildings/vandalism (11)	Restitution, 2 After-School Detentions and Administrative Conference. Report incident to proper authority; Principal (school) and Superintendent (system)
7. Stealing (20)	Restitution, 1 Day Suspension and Administrative Conference
8. Forgery/Use of falso medical excuses (38) False Report	2 After School Detentions and Administrative Conference
9. Flagrant Disrespect/Disrespect with Vulgarity, Verbal and/or Aggressive Behavior etc. directed at school personnel. Treats authority with disrespect (2)	(1st Offense) 1-3 Days Suspension and Administrative Conference  (2nd Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
10. Obscene Language (4) Writes profane and/or obscene language or draws obscene pictures (12)	2 After School Detentions and Administrative Conference
11. Verbal Confrontation Among Students (10)	(1st Offense) 1 After School Detention or ISSP  (2nd Offense) 1 Day Suspension Out of School and Contact Parent/Guardian  (3rd Offense) 2 Days Suspension Out of School and Contact Parent/Guardian  (4th Offense) Suspension Out of School pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
12. Gambling (Shooting Dice, Pitching Coins, etc.) Possession of Gambling Paraphernalia (39)	2 After School Detentions and Administrative Conference
13. Wilful Disobedience (01) that significantly disrupts the operation of the classroom, school bus or another school activity and cannot be quickly remedied or de-escalated by a verbal correction from faculty, Staff, or a bus driver	2 After School Detentions and Administrative Conference
14. Misusing Internet (47)	2 After School Detentions and Administrative Conference
15. Loitering on Campus (45)	(On Campus After Dismissal) 1 Day In School Suspension (ISSP) (Students with Early Release) 1 Day In School Suspension (ISSP) (Not in Designated Area) 2 After School Detentions and Administrative Conference
16. Throws missiles liable to injure others (15)	2 Days In School Suspension (ISSP)
17. Disturbs the School or Habitually Violates Any Rule (10)	1 After School Detention or 1 Day In School Suspension (ISSP)
18. Leaving Campus Without Permission	(1st Offense) 1 Day In School Suspension (ISSP) and contact Parent/Guardian  (2nd Offense) 2 Days In School Suspension (ISSP)  (3rd Offense) 3 Days In School Suspension (ISSP) and contact parent/guardian
19. Violates traffic and safety regulations (17)	2 After School Detentions and Administrative Conference
20. Repeat Offenders in Category B (any combination of offenses)	(2nd Offense) 3 After School Detentions and Administrative Conference (3rd Offense) 1 Day In School Suspension (ISSP) (4th Offense) 2 Days In School Suspension (ISSP) (5th Offense) 3 Days In School Suspension (ISSP) (6th Offense) Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
21. Failure to Serve Assigned Consequence/Per Incident (46)	(1st Offense) Reassign Consequence and Administrative Conference (2nd Offense) Reassign Consequence and Administrative Conference (3rd Offense) 1 Day In School Suspension (ISSP) and Administrative Conference

	<p>(4th Offense) 2 Days In School Suspension (ISSP) and Administrative Conference (5th Offense) 1 Day Suspension Out of School and Administrative Conference</p> <p>If a District administrator determines the student has a legitimate justification for the failure to serve assigned consequences, that failure will be excused or the student will be required to make it up.</p> <p>District administrators will offer additional opportunities to complete the consequences when the failure to do so will lead to ISSP, unless the district administrator determines it is no longer reasonable to do so.</p>
22. Sleeping in After School Detention	<p>(1st Offense) 2 Days After School Detention and Administrative Conference (2nd Offense) 1 Day In School Suspension (ISSP) (3rd Offense) 2 Days In School Suspension (ISSP) (4th Offense) 1 Day Suspension out of school and contact parent/guardian (5th Offense) 1 Day Suspension out of school and contact parent/guardian</p>
23. Possesses pocket knife with a blade length of less than 2 ½ inches Includes box cutters with a blade < 2 ½ inches) (31)	Suspension out of school or ISSP and contact with parent or legal guardian
23. Academic dishonesty/Plagiarism (44) Each Occurrence	<p>(1st Offense) 1 Day In School Suspension (ISS) and retake assignment under strict supervision to determine assignment grade</p> <p>Dual Enrollment courses are subject to regulations of the college/university.</p> <p>(2nd Offense) 2 Days In School Suspension (ISS) and zero on assignment</p>

Category C (Grades 7-8)	
Offense	Consequences
1. Tardies (Per Semester) (19)	<p>(After 2nd) Administrative Conference (After 4th) 1 After-School Detention and Administrative Conference (After 6th) 1 After-School Detention and Administrative Conference (After 8th) 2 After-School Detentions and Administrative Conference (After 10th) 2 After-School Detentions and Administrative Conference (After 12th) 3 After-School Detentions and Administrative Conference (After 14th) and every pair afterwards, 1 Day ISSP and contact with parent/legal guardian</p>
2. Improper Dress (43)	<p>(1st Offense) Administrative Conference (2nd Offense) 1 After School Detention and Administrative Conference (3rd Offense) 1 After-School Detention and Administrative Conference (4th Offense) 2 After-School Detentions and Administrative Conference (5th Offense) 2 After-School Detentions and Administrative Conference (6th Offense) 3 After-School Detentions and Administrative Conference (7th Offense) 3 After-School Detentions and Administrative Conference (8th Offense and each violation thereafter) 1 Day ISSP and contact with parent/legal guardian</p>
3. Unauthorized use of personal electronic communication devices (42)	<p>For each offense--Confiscation for 1 official school day. Device can be picked up at designated time by parent or legal guardian.</p> <p>(1st Offense) Administrative Conference (2nd Offense) 1 After-School Detention and Administrative Conference (3rd Offense) 1 After-School Detention and Administrative Conference (4th Offense) 2 After-School Detentions and Administrative Conference (5th Offense) 1 in school suspension (ISSP) (6th Offense) 2 in school suspensions (ISSP)</p>

**Category D (Grades 9-12)**

No referrals from this category will be accepted without attached proper documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

All classroom behavior including, but not limited to the following:

- Failure to follow teacher’s directive(s)
- Failure to follow assertive discipline classroom rules
- Littering
- Eating / Chewing gum in class
- Lack of Instructional supplies and materials
- Failure to do punish-work
- Sleeping in class
- Repeat Offenders (per semester)

Consequences:

1st and 2nd Offense	Classroom Intervention
3rd Offense	Contact Parent
4th Offense	Teacher/Parent Conference
5th Offense	1 After School Detention and Administrative Conference
6th Offense	2 After School Detentions and Administrative Conference
7th Offense	3 After School Detentions and Administrative Conference

**Use of Electronic Devices and the Internet**

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of electronic devices, and the Internet. Any person using an electronic device or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files on all electronic devices for compliance to all regulations and/or procedures.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the St. James Parish School Board.

