St. Martin Parish School System
Student/Parent Handbook
Discipline Policy
Approved 2015-2016

Superintendent of Schools
Dr. Lottie P. Beebe

Department of Administration Building: Ph. 337-332-2105 | 337-394-6261| Fax 337-332-3050 | 337-394-6387
625 Corporate Blvd | Breaux Bridge, LA 70517
Special Services: Ph. 337-332-3388 |Fax 337-332-4086 |
701 W. Bridge Street | Breaux Bridge, LA 70517

www.saintmartinschools.org

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Notice of Nondiscrimination

The St. Martin Parish School System does not discriminate on the basis of race, color, national origin, religion, sex, handicap or disability.

The following person has been designated to handle the inquiries regarding the NONDISCRIMINATION POLICIES:

Frederick Wiltz, Supervisor Child Welfare & Attendance
337/332-2105, EXT 2819/FAX 337-332-3050
P. O. Box 1000
Breaux Bridge, LA 70517

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Communications with Language Minority Students and Parents

All schools with language minority students are obligated to provide written or verbal communications with these students and parents in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) Standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974. For more information contact 394-6261 or 332-4501.

ST. MARTIN PARISH SCHOOL BOARD MEMBERS

Steve Fuselier	**District I**
Wanda B. Vital	**District II**
Aaron Flegeance	**District III**
James Blanchard	**District IV**
Russell Foti	**District V**
Burton Dupuis	**District VI**
Richard Potier, Vice President	**District VII**
Frederick Stelly	**District VIII**
Floyd Knott	**District IX**
Mark Hebert, President	**District X**

DISCIPLINE POLICY REVIEW COMMITTEE REPRESENTATIVES

Angel deLaunay, Secretary	**Breaux Bridge Primary**
Frederick Wiltz, Supervisor	**Child Welfare & Attendance**
Dr. Gail Dalcourt, Director	**Curriculum & Instruction**
Mike Hebert, Supervisor	**Special Services**
Khristy Hulin, Coordinator	**Safe & Drug Free Schools**
Mary Journet, Coordinator	**Truancy**
Devin Baltazar, Asst. Principal	**St. Martinville Jr. High**
Adrienne Huval, Coordinator	**Health Centers**
Shirley Thibodeaux, Asst. Principal	**JCEP**
Edward Boyd	**Breaux Bridge Junior High School**
Angela Watson, Asst. Principal	**Teche Elementary School**
Eileen Rowe, Asst. Principal	**Cecilia Junior High**
Bryan Staton, Principal	**Stephensville Elementary**
Glenda Verrett	**Special Services**
Becky Burney	**Special Services**
Corky Matthews	**St. Martinville High School**
Lester Mitchell	**Breaux Bridge High School**
Shirley Cormier	**Cecilia High School**
Tiedra Hawkins	**Breaux Bridge Elementary**
Michelle Richard	**Catahoula Elementary**
Danielle Alvarez	**Cecilia Primary**
Nikki Viator	**Early Learning Center**
Cheryl Mitchell, Asst. Principal	**Parks Middle**
Tassala Jones, Asst. Principal	**Parks Primary**
Bridget Bergeron	**Special Services**
Russell Foti	**School Board Representative**

ST. MARTIN PARISH STUDENT POLICY HANDBOOK
TABLE OF CONTENTS

I. INTRODUCTION
- A. LETTER FROM THE SUPERINTENDENT 7
- B. TELEPHONE DIRECTORY 8
- C. CALENDAR 9
- D. MISSION STATEMENT 10
- E. GOALS OF THE HANDBOOK 10