The St. James Parish School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000 for legitimate scientific or educational purposes approved by the Board. Please refer to the Electronic Devices Handbook, attached as Appendix “A,” for additional information regarding device use, care, and policies.

**Media Release**

The St. James Parish Public School Board shall request your consent or disapproval to the use of any spoken interviews, still photographs or video tape taken of your child/children by the School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the St. James Parish Public School System in newspapers, newsletters, brochures, billboards, websites, social media, promotional publications or television, radio and other media services.

The St. James Parish School Board is committed to protecting student’s personally identifiable information when transferring such information to third parties, including the Louisiana Department of Education (LDOE), which utilizes the information for educational purposes. St. James Parish Schools have been working on meeting the requirements of Act 837 and 677 through revisions and amendments to contracts with vendors and other third parties governing access to and use of such information.

On occasions, your child may be photographed, videotaped or interviewed for the use by the news media or by the St. James School Board for positive promotion and publicity. Along with this news media, a student's name may be posted.

## **Discipline Procedures & Due Process for Special Education Students**

All children with disabilities committing any serious Category A offenses, such as possession of a dangerous weapon / object, fire arm, distribution / knowingly possessing illegal or controllable substances and exhibiting behaviors that have resulted in physical injury to the child or others, or the child issues a verbal and/or physical threat that will likely result in injury to the child or to others; shall be assigned to an alternative educational setting until a Manifestation Determination Review can be held to determine appropriate placement.

When considering and/or administering any form of discipline to a student with disabilities, Sections 530-37 of the Regulations for Implementation of Children with Exceptionalities Act (R.S. 17:1941 et. Seq.) must be followed.

- **Prior to the disciplinary action**, the IEP Team should discuss the behavioral needs of an identified disabled student as part of the Individualized Education Program (IEP) development. This discussion should center on:
  - addressing or identifying any behavioral problem(s) of the student that interfere with the student's education or the education of others; and
  - developing a Behavioral Intervention Plan (BIP) for resolving the problem behavior(s) (this includes goals and objectives); and
  - reviewing the effectiveness of any prior BIP.
- The IEP Team must be convened to review the program and/or placement of a student who has been identified as disabled under Louisiana Bulletin 1508 as soon as possible if:
  - the student has 10 days in, or repetitive assignments to, a structured after school discipline program;
  - the student has engaged in several suspendible infractions or the student has engaged in an infraction that warrants assignment to an alternative educational setting;
  - the student has had 10 cumulative school days of absences in the same school due to one or more suspensions; or
  - the inappropriate behavior constitutes a review.

NOTE: If the student carries or possesses a weapon at school or at a school function, or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or this School Board, school personnel may order a change in placement of a student with a disability to an appropriate alternative educational setting in accordance with state law.

## **Due Process**

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing students' conduct shall be distributed to students and posted in a conspicuous place.

In discipline cases, the principal or designee shall:

- Make every reasonable effort to investigate all aspects of the discipline problem.
- Advise the student in question of the particular misconduct and the basis of the accusation.
- Provide the student an opportunity to explain (in writing or through dictation) his/her version of the situation.
- Immediately remove from the school premises, without benefits of the above procedures, any student whose continued presence in the school poses an ongoing threat or disruption to the academic process. Necessary procedures shall follow as soon as practical.
- Prior to suspension, notice of the suspension and the reasons thereof shall be given to the parents or guardians of student suspended if the student is under 18 years of age. Initial notification may be in person or via telephone, but a written notice shall be mailed on the day of suspension, if possible, but no later than two (2) days following the decision to suspend.
- If the parent or guardian wishes to appeal the suspension, he must, within five (5) days of notification of the suspension, submit written or personal request to the Superintendent or designee to review the matter; otherwise the decision shall stand. Note: The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.

- During the hearing, the student shall be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student and his/her parents to discuss the facts with the authorities involved and will enable the student to present a case in a more meaningful manner.
- The student shall be permitted to examine any document or record the school will use at the hearing or which will aid in his/her defense.
- The student shall be permitted to obtain legal counsel.
- The student and his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts.

### **Suspension/In School**

Student is temporarily removed from his/her usual classroom and moved to an alternative setting/program on the **same** campus for a minimum of one complete day, and no interruption of instructional/educational services occurs.

A student who violates a school rule which does not merit suspension or expulsion will be sent to the office by the teacher. The Principal will determine whether the student needs to cool off or be disciplined. The Principal may send the student to another classroom with other removed students. The classroom must be in the student's school. This is an in-school suspension (ISS). If sent to ISSP:

- The student's regular teacher(s) will collaborate daily with his ISS teacher to ensure that the student has **an opportunity to advance in the general education curriculum**.
- His regular teacher(s) will provide the student's assignments which will be forwarded back to his regular teacher(s) when completed. The student will be given credit for the work he completes in the ISS classroom.
- The **student will participate with nondisabled children** to the extent provided in the student's IEP.
- Special Education students are expected to receive SPED services, as required by law. Therefore, **the student's IEP will be implemented during this period**.

The in-school suspension is not to be counted as a removal. If the student is suspended or expelled off-site, this would constitute a removal.

### **Child Nutrition Program**

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The program provides healthy, appetizing, low-cost or no-cost lunches and breakfasts to students each school day. The School Lunch and Breakfast Program is an integral part of the overall school day. The St. James Parish School Board and Child Nutrition Department asks parents to strongly support and encourage their student(s) to participate in the breakfast and lunch program.

#### **Community Eligibility Program (CEP):**

All enrolled students in the St. James Parish Public School System are eligible to receive breakfast and lunch at **NO CHARGE beginning the first day of school through the end of this school year only (2022-2023)**. No further action is required of you. Your student(s) will be able to participate in these meal programs without having to pay for a reimbursable meal or submit a meal application. This institution is an equal opportunity provider.

#### **Meal Payments:**

School staff and central office personnel are required to prepay or pay for their meal at the Point of Service. There is a designated charge for all staff and central office meals. There is NO CHARGING. Cash or check payments are accepted daily, weekly, monthly and annually. Staff is assigned an ID number and an account. Staff may also use "MySchoolBucks" to pay with a credit card for their meals on line. For this convenience there is a small fee. The link for "MySchoolBucks" is located on the district website. Follow the prompts to set up an account to make payments. Visitors and guest pay the At Cost Meal Price (the actual cost of the meal). They are required to prepay or pay at the Point of Service for their meals.

#### **Extra Meals and Sales:**

Only one meal per student is reimbursed; therefore, if a student chooses to eat a second meal, they will be charged the At Cost Meal Price. Extra sales of that day's menu items and/or Smart Snacks may be bought after purchasing a reimbursable meal.

#### Field Trips:

The Child Nutrition Program shall be the provider of meals on approved field trips away from campus. The school's cafeteria manager will provide bag lunches for all approved field trips when notified two weeks in advance.