II. STATEMENT OF POLICY
NOTICE TO PARENTS 10
TEACHER BILL OF RIGHTS 11
STUDENT RIGHTS AND RESPONSIBILITIES 12

III. PARENTAL INVOLVEMENT POLICY 15

IV. ST. MARTIN PARISH HOMELESS POLICY 18

V. ATTENDANCE RIGHTS AND RESPONSIBILITIES 19
- A. ATTENDANCE PRE-K- 8
- B. ATTENDANCE 9-12
- C. EXCESSIVE ABSENCES (18 YEARS AND OLDER)
- D. TYPES OF ABSENCES
- E. EXTENUATING CIRCUMSTANCES
- F. MAKEUP WORK
- G. STUDENT ATTENDANCE ACCOUNTING
- H. COMPULSORY ATTENDANCE AGES
- I. CHECK OUT PROCEDURES
- J. TRUANCY
- K. WITHDRAWAL FROM ENROLLMENT

VI. SECTION 504 OF THE REHABILITATION ACT OF 1973 23

VII. STUDENT RECORDS (FERPA) 25

VIII. STUDENT APPEARANCE 26
- A. STUDENT DRESS APPEARANCE CODE
- B. ELEMENTARY AND JUNIOR HIGH UNIFORM CODE
- C. HIGH SCHOOL UNIFORM CODE

IX. HARASSMENT/BULLYING/INTIMIDATION/HAZING POLICY 32
- A. GENERAL POLICY
- B. SEXUAL HARASSMENT/BULLYING/INTIMIDATION
- C. HARASSMENT/BULLYING/INTIMIDATION BASED ON RACE, COLOR, ETHNICITY, NATIONAL ORIGIN OR DISABILITY
- D. HAZING
- E. REPORTING PROCEDURES
- F. RETALIATION

G. STUDENT COMPLAINTS & GRIEVANCES
X. HEALTH POLICIES 36
A. HEALTH CENTERS
B. POLICY ON SCHOOL MEDICAL EXCUSES
C. MEDICATION IN SCHOOL
D. COMMUNICABLE DISEASE CONTROL POLICY
E. NOTICE OF PRIVACY PRACTICES
XI. SCHOOL NUTRITION PROGRAM..... 51
XII. WELLNESS POLICY SUMMARY 51
XIII. SCHOOL RESOURCE OFFICERS 52
XIV. SCHOOL VISITORS 52
XV. TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS 52
A. PURPOSE
B. WHAT IS POSSIBLE?
C. WHAT IS EXPECTED?
D. WHAT ARE THE RULES?
E. ILLEGAL ACTIVITIES
F. INAPPROPRIATE MATERIAL OR LANGUAGE
G. E-MAIL
H. MISUSE
I. DUE PROCESS & CONSEQUENCES
J. LIMITATION OF LIABILITY
K. STUDENT USE AGREEMENT
L. PARENT GUARDIAN PERMISSION FORM & USER AGREEMENT
XVI. ALTERNATIVE PROGRAMS 58
A. SATURDAY DETENTION
B. IN-SCHOOL SUSPENSION
C. JUVENILE CONTINUING EDUCATION PROGRAM (JCEP)
XVII. STUDENT ASSIGNMENT 62
XVIII. DISCIPLINE 67
A. DISCIPLINE PHILOSOPHY STATEMENT
B. CODE OF CONDUCT
C. 519 DISCIPLINE PROCEDURE FOR STUDENT WITH DISABILITIES
D. SEQUENCE OF DISCIPLINE ACTION AND LEVELS OF CONSEQUENCES
E. SUSPENSION/EXPULSION REGULATIONS
F. CORPORAL PUNISHMENT
G. SUSPENDABLE ACTS AND DISCIPLINE ACTION OPTIONS
H. RULES FOR CONDUCT ON BUS
I. RULES FOR SCHOOL BUS RIDERS
J. BUS CONDUCT POLICY
K. LOSS OF ACTIVITY PRIVILEGES
L. SUSPENSION OF STUDENTS' DRIVERS LICENSE

M. LONG TERM LOSS OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES
N. SEARCH AND SEIZURE POLICIES
O. REGULATION FOR VIOLENT BEHAVIOR
P. ACTIONS THAT RESULT IN NOTIFICATION AND INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES
Q. RESTRAINING OF STUDENTS
R. DUE PROCESS AND PROCEDURES TO BE FOLLOWED
S. STUDENT DISCIPLINARY RECORDS
T. LOCKER POLICY
U. SUBSTANCE ABUSE POLICY
V. CELL PHONE, BEEPERS, TELECOMMUNICATION, AND OTHER ELECTRONIC DEVICES
W. WEAPONS POLICY
X. PUBLIC DISPLAYS OF AFFECTION
Y. GENERAL/RANDOM METAL DETECTOR SEARCH POLICY
Z. CANINE SEARCH POLICY
AA. AUTOMOBILE/VEHICLE SEARCH POLICY
BB. SEIZED CONTRABAND POLICY
CC. OFF CAMPUS CONTROL POLICY
DD. FEES AND FINES FOR LOST OR DESTROYED TEXTBOOKS AND ANY OTHER SCHOOL PROPERTY
EE. SUICIDE/HOMICIDE THREAT POLICY

XXI. DEFINITIONS ..... ……107

XXII. APPENDIX 113
A. COMPLAINTS AND GRIEVANCES

St. Martin Parish School Board

P. O. Box 1000 Breaux Bridge Louisiana 70517

Telephone 337-394-6261
337-332-2105
Fax 337-332-3050

DR. LOTTIE BEEBE
SUPERINTENDENT

MARK HEBERT
PRESIDENT

RICHARD POTIER
VICE PRESIDENT

- **DISTRICT 1**
  STEVE FUSELIER
- **DISTRICT 2**
  WANDA B. VITAL
- **DISTRICT 3**
  AARON FLEGEANCE
- **DISTRICT 4**
  JAMES BLANCHARD
- **DISTRICT 5**
  RUSSEL C. FOTI
- **DISTRICT 6**
  BURTON DUPUIS
- **DISTRICT 7**
  RICHARD POTIER
- **DISTRICT 8**
  FREDERIC STELLY
- **DISTRICT 9**
  FLOYD KNOTT
- **DISTRICT 10**
  MARK HEBERT

August 6, 2015

Dear Parents and Students of St. Martin Parish:

Welcome to the 2015-2016 school year. A new school year is a time for growth and new learning adventures. The key for a successful school year is preparation and the best way to prepare is to possess knowledge of what is expected.

The purpose of the Student/Parent Handbook is to explain what is expected of students and parents during this school year. This booklet provides information on the guidelines and procedures adopted by the School Board to maintain a good learning environment and a safe school environment. Parents and students should read the manual carefully. The knowledge of what is to be expected enables students to become successful.

The Student/Parent Handbook provides our students with rules that will help them become responsible adults. It provides up to date information from legislative statutes and Board policies as well as providing procedures for a consistent and fair program to help students handle school day situations they may encounter. It outlines disciplinary actions that state the consequences ranging from moderate to severe. Most importantly, the discipline process allows students opportunities to modify their behavior and to prepare for success.

It is important that good habits are formed early. Positive actions become good habits through repetition and good habits contribute to learning success. Review the information in the Student/Parent Handbook with your child. Keep it for future reference. Use the booklet as a guide for your child to succeed. Repeated small successes help develop our students properly and provide a basis for larger successes in life.

We want all students to be successful. Communication among parents, students and school educators is crucial to a successful school year. Keep in touch with your school throughout the school year.

Sincerely,

Lottie P. Beebe, Ed. D.

Dr. Lottie P. Beebe
Superintendent

CENTRAL OFFICE STAFF
TELEPHONE DIRECTORY

Superintendent

Dr. Lottie Beebe 337-332-2105, EXT. 2801

Organizational Structure

Anthony Polotzola, Supervisor of Organizational Structure/Parish Athletic Director

Curriculum

Dr. Gail Dalcourt, Director 337-332-3050, EXT. 2807
Bonnie Thibodeaux, Elementary Supervisor 337-332-2105, EXT. 2838
Laura Turpeau, Interim Secondary Supervisor 337-332-2105, EXT 2852
Redell Louis, Technology Supervisor 337-332-2105 EXT. 2848
Kellie LeBlanc, Technology & Virtual Programs Supervisor, 337-332-2105 EXT. 2851