#### For additional Child Nutrition Program information please contact:

Mrs. Sherien Lovette, Supervisor, Child Nutrition Programs

Telephone: 225-258-4561      Email: slovette@sjspsb.org

The Child Nutrition Program operates as an integral part of the overall school program. The agreement guarantees that every child has available a lunch which provides a minimum of 1/3 of the child's daily nutritional needs and a breakfast which provides 1/5 of daily nutritional needs (Bulletin 1196, Section 1.05).

**Currently, all students are participating in the Community Eligibility Program (CEP); therefore, there is no charge for student meals. If this program should end, the cost for student meals is as follows:**

- Breakfast Program
  - All Paying Elementary Students      1.00
  - All Paying High School Students      1.25
  - All Reduced Students      .30
- Lunch Program
  - Elementary Paying Student      1.50
  - High School Paying Student      2.00
  - All Reduced Students      .40

**NO MEAL CHARGING WILL BE ACCEPTED.** Meal payments are due on the first school day of the month or week. Parents have the option of prepaying meals on a weekly, monthly or yearly basis. Daily cash payments are accepted in grades 7-12 only; however, students spend less time in line if meals are prepaid. Those students not eligible for free meals must pay the full price or reduced price, if they qualify or bring a bag lunch. Federal regulations allow school administrators to deny meals to paying (full-price or reduced) students who have not prepaid. (Bulletin 1196, Section 3.19-02).

If you would like to use "MySchoolBucks" to pay lunch fees, follow these directions: To begin, go to the St. James Parish School Board website. Under Quick Links, select MYSCHOOLBUCKS. You will be brought to the MySCHOOLBUCKS website. Click on Sign Up. Follow the prompts to set up your account. There is a small service fee to participate in MYSCHOOLBUCKS. MySCHOOLBUCKS provided customer support on their website as well.

The St. James Parish Public School System distributes applications for Free and Reduced Priced Meals to all students. Parents/guardians of eligible students are required to fill an Application for Free and Reduced Priced Meal benefits for each child of the household each school year.

The names of students eligible to receive free and reduced price meal benefits shall be kept confidential. Individual identification of students eligible for free or reduced price lunch/breakfast provided to the school, district, or State shall only be used to generate aggregate numbers (Bulletin 1196, Section 8.06-05).

Free and Reduced Priced Meal eligibility from the previous year expires 30 operating days from the opening day of the school year. Failure to submit an application for Free and Reduced Priced Meals, will result in the termination of meal benefits, thereby requiring full price payment for consumed meals.

All students enrolled in the St. James Parish Public School System are issued a numbered ID/meal card to participate in the school breakfast and lunch program.

Students must present the identification meal card as he/she passes the point of service in the cafeteria. Students in grades 4-12 will be held responsible for the use of their meal cards. Meals will be provided to primary students (PK-3) or for handicapped students who are unable to take full responsibility for meal card. The teacher will present their meal cards as the student passes the point of sale.

Replacement ID/meal cards will be available from the school office at a cost of \$1.50 for grades 1-6 and \$5.00 for grades 7-12.

The Child Nutrition Program shall be the primary provider of meals on approved field trips away from campus. School food service managers will provide bag lunches for all approved field trips when notified at least 2 weeks in advance.

The St. James Parish Public School System is reimbursed for only one meal per day per student. If a student chooses to eat twice, the "At Cost" price (\$4.25) will be charged for the second full meal because neither commodity food nor reimbursement monies are received for that meal.

Extra servings of meal components are available to students after the purchase of an entire meal. Prices of these items will be posted in each cafeteria. An extra sale item must meet component requirements for the Child Nutrition Program or must be an item offered on the menu that day. Allowable exceptions are ice cream, yogurt, and milkshakes (Bulletin 1196, Section 4.17).

Full-strength juice, milk, and bottled water may be sold to students and adults at any time during the school day.

Students found guilty of misusing a meal card (i.e., allowing another student to eat with a free/reduced eligible card) shall be required to reimburse the School Lunch Program for this/these meals prior to being allowed to resume the use of the Free/Reduced card. Students found guilty of such misuse of meal cards will be disciplined at the school Principal's discretion.

### **Tobacco Use**

St. James Parish Schools is a tobacco free school system. As a tobacco-free school system, no tobacco use of any form will be allowed on district properties. Tobacco use will not be allowed outside of the facilities, in the parking lot or in vehicles. Students that do not adhere to these standards, will be asked to immediately cease tobacco use and will be held accountable for their actions by sanctions imposed as dictated in policy.

### **Family Educational Rights and Privacy Act (FERPA) Notice**

The St James Parish School Board occasionally receives requests from individuals and/or businesses seeking students' names, addresses and other information.

The Family Educational Rights and Privacy Act of 1974 (FERPA) allows an educational agency or institution to disclose personally identifiable information from an education record of a student without the written consent of a parent or eligible student if the disclosure is information that has been designated as "directory information."

However, prior to disclosing "directory information" to the public, the educational agency or institution is required to give public notice to the parents of students and eligible students in attendance of (1) the types of personally identifiable information; (2) a parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and (3) the period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of the types of information about the student designated as directory information.

The St. James Parish School Board designates the following items as Directory Information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent / previous school attended and photograph.

Under the provision of FERPA, you have the right to refuse to let the St. James Parish School Board designate any or all of the types of information about the student designated as directory information. Should you not want any or all of those types of information about the student designated as directory information, you must notify the School Board in writing not later than two weeks after distribution of this notice. Otherwise, the St. James Parish School Board may disclose any of these items without prior written consent.

## **Insurance**

The St. James Parish Public School System carries "General Liability" insurance to protect students in cases in which injuries occur as a result of System negligence on the part of an employee and/or the condition of a facility and/or grounds.

In most cases, children's injuries are the result of carelessness by the child, recess/play-related accidents, and non-hostile "horseplay" between/among children, etc. Expenses incurred from these types of injuries are the responsibility of the parent/guardian.

To ensure that students are adequately protected while at school, all parents/ guardians are encouraged to enroll their child/children in the "Student Accident Protection" insurance plan (sent home with your child at the beginning of the school year) depending upon the status of your child's existing insurance coverage.

Additional information may be requested from the school principal.

## **Physical Education Activities and Grading for Medically Excused Disabled Students (Accident or Illness)**

When a student is temporarily disabled because of an accident, illness, or any medical reason that hinders him/her from participating in Physical Education physical activities, the following guidelines shall apply:

- The student shall submit a doctor's excuse to the principal on the first school day upon the student's return to school. The doctor's notice to the principal shall specify whether the student can participate in physical education activities, whether the student can dress out for physical education activities, and the period of time the student is disabled. The principal shall forward a copy of the medical excuse to the teacher.
- The teacher shall assign theoretical activities (approved by the principal) in the instructional unit being studied to compensate for physical activities and to continue the learning process for the student to have an opportunity to earn a maximum grade of "A" if the students' disability prohibited the required physical activities in Physical Education class. The teacher shall establish a time frame (approved by the principal) in which the student is to complete assignments to change the grade of "I" to an academic grade.
- The principal shall notify the student's parents/guardian in writing or via a parent-principal-teacher conference within five (5) school days of receipt of the medical excuse of the modified curriculum prepared by the student's teacher and the established time frame for the temporarily disabled student to attain an academic grade for each applicable six/nine weeks grading period.
- The teacher shall assign an incomplete grade of "I" when the disabled student does not complete one or more assignments per each applicable nine weeks grading period. The principal shall notify the student's parent/guardian in writing within five (5) school days of all curricular modifications and pending academic grade status.

## **Visitor Authorization**

To provide learning environments that are humane, just, and designed to promote excellence and to better maintain safety and good order at St. James Parish schools, no person shall go on public school grounds or in any public school building or other school facility as a visitor during school hours without authority of the principal/designee. (LRS 17:416.8)

All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc. shall be made aware of the purpose of the visit. If at all possible, all visits should be prearranged.

Principals are authorized to take the necessary steps in dealing with unauthorized visitors. Violators may be fined not more than two hundred fifty dollars or imprisoned not more than thirty days, or both.

## **Parents Rights To Know**

Parents of students in the St. James Parish Public School System have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows parents to ask for certain information about their children's

classroom teachers and requires the information to be given in a timely manner if requested. To receive this information, contact the school principal, [www.teachlouisiana.net](http://www.teachlouisiana.net) website, or Carol Webre, Administrative Director at 225- 258-4500.

## **Public Notice of Nondiscrimination**

The St. James Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973) or age (Age Discrimination Act of 1975) in the establishment of educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may call (225) 258-4500 or by mail at 1876 West Main St. Litcher, LA 70071 to contact:

Carol Webre [cwebre@sjpsb.org](mailto:cwebre@sjpsb.org) - Vocational Education, Personnel Policies and Procedures

Kelly Cook [kcook@sjpsb.org](mailto:kcook@sjpsb.org) - Title IX Coordinator

Amy Laiche [alaiche@sjpsb.org](mailto:alaiche@sjpsb.org) - District Section 504 Coordinator of the Rehabilitation Act of 1973

## **Statement on Extracurricular Activities**

"It is the policy of the St. James Parish School Board that students of all races are encouraged to participate in all extracurricular activities offered at St. James or Litcher High Schools and that no student shall be denied participation in extracurricular activities on the basis of race, color, national origin, sex, or disability. In furtherance of this policy, racially diverse panels of judges will be utilized whenever students are required to audition or try out for extracurricular activities."

## **Louisiana Department of Education Complaint Procedures For The Department of Elementary and Secondary Act of 1965**

If the St. James Parish School District's Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-272 or contact the District's Supervisor of Federal Programs at 225-258-4515. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations. The written complaint must include:

- A Statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

## **Appendix A - Primary Infraction/Reason Code Definitions**

<b>Code Value</b>	<b>Infraction</b>	<b>Definition</b>
01	Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority
02	Treats an authority with disrespect	Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel
03	Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence.; False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them
04	Uses profane and/or obscene language	Vulgar verbal messages, words or gestures that include swearing, or name calling
05	Exhibits immoral behavior or vicious practices	Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms
06	Exhibits conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another
07	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles
08	Uses or possesses tobacco or lighter	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportations vehicles
10	Disturbs the school or habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior
11	Cuts, defaces, or injures any part of public school buildings/vandalism	Damage, destruction, or defacement of property belonging to the school or others

12	Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the <u>Weapon Type</u> code.	Possessing weapon designed to expel a projectile by action of an explosive; See any object described under “Weapon Type code” in SIS User Guide <i>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>
14	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury ( <i>Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller</i> )	Possesses firearms, knives or blades > 2 ½ inches which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student’s person or contained in the student’s belongings, locker and/or storage space)  <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance; <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
16	Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact involving two or more individuals
17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations
18	Leaves school premises or classroom without permission	Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/period begins without permission
20	Takes another person’s property without permission.	Taking or obtaining the property of another without permission or knowledge of the owner without violence
21	Commits any other serious offense	Any serious, harmful incident not covered by any other of these codes
30	Discharge or use of weapon(s) prohibited by federal law	Discharge or use of weapon described under “ <u>Weapon Type</u> code” in SIS User Guide <i>*Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>
31	Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2½ inches)	Possesses pocket knife or blade cutter with a blade length < 2 ½ inches, refer to code 14 for blades greater than 2 ½ inches  <i>*Use of this code requires *Other Weapon Code* per SIS User Guide.</i>
33	Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials

34	Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another
35	Bullying *	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student Victim Record (093) is Required
36	Cyber bullying *	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, which is carried out through any use of technology; Cyber bullying can occur on or off school property.  Victim Record (093) is Required
37	False Alarm/Bomb Threat	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	Forgery	To use, make, or reproduce another's signature
39	Gambling	Wagering money or property
40	Public Indecency	Exposure of body parts such as genital/buttocks areas and female breasts in view of public
41	Obscene behavior or Possession of Obscene/Pornographic Material	Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)
42	Unauthorized use of Technology	Use of pager/cellular telephone (texting, talking), camera or video device or other communication devices during the school day
43	Improper dress	Out of dress code or ID violation  Note: Pursuant to R.S. 17:416(J)(1), students in grades Pre-K through 5th grade shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies (willful disobedience).
44	Academic dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception
45	Trespassing Violation	<i>Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave; This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.</i>
46	Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences
47	Misusing Internet	Violating the district Internet Use Policy
48	Sexual Harassment	Intimidation, bullying or coercion of a sexual nature
49	False Report	The filing of a false report, verbally and/or in writing, by a student regarding another student that was known to be untrue at the time it was submitted.