Federal Programs

Kara Meaux, Director 337-332-2105 Ext2806
Melanie Taylor, Math Supervisor 337-332-2105 Ext. 2842
Pamela Jordan, Language Arts Supervisor 337- 332-2105 Ext. 2834
Bridget Bergeron, Sp. Ed. Supervisor, 6^{th} – 8^{th} 332-3388 Ext. 3211
Nicole Angelle, Title I Early Childhood/Family Involvement Supervisor 337-332-2105, Ext. 2841
Leah Hebert, Sp. Ed. Supervisor Pre K – 5^{th} 332-3388 Ext. 3201
Michael Hebert, Sp. Ed. Supervisor 9^{th} -12^{th} 332-3388 Ext. 3239

Human Resources

Allen Blanchard, Director of Human Capital and Operations 337-332-2105, EXT. 2802
Anthony Polotzola, Supervisor of Human Resources and Organizational Structures 337-332-2105, EXT. 2835

Finance

Casey Broussard, Chief Financial Officer 337-332-2105, EXT. 2808
Christine Foster, Supervisor of Computer Services 337-332-2105 EXT. 2843
Todd Meche, Network Manager 337-332-2105 EXT. 2845

Operations

Henry Derouselle, Transportation & Maintenance Supervisor 337-332-3388 Ext. 3273
Ferrell Hoskins, Maintenance Manager 337-332-3388 Ext. 3271
Clair Blanchard, Food Services 337-332-2105 Ext. 2840

Student Services

Frederick Wiltz, Supervisor Child Welfare & Attendance 332-2105 Ext. 2819
Khristy Hulin, Safe & Drug Free Coordinator 332-2105 Ext. 2836
Mary Journet, Attendance Coordinator 332-2105 Ext.2837
Shirley Thibodeaux, Alternative Programs Assistant Principal 394-7634 Ext. 2101
Adrienne Huval, Health Centers Coordinator 332-2844 Ext. 1264

Other Support Services

School Nurses/School-Based Health Centers

Breaux Bridge	332-2844 Ext.1268
Cecilia	667-6226 Ext. 1660
St. Martinville	394-6254 Ext. 2689

St. Martin Parish School Board
School Calendar 2015-2016
Opening Date: August 6, 2015

Professional Development
August 4-5, 2015
November 3, 2015
January 15, 2016

Parent Teacher Conference
October 16, 2015
March 24, 2016

Report Card Day
May 25, 2016

Students' Last Day
May 23, 2016

Testing ILEAP and LEAP (Science/Social Studies)
Grades 3-8 ~ April 5-6, 2016

PARCC-ELA & Math	Paper-Based Version	Online Version
Grades 3-8-Phase I –	March 14-18, 2016	Feb. 29-Mar. 24, 2016
Grades 3-8 –Phase II –	April 25-29, 2016	April 25-May 13, 2016

Nine Week Reporting Period

August 6, 2015	October 8, 2015
October 9, 2015	December 18, 2015
January 4, 2016	March 15, 2016
March 16, 2016	May 25, 2016

Parish wide Graduation: May 13, 2016

Holidays

Labor Day	September 7, 2015
Thanksgiving	November 23-27, 2015
Christmas	December 21, 2015 – January 1, 2016
MLK	January 18, 2016
Mardi Gras	February 8-12, 2016
Easter	March 25-April 1, 2016

"The function of education is to teach one to think critically. Intelligence plus character – that is the goal of true education."

Martin Luther King, Jr.

MISSION STATEMENT

St. Martin Parish Schools will ensure that students learn and feel good about themselves. St. Martin Parish Schools will provide both an atmosphere and an instructional program which reflects high expectations for all students and enables all students to develop to their fullest potential academically, socially, physically, and psychologically in order to be lifelong learners and productive citizens.