50	Crimes of Violence	Violent crimes including murder, assault and battery, rape and sexual battery, kidnapping, arson, criminal damage to property, burglary, misappropriation w/ violence to person, serious bodily injury.
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# 2022-2023 School Year Calendar

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July 4 – Independence Day

Jan. 4 – Admin Day

Jan. 5 – Start of Q3

Jan. 16 – Martin Luther King Jr. Holiday

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 3 – Admin Day

Aug. 4 – First Day of School

Feb. 20-24 – Mardi Gras Holidays

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sept. 5 – Labor Day

Mar. 15 – End of Q3 - Half Day for Students

Mar. 16 – Start of Q4

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 7 – End of Q1 - Half Day for Students

Oct. 10-11 – Fall Break

Oct. 12 – Start of Q2

Apr. 3-10 – Easter Holidays

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 8 – Election Day

Nov. 21-25 – Thanksgiving Holidays

May 19 – High School Graduation

May 25 – End of Q4 - Half Day for Students & Last day of School

May 26 – Admin Day

May 29 – Memorial Day

MAY 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 16 – End of Q2 - Half Day for Students

Dec. 19-Jan 3 – Christmas Holidays

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

■ = Holiday: Schools Closed, Students & Staff Do Not Report

■ = Administrative Day: Students Do Not Report

■ = Start/End of Quarter

Student Instructional Days: 177 • By Semester: Fall=88 days, Spring=89 days  
By Quarter: First=46 days, Second=42 days, Third=44 days, Fourth=45 days

## **School and Program Contacts**

Cynthia Joseph	St. Louis Academy	(225) 258-4680
Lynesia Preyan	Gramercy Elementary	(225) 258-4800
Becky Louque	Cypress Grove Montessori	(225) 258-5400
Molly Stadal	Lutcher High	(225) 258-5300
Angie Poche (AP)	Lutcher High	(225) 258-5300
Hollie Folse	Paulina Elementary	(225) 258-4700
Shane Kliebert	St. James High	(225) 258-4900
Chikara Brown (AP)	St. James High	(225) 258-4900
Kimberly Johnson	Sixth Ward Elementary	(225) 258-4640
Tammy Templet	Vacherie Elementary	(225) 258-5250
Vondra Etienne-Steib	Alternative Center	(225) 258-4534
Terry Gros	College and Career Center (C3)	(225) 258-4571
Temple Poche	Virtual Academy	(225) 248-4558

## **District Office Phone Numbers**

4505	Ambrose, Jaye	4551	Laiche, Amy (Administrative Director)
4519	Aubert, Melissa	4526	Long, DeEtta
4513	Becnel, Danette	4531	Louis, Debbie
4516	Becnel, Sadie	4561	Lovette, Sherien
4598	Boudreaux, Senecca	4525	Luerson, Carrie
4532	Boudwin, Rickie	4512	Mills, Monique
4515	Bourgeois, Mary Kay	4551	Mitchell, Sheila
4518	Cook, Kelly (Interim Superintendent)	4522	Montz, Ashley (Administrative Director)
4521	Dershak, Teresa	4550	Nogess, Nichelle (Administrative Director)
4508	Detillier, Anne (Administrative Director)	4552	Roberts, Melinda
4523	Duronslet, Anita	4527	Roper, Remy
4509	Folchetti, Rachelle	4534	Steib, Vondra
4569	Hutchinson, Kristie	4502	Thomassee, Jessica
4510	Hymel, Mary Beth	4547	Trosclair, Heidi
4568	Kliebert, Lisa	4528	Washington, Tiwahana
4559	Labat, Simone	4556	Williams, Kasha
		4504	Webre, Carol (Administrative Director)

## 2022-2023 Student Policy Manual Statement of Compliance

The undersigned student (Grades PK-12) and undersigned parents/guardians do hereby acknowledge and agree and adhere to the student code of conduct that includes all rules and regulations that govern St. James Parish Public Schools.

**As a student, I have read and understand the contents of this student policy manual.**

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**As a parent/guardian, I have read and understand the contents of this student policy manual**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

The Student Policy Manual can be found on the St. James Parish School Website - [www.stjames.k12.la.us](http://www.stjames.k12.la.us).

- ☐ I DO want a hard copy of the Student Policy Manual.
- ☐ I DO NOT want a hard copy of the Student Policy Manual.

### Media Consent and Release

The St. James Parish Public School Board shall request your consent to the use of any spoken interviews, still photographs or video tape taken of your child by the School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the St. James Parish Public School System in newspapers, newsletters, brochures, billboards, websites, social media, promotional publications or television, radio and other media services. I also consent to the Board's use of my child's name on electronic/digital media or print media.

- ☐ Yes. I **WILL** allow my child to be identified by the news media or School Board for positive promotion or publicity.
- ☐ No. I **WILL NOT** allow my child to be identified by the news media or School Board for positive promotion or publicity.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student and Parent One To One Device Handbook Consents

### One to One Device Handbook Use, Care and Fees:

**Student:** My signature below indicates that I hereby acknowledge and agree to adhere to the Student One To One Device Handbook that includes information on device use, care, policies and fees. I understand that the \$50 nonrefundable technology fee and all agreements must be signed and returned to the school before a device is given to me.

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:** My signature below indicates that I hereby acknowledge and agree to adhere to the Student One To One Device Handbook that includes information on device use, care, policies and fees. I understand that the \$50 nonrefundable technology fee and all agreements must be signed and returned to the school before a device is given to my child.

Parent or Guardian's Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Acceptable Use Policy: Student Internet Use Agreement

The St. James Parish School Board believes that the Internet, in the form of information resources and opportunities for collaboration, is an essential tool for learning and access.

**Student:** As a user of the Internet, I have read and understand the Internet Acceptable Use Policy. I further understand that any violation of the policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken, and/or appropriate legal action.

Student's Name (print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian:** As the parent or guardian of the student named above, I have read the Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. The St. James Parish School System has taken precautions to eliminate controversial materials. However, I also recognize that with the global nature of the Internet it is impossible for the St. James Parish School System to restrict access to all controversial materials, or even be aware of them, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Internet and certify that the information contained on this form is correct.

Parent or Guardian's Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student and Parent One To One Device Handbook Consents (con't)

### **Student G-Suite Account:**

I give permission for St. James Parish Schools to create and maintain a G-Suite for Education account for my child. This account includes use of all core services as described in the Student One To One Device Handbook. My child will use this account to complete assignments, communicate with their teachers and learn 21st century skills.

Parent or Guardian's Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Google Conferencing App:**

I give permission for my child to participate in teacher lead Google Meet sessions as needed for "virtual" learning or support. Google Meet is a web-based video conferencing app that will allow teachers to hold live "virtual" class sessions with my child to provide assistance on assignments or for class discussions, and questioning and answering. When participating in a Google Meet, students will be expected to follow all St. James Parish School Board Policies including dress code, behavior and attendance policies. By signing the G-Suite consent, I am giving consent for my child to use Google Meet for virtual classroom instruction and assistance.

Parent or Guardian's Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student Apple Managed ID:**

I give permission for St. James Parish Schools to create and maintain a managed Apple ID for my child. This account is designed for school use and allows students to access the iCloud Drive for storing files, iCloud Photo Library, Backup and Schoolwork. This account will not allow students to App Store and iTunes Store purchasing. All applications needed for education will be managed and allowed by the district.

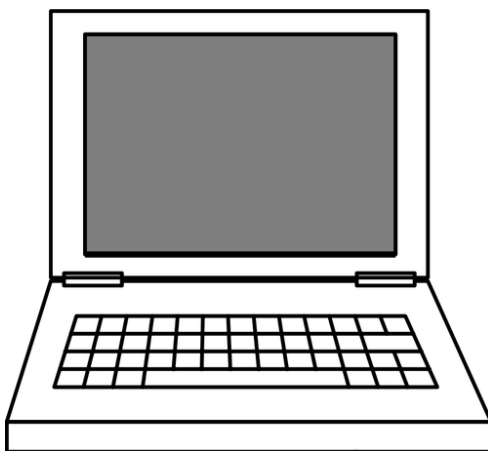
Parent or Guardian's Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Student One to One Device Handbook**

**[www.stjames.k12.la.us](http://www.stjames.k12.la.us)**



**Achieving Content Mastery and Building Relationships to  
Succeed in a Global Community**

**“Providing Every Child with a Hope and Purpose”**

## **Introduction**

Providing electronic devices to St. James Parish PreSchool - 12th Grade students create new learning environments that engage students and prepare them for tomorrow. The device labs of yesterday are not sufficient to provide the access that students need on a daily basis to support learning. Our students will now have the necessary tool at school and home to meet the needs of the 21<sup>st</sup> century learner.

St. James Parish teachers will guide our students through this wealth of information by developing digital classrooms that extend and enhance everyday learning opportunities. They will also continue to drive our students to achieve content mastery by leveraging the device as a learning tool. This includes the ability to wirelessly communicate with fellow students and content experts anywhere in the world as they address meaningful issues happening around the globe. We are on the brink of exciting changes and we look forward to sharing this experience with you.

## **Ownership**

Electronic devices and accessories are the property of the St. James Parish Public School District. They are provided for the exclusive use of St. James Parish Public School students and staff. Due to insurance and liability issues, these devices should not be lent to other individuals, groups, or institutions.

## **Management**

St. James Parish Public Schools is responsible for asset management of electronic equipment. St. James Parish Public Schools will keep track of all devices assigned to students. Devices assigned to students will be entered into inventory and labeled. A small number of these devices will serve as loaners. Loaners may be temporarily assigned to students whose assigned device has been sent out for repair. A student withdrawing from St. James Parish Public Schools must return the device before his/her last day. A new student entering St. James Parish Public Schools will be assigned a device. Returned devices will be re-imaged to their original state. Student devices and all accessories will be turned in at the end of the school year to be evaluated, updated and cleaned over the summer. **The student is responsible for returning the device, charger components, and case with keyboard attached at the end of the school year or before being dropped from the district. If a hotspot with power adapter was checked out, it must be returned with the device. All items must be in good condition at the end of the year. Fees will be applied for damaged devices or missing accessories.**

## **Repairs**

A student device needing repair should be brought to the school's Tech Support Center. Each school has a designated location. **Students will need to drop off their device either before school or during lunch/recess.** The District Technical Support Staff will evaluate the device and determine if the device needs to be shipped for repair. If the repair is an issue requiring the device to be sent out for service, it will be returned as soon as possible. A loaner will be issued after the repair fee is paid.

## **Backing Up**

During the course of repairs, files may be altered, erased, or destroyed. Every reasonable effort will be made to retrieve and save work files; however, it is important that files be backed up before turning a device in for repair. Every student is responsible for backing up his/her files on an external drive or online storage folder. Backing up files should be a regular part of the device routine.

## **Power Management**

Batteries for each device may or may not last a full day depending on the amount of use. The following settings and procedures will maximize battery life:

1. Batteries must be fully charged at the beginning of each school day. Charge the device every night. A device charges faster when it is off.
2. Whenever the device is not in use, put the device in sleep mode.
3. Keep the device in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the device. Never leave a device in a car.
4. Reduce screen brightness using the brightness controls on the device.
5. Close all applications that are not being used.
6. All cables and wires should be lined up straight when inserting and removing. Hold the plug and not the cord. If your battery is not charging, do not wiggle the power cord. Bring the device to the Technology Support Office.

- When plugging in the power cord the proper procedure is to plug into a wall socket first, then into the device.

### **Caring for your device**

Your device is a delicate, electronic learning tool and needs to be treated with care. To get the greatest enjoyment and learning experience from your device, please follow the care procedures listed below:

#### **Handling**

- It is best to use the device on a flat, hard, and stable surface.
- DO NOT** carry the device with the screen exposed. An accident is more likely to happen with the screen exposed.
- Close the lid from the center edge of the screen. Do not slam the lid shut.
- Do not set books or other objects on top of a device.
- Do not leave pencils, pens, or any other materials on the keyboard when closing the device.
- Keep magnets away from the device.
- Keep the device in a bag when it is not in use.
- Do not put food or drinks near the device.
- When using the device outside, avoid sand, dirt, moisture, direct sunlight, and heat.

#### **Cleaning**

- Shut down your device and disconnect the power adapter prior to cleaning the outside of the device.
- Use a damp, soft, lint-free cloth to clean the device's exterior. Avoid getting moisture in any openings. **DO NOT** spray liquid directly on the device.
- DO NOT** use aerosol sprays, solvents, or abrasives on any part of your device.
- If you need to clean the screen, use damp clean, soft, lint-free cloth with water only and wipe the screen. Do not spray liquid directly on the screen.

### **1:1 Technology Fees and Charges**

<b><u>Description</u></b>	<b><u>Cost</u></b>
<b>Yearly Technology Fee</b> <ul style="list-style-type: none"> <li>If a family has more than 3 students in a household that attend St. James Parish Schools, a parent can apply for a tech fee waiver for the additional students in the household. If the waiver is approved, \$150 will be the total cost for the family.</li> </ul>	<b>\$50 per student / \$150 per family with waiver</b>
<b>Technology Damage Claim Fee</b>	<b>\$40</b>
<b>Technology Charger Replacement / Damage Fee</b>	<b>\$40</b>
<b>Technology Security Case Replacement / Damage Fee</b>	<b>\$100</b>
<b>Technology Total Replacement Fee</b>	<b>\$300</b>