GOALS OF HANDBOOK

The goals of this handbook are to provide:

1. Pupils, parents, and school personnel with clearly stated advance knowledge of the courses of action to be followed in handling disciplinary matters;

2. Consistency in the administration of disciplinary actions.

3. A sequential discipline program in which actions taken progress from moderate to most severe;

4. The pupils who have discipline problems with ample opportunity for the modification of unacceptable behavior.

II. STATEMENT OF POLICY

NOTICE TO PARENTS

St. Martin Parish School Board is an equal opportunity employer who seeks to employ qualified and certified teachers. In compliance with Public Law 107-110, No Child Left Behind Act of 2001, local education agencies are required to notify parents of their right to request information regarding the professional qualifications of teachers.

The following information may be requested:

- Whether the Louisiana State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether the Louisiana State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of the information, please call
Allen Blanchard, Jr. Director of Human Capital and Operations at (337) 332-2105 ext. 2802

ST. MARTIN PARISH SCHOOL SYSTEM
TEACHER BILL OF RIGHTS

Act No. 155
Section 1

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 rights conferred upon teachers pursuant to this Section, which are:

1.) A teacher has the right to teach free from the 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 416.16 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 prevents 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).

6.) 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 416.16.

7.) A teacher has the right to be treated with civility and respect as provided in R.S.17:416.12.

8.) 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).

9.) A teacher has the right to be free from excessively burdensome disciplinary paperwork.

10.) A beginning teacher has the right to receive leadership and support in accordance with R.S.17:388.1 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. While student rights in most cases are specific, student responsibilities are implied. The word "responsibility", in this context refers mainly to the individual's obligation to others within his/her society, because, in order for an individual to preserve his/her rights, each must take upon himself/herself a sense of responsibility toward the preservation of the rights of others. Parents, teachers, and administrators have responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conductive to the teaching, learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. Responsibilities then become the foundation upon which individual rights become meaningful and effective.

If one were to enumerate the various responsibilities incumbent upon students, the list would be endless. However, within a school setting and in society, there are certain special responsibilities required of a citizen, who is a student in school that are of vital significance.

Each student has the responsibility to:

A. Become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by administrators and teachers.

B. Respect the human dignity and worth of every other individual.

C. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.

D. Study diligently and maintain the best possible level of academic achievement.

E. Be punctual and present in the regular school program to the best of his/her ability.

F. Dress and groom in a manner that meets reasonable standards; health, cleanliness, safety, and the uniform dress and appearance code.

G. Help maintain and improve the school environment; preserve school property and exercise the utmost care while using school facilities.

H. Refrain from gross disobedience, misconduct or behavior that disrupts the educational process.

I. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

J. Continue or become actively involved in one's education, understanding of people and preparation for adult life.

St. Martin Parish School Board is committed to providing the best education possible for every student in St. Martin Parish regardless of race, sex, religion, disability or national origin. In order to meet its commitment to guard and maintain for all students the right to equal opportunity in education and to assure an atmosphere conducive to learning, while protecting the United States Constitution and its Amendments, the St. Martin Parish School Board has adopted this "Statement of Policy" concerning student rights and responsibilities.

Every school in itself is a community made up of students, teachers, principals and other support staff. The school, as a community, exists and operates subject to policies and laws that guide the conduct of its members. The function of policies and laws is to assure the community membership that individual rights, privileges and freedoms will not be abridged by disruptive behavior of individuals or groups.

The primary goal of the school system is to provide a quality education for all its students. The rights and responsibilities contained in this handbook have been adopted by the St. Martin

Parish School Board to achieve this goal. It is the responsibility of everyone in the school community to respect and accept student rights, recognize and support student responsibilities, and utilize administrative policies for the betterment of the educational process in the school system.

Below are the student rights and responsibilities:

A. **QUALITY EDUCATION** - Students have the right to pursue, through study and application, a quality education at public expense and to attain personal goals through participation in the entire school program. In order to obtain a quality education, students must attend classes daily, be on time for all classes, and obey school and district regulations.

B. **ATTENDANCE** - Students, including those married or pregnant, have the right to attend school until graduation provided they are not expelled because of their conduct. Regular attendance in school is expected of all students. Students shall attend school between kindergarten and 18 years of age. Students between 16 and 18 years of age may withdraw prior to graduation with written consent of a parent, tutor, or legal guardian in order to attend an alternative education program or a vocational-technical education program but will remain under compulsory attendance for fulfilling the attendance requirement for said alternative programs. (La. R. S. 17:226). To be eligible to receive grades/credits for course work, elementary and middle school students (grades 1-8) shall be in attendance a minimum of 160 days a school year. Secondary students (grades 9-12) shall be present 82 days per semester (State of LA, Bulletin 741 & St. Martin Parish Policy). The responsibility for a child attending school lies with the parents or the legal guardian. If the child is chronically absent from school, the parent and/or child may be referred to Child Protection, Court, FINS, and/or the local District Attorney's Office by the Child Welfare & Attendance Office.

C. **SAFETY** - Students have the right to expect that the school will be a safe place to obtain an education. In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules. It is the responsibility of the parent/guardian to insure that the school is given current, working telephone and emergency numbers. The school must be informed of any change in status concerning these numbers. Students have a responsibility to report any problems at the school to the teachers and/or administrators.

D. **ON CAMPUS COMMUNICATIONS** - Students have the right to express their opinions verbally, provided such expressions are not indecent, vulgar, or lewd and are not slanderous of another person. Students have the right to distribute written materials, but prior to distribution, the student must receive written approval from the principal or his/her designee. The written approval will include the number of times a day and the number of days the material can be distributed in the schools. At least 48 hours prior to the intended time for distribution, materials should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials in areas of the campus that would disrupt order or impede the free flow of student movement is prohibited. Students receiving permission to distribute the materials are also responsible for the cleanup of the materials distributed in a manner that is not disorderly or coercive, and all materials must bear a permanent official disclaimer of school sponsorship. Students are responsible for knowing that certain expressive activities are prohibited, such as: indecent, vulgar or lewd material or obscenity, materials that invade the privacy of others, materials that promote illegal activities for minors, materials that infringes on someone's copyright, and materials form non-student sponsored organizations.

E. **OFFICIAL INFORMATION** - 1) Parents or guardians have the right to review with a counselor all official files and data which pertain to the student personally. Students over 18 years of age may make the same request. They have a right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 30 days of a written request. The school shall respond to reasonable requests for explanation and interpretation of a student's records. 2) No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and /or parents except as authorized by law unless the student and/or parents have executed a written release of such information to a particular person or agency.

F. **FULL PARTICIPATION** - Students have a right to expect to be able to have full participation in all school organizations based upon their academic credentials and personal talent in accordance with School Board policy and guidelines governing that particular activity. Students have a responsibility to take part in all school activities which are designed to help develop them into full functioning, self-reliant adults.

G. **DECISION MAKING** - Students have the right to assist in decisions that affect their lives in school. This right includes decisions related to election of courses of study beyond the required curriculum, participation in activities, and representation in an active student government organization. Students should take part in student government by running for office or voting for the candidate of their choice. They are also responsible for making any problems known directly to the staff or through this representation.

H. **DUE PROCESS** - No student shall be punished for committing any offense except in accordance with law and School Board regulations, and every student shall be afforded due process of law. Copies of School Board and school system regulations requiring or prohibiting certain conduct and the ensuing punishments for violations shall be made available to all students. Due process shall include that the student be advised by the principal or a designee of misconduct of the regulation that has been violated and the detailed reasons for such accusation. The student must be given the opportunity to respond to the accusation. The right of due process is more fully described in La. R.S. 17:416 and in another part of this handbook.

I. **BUS SAFETY** - Students have the right to ride the school bus to and from school and should recognize that it is a privilege. Students have the right to expect that the school bus will be a safe means of transportation. Students must obey the rules or lose the privilege of riding the bus. Students must follow established school bus rules and regulations in order to insure the safety of others. Any misbehavior on the bus or when going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.