### **St. James Parish Public Schools Student Device User Rules**

1. The student, in whose name a device is issued, is responsible for its proper use at all times. The primary purpose of the device is for education. Treat it as a valuable tool for learning. Inform staff immediately of any problems or concerns.
2. Students must bring their device and accessories to school daily. Daily necessities include
  - a. Fully charged device
  - b. Devices are to be kept in the assigned protective case at all times
  - c. The identification tag must remain on the device at all times
  - d. Students must provide their own headphones
3. Devices must be securely locked in a locker, classroom or cart during PE and after school activities and should never be left unattended.
4. Students are not to touch other student's or teacher's devices without permission, either physically, or through the network. Students are not allowed to log in on another student's device.
5. Protect files on an assigned device and the server by keeping passwords private.
6. Students are responsible for organizing and maintaining their files. Students must not only save their documents, but also should back up their files.
7. Students are responsible for all work, even if their device is being repaired or otherwise unavailable. Students may have to revert to pencil and paper or use a desktop, laptop or loaner device.
8. Unapproved games, videos, music, and DVDs are NOT to be used during the school day. Headphones are only to be used for instructional purposes within the classroom.
9. Accessing inappropriate Internet sites are strictly forbidden on any St. James Parish Public School device.
10. Students are not allowed to copy work or plagiarize documents. Internet research and information obtained via the network or Internet should be properly documented and cited.
11. The "dress code" for devices is the same as St. James Parish Public Schools' dress code. If it is not appropriate for fashion, then it is not appropriate on your device. This includes the desktop, screensavers, documents, graphics, sounds, icons, etc. Also, DO NOT write, draw on, or place stickers on the device.
12. If an assignment must be printed, it must be done at home. *Assignments must be printed and ready to turn in at the beginning of class on their due dates.* Approved printing may be done at school before and after school.
13. E-mailing, forwarding, downloading, displaying, posting, or using obscene, threatening, offensive, and all other inappropriate material is prohibited. The consequences for such behavior may be severe.
14. Students are not to join chats at school unless a teacher gives students permission to join as a legitimate class project.
15. Security/confidentiality of systems must be respected and no effort should be made to bypass or gain access to server information not open to the public.
16. Devices are loaded with district and site approved software and applications. Installing additional software and applications are prohibited. Do not change settings. Never open the inside of the device.
17. Devices must be handled responsibly. Each student is responsible for his/her own device condition. Swapping and sharing devices is prohibited.
18. Do not download audio or video files during the school day. Audio and video streaming is not allowed during the school day. Exceptions made for specific teacher directed classroom instruction, backup, or assignment completion.
19. Use the device only within the designated areas in the school, classroom, or home.

### **Expectations and Responsibility of Care**

As a parent/guardian and student, the following information is provided to help you understand the expectations, responsibility of care, and use related to receiving a device.

- Students are expected to treat the device as a valuable piece of instructional equipment.
- Students must take precautions to prevent damage: (ex. Never use the device where there is a danger of liquid spills and cover the device in inclement weather.)
- Students in PreSchool - 12th grade will take the device home during the school year.
- Students will receive instruction on the proper use of the device.
- Students must take precautions to prevent theft. (ex. Do not leave the device unattended or in the passenger area of a car.)
- Students are to use the device to access only appropriate materials and websites.
- Students must not purchase goods or services via the Internet, which could result in unwanted financial obligations. (Parents/students will accept full responsibility for any financial obligations incurred from the use of the device.)
- Students are to use the device in accordance with the St. James Parish Acceptable Use and Internet Safety Policy.
- 24/7 Internet filtering is provided on all student-issued devices.
- Students should not leave devices in extreme heat or cold.

## **Acceptable Use Policy (AUP)**

### **St. James Parish School Board - Student Internet Use Agreement**

#### Use of Devices, Technology and the Internet

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of devices, technology, and the Internet. Any person using devices or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all device usage, online access, and files for compliance to all regulations and/or procedures.

The St. James Parish School Board shall incorporate the use of device-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000 for legitimate scientific or educational purposes approved by the Board.

Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students and employees will be held accountable for all Louisiana Statutes and St. James Parish School Board policies regarding network safety. Most specifically RS: 17:416.13, RS 14:40.7, RS 14:81.1.1, and the Electronic Communications Between Employees and Students Policy.

#### Accountability

Faculty, staff, and student use of School Board devices or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using a school device, or a device network located on school property, or devices accessing the Internet, shall be accountable for its use. Teacher or class files on the network shall be treated as District property subject to control and inspection by School Board personnel.

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The St. James Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

#### Security

Teachers and personnel who have devices in their charge shall be responsible for their security. Devices must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet. Any user who knowingly allows another to use the ID assigned to him or her will immediately lose access privileges, and may be subject to further disciplinary action. Attempts to fraudulently log on to any network as a system administrator or another user shall result in immediate cancellation of user privileges and the offender may be subject to further disciplinary action. Any user identified as a security risk, or having a history of problems with other device systems, may be denied access to any device or technology service.

#### Use of the Internet

Students, faculty, staff, or other authorized users may only use the Internet if the *Device and Internet Use Contract* has been properly signed, filed at the school or administrative site, and approved by appropriate School District personnel, and then only in accordance with School District regulations governing such usage.

#### Regulations

The St. James Parish School Board believes that there are appropriate regulations to maximize effective educational use of devices, technology, and the Internet, and minimize abuse of the opportunity being provided to our schools. Ethical, efficient, and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. No person shall be permitted to use the Internet unless a completed *Device and Internet Use Contract* has been submitted to the Superintendent or designee.
2. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. Copying information from the district's technology systems and handing it in as original work also violates copyright laws and shall not be permitted.
5. The Internet may not be used for financial or commercial gain.
6. Nothing shall be done to disregard or circumvent the established safeguards with regard to the *Children's Internet Protection Act* and La. Rev. Stat. Ann. §17:100.7.
7. Threatening, profane, or abusive messages shall be forbidden.
8. No activities shall be allowed which may damage or interrupt equipment or any networking system.
9. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
10. No user is permitted to upload, or create, a device virus on the Internet or any networking system.
11. Consumables (paper, ink, storage devices, bandwidth) and resources offered by the Internet and paid for by the Board may not be willfully wasted.
12. Installing or running a program which damages or places an excessive load on District technology shall be prohibited.
13. Tampering with, damaging, or modifying devices, device systems, device networks, school district system software, hardware or wiring, or taking any action to jeopardize or violate the school district's technology systems security, shall be forbidden.
14. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
15. Invading the privacy of another user, or using their account, shall not be tolerated.
16. Posting personal messages without the author's consent shall be forbidden.
17. Sending or posting anonymous messages shall be forbidden.
18. Perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, solicits, or configures electronically any profane or obscene language or pictures.
19. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
20. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher or supervisor when evidence of such is encountered on the Internet.
21. Any subscriptions to list servers, bulletin boards, or online services shall be approved by the Superintendent or his/her designee prior to any such usage.
22. When a security problem is detected, it shall be reported immediately to the teacher or supervisor. The problem shall not be demonstrated to other users.
23. The use of personal hardware (such as device devices, PDAS, MP3 players, iPods) and software is prohibited. This does not include consumables such as CDs, flash/pen drives, or floppy discs.
24. Any other use of District technology which is illegal or in any way violates Board policy, local, state, or federal laws and statutes is strictly prohibited.

### Definitions

In general, the *District's technology* includes hardware, software, video and subscription services. Specifically, the district's technology includes, but is not limited to: devices (and related equipment/attachments), monitors, printers, scanners, network devices, portable devices, digital cameras, flex cameras, video cameras, electronic microscopes, probes, global positioning systems, phones, PDAs, scan converters, projectors, amplifiers, TVs, VCRs, DVD players, MP3 players, uninterruptible power supplies, surge protectors, operating systems, applications, VHS video tapes, streaming video, DVD videos and services (local/subscription services).

*Consumables* include, but are not limited to: ink cartridges, mouse pads, paper, transparencies, cleaning supplies, diskettes, tapes, pen drives, zip disks, blank CDs, blank VHS tapes, and blank DVDs.

### Consequences of Misuse

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use Board devices, technology, or access the Internet. Loss of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet. Consequences may include suspension or expulsion of students, or dismissal of employees.

### Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others. No "flaming."
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers for yourself, other students, or colleagues. This is for the students' safety.
- Note that electronic mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users. This includes repeating the same message.
- All communications and information accessible via the network should be assumed to be private property.
- Cite your source. If you are using the ideas or works of others, give them credit.
- Do not invade the privacy of others, or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- Do not access information, which is considered dangerous, or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

## **Responsible Use of Online Resources**

The St. James Parish School Board recognizes that access to telecommunications and other information technologies is critical to the preparation of St. James Parish students for life in the 21<sup>st</sup> century. We believe that students must have the opportunity to learn how to responsibly use resources available on the St. James Parish School District network and the broad array of resources available on the Internet. Therefore, the Board is committed to continued enhancement of the District's network services and to ongoing staff development to ensure that St. James Parish students master the skills necessary to effectively tap into these vast information resources.

There is a wealth of information available on the Internet—ranging from on-line databases and libraries to extremely current web pages on specialized topics. Unfortunately, many of the resources available on the Internet have not been screened for use by students. The District believes, however, that the benefits to students of access to such information and of the opportunities for collaboration afforded by the Internet greatly exceed the disadvantages. Parents and guardians and District educators must work together to ensure that students use these resources responsibly. Parents and guardians play an especially important role in setting the standards that their children should follow when using the Internet.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. The Board expects that District staff will blend thoughtful use of Internet information resources throughout the curriculum and that the staff will provide guidance and instruction to students in the analysis, evaluation, and appropriate use of such resources.

Electronic mail is an extremely powerful tool that enables students to communicate with and collaborate with people around the world. We believe that responsible use of electronic mail can greatly enrich student learning opportunities. On the other hand, we realize that the two-way communication that electronic mail makes possible introduces risks unique to this communication medium. Therefore, we offer electronic mail services to all students, but only after submission of the St. James Parish Public Schools Student and Parent forms signed by the student and, if the student is a minor, his or her parent or guardian.

Students are responsible for good behavior on school device networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students and employees will be held accountable for all Louisiana Statutes and St. James Parish School Board policies regarding network safety. Most specifically RS: 17:416.13, RS 14:40.7, RS 14:81.1.1, and the Electronic Communications Between Employees and Students Policy. The Board looks forward to the educational opportunities that the District's network services afford our students.

## Student Privacy Form

**Introduction:** Students are making increasing use of various technologies as powerful learning tools. Key benefits of such activities include opportunities to share work with and interact with other students and the world at large. Such activities are not entirely without risk. Media and technology provide students with access to people and information beyond the St. James Parish School community and enable others to view student work and interact with students in St. James Parish schools. Student work can be shared in a variety of ways, including newsletters or newspapers, radio or TV programs, web pages, electronic mail, compilations of student work on a class CD, etc. It is important for parents and students to consider the level of exposure for the students' work.

**Student Privacy Guidelines:** A paramount goal of the St. James Parish School District is to ensure the safety and privacy of our community of learners. To help achieve this goal, publication of student information on the Internet and sharing of student information via print media, electronic mail, video, and other technologies is restricted. Student information and student work will not be published or shared unless permission is obtained. Permission is granted only for projects or activities that take place in a specific school year. Students must submit an updated permission form each year. No personal information, such as home or mailing address and phone number, except as listed below, will be published or shared.

## Student G-Suite Account

The St. James Parish School Board is pleased to offer students of the District access to the District device network for electronic mail. To gain this access, a student under the age of 18 must obtain parental permission and must return this form, signed by a parent or guardian, to the Main Office of the student's school. Students 18 and over may sign their own forms. This form is intended to be informational, as policies approved by the St. James Parish School Board apply to all users of the St. James Parish Public Schools District Academic Electronic Network, whether or not said users have signed this agreement.

Access to email will enable students to communicate with and collaborate with people throughout the world. While our intent is to make electronic mail available to further educational goals and objectives, families should be warned that it is not possible to monitor every student's electronic mail conversation. Therefore, it is important for students to accept responsibility for their behavior. We believe that the benefits to students from access to electronic mail exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

St. James Parish Schools uses the G Suite for Education. We are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. St. James Parish Schools students will use their G Suite accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

#### G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)):

Gmail, Google+, Calendar, Chrome Sync, Classroom, Cloud Search, Contacts, Docs, Sheets, Slides, Forms, Drive, Groups, Google Hangouts, Google Chat, Google Meet, Google Talk, Jamboard, Keep, Sites, Vault

Google Meet is a web-based video conferencing app that will allow teachers to hold live "virtual" class sessions with their students to provide assistance on optional assignments, all for class discussions and questioning and answering. When joining a Google Meet, students will be expected to follow all St. James Parish School Board Policies including dress code and attendance policies. By signing the G-Suite consent, you are giving consent for your child to use Google Meet for virtual classroom instruction.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety, but below are answers to some common questions:

#### What personal information does Google collect?

When creating a student account, St. James Parish Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

#### How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

#### Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

#### Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

#### Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With St. James Parish Schools. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.

enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.

protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

#### What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the school's administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

#### What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html)), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the [Data Processing Amendment](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html) (at [https://www.google.com/intl/en/work/apps/terms/dpa\\_terms.html](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html))].

## **Managed Apple ID**

Apple services and apps for education are built with the same integrated approach to privacy that's fundamental to the design of all Apple hardware, software, and services. We will never sell student information, and we never share it with third parties to use for marketing or advertising. We never build profiles of students based on their online behavior, and we don't collect, use, or disclose student information other than to provide relevant educational services. Apple provides accounts designed for school use called Managed Apple IDs. These accounts are created, owned, and controlled by the school to give students access to iCloud Drive, iCloud Photo Library, Backup, Schoolwork, and Shared iPad. Students can also sign in to their account on a personally owned iPad or Mac at home to access their work if the school has issued a home-use password. The accounts are designed to protect student privacy, including limitations on ads, purchasing, and communications. Purchasing on the App Store, iBooks Store, iTunes, and Apple Music is disabled, and learning materials and apps are distributed by the school. The school can enable or disable services such as iMessage, FaceTime, or student progress recording with the Schoolwork app. More information about privacy and security for Apple products in education can be found at: <https://support.apple.com/en-us/HT208525>.