J. **DRESS AND GROOMING** - Students have a responsibility to dress and appear on school campus according to the standards of propriety, safety and health set forth by the St. Martin Parish School Board and/or its schools. Profane or obscene language, gestures or inference of profanity or advertisement of tobacco, alcohol, drugs or illegal substances or weapons on any article of clothing or jewelry is prohibited at all grade levels. Uniforms are mandatory at all grade levels.

III. ST. MARTIN PARISH SCHOOL BOARD

TITLE I PARENT INVOLVEMENT POLICY

Parent Involvement: Empowering parents to participate in their children's education.

The St. Martin Parish School Board recognizes that parental involvement is the key to academic achievement. The term *parent* refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc. Studies demonstrate that when parents are involved in their children's education, the attitudes, behaviors, and achievement of students are positively enhanced.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners, with the educational communities, throughout their children's school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents want what is best for their children. Parental involvement must be a focus in the classroom if schools are to be able to achieve high academic standards and create productive citizens. Schools in collaboration with parents, teachers, students and administrators, must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities which they serve.

District personnel, including a Family Involvement/Early Childhood coordinator, will provide coordination and technical assistance to schools as schools plan and implement effective parental involvement activities by hosting two parental involvement committee chair meetings annually. District personnel will work with school personnel to present activities to build the schools' and parents' capacity for strong parental involvement. A Family Involvement Coordinator will be available for consultation, assistance and coordination of parental involvement activities during the school year in collaboration with the Title I schools in the district with the ultimate goal of working with parents to improve student academic achievement and school performance.

A district Parental Advisory Council (PAC) will be organized from parent representatives of Title I schools. This Council will meet two times per school year to address parental concerns, plan and evaluate educational workshops, review and /or revise the Title I Student-Parent-School Compact, and evaluate and revise the district and school Parental Involvement Policies.

The St. Martin Parish School System will take action, with the involvement of parents to complete an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. Specifically, the annual evaluation of the content and effectiveness of the parental involvement policy will be conducted by the Family Involvement/Early Childhood coordinator and Title I School Family Involvement Committee to identify ways of improving the academic quality of the schools and employ new methods of obtaining a greater participation in parental involvement at the school and district levels.

Employing group presentations and individual meetings, school personnel, with assistance from District & Title I personnel, will promote parental understanding of the State's Academic content standards, State student achievement standards, and State and local assessments. These presentations will occur at the

beginning of each academic year and upon receipt of assessment results. Presentations will provide detailed overviews of the standards and assessments along with suggestions for monitoring student's progress and improving student achievement.

Workshops using Dr. Ruby Payne's "A Framework for Understanding Poverty" will be presented to facilitators from each school who, in turn, will train personnel at their respective schools. This training will address many of the issues influencing effective parental involvement in schools with high poverty.

At the onset of each year and quarterly, a collaborative agency partnership meeting is held between Headstart, Office of Family Support, Department of Health and Hospitals, Families Helping Families, St. Martin Parish Special Services, Title I and LA4 representatives to discuss the program year and outreach for parental involvement. It is the intent of this partnership to provide families with avenues the necessary tools and resources needed to ensure student success in school by addressing all needs of the family.
In order to enhance parental involvement, **six essential elements** should be promoted:

1. Communication between home and school is regular, two-way, and meaningful:
Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences and appropriate steps must be taken to allow clear communication for all participants. LEP tutors are available to translate oral or print materials sent to homes of parents whose dominant language is not English.

2. Responsible parenting is promoted and supported: The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.

3. Parents play an integral role in assisting student learning: Educators recognize and acknowledge parents' roles as the integral and primary facilitator of their children's education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.

4. Schools are open and inviting to parents and families and are actively seeking parental support and assistance for school programs: Parents are welcome in the school. Their support and assistance are sought. Capitalizing on the expertise and skills of the parents strengthens the family, school and community partnership.

5. Parents are full partners in the decisions that affect children and families: Parents and educators have a joint responsibility to make informed decisions related to all aspects of education provided to St. Martin Parish's youth. The role of parents in shared decision making should be continually evaluated, refined, and expanded. Activities to promote effective participation of parents in decision making will include, but is not limited to:

a.At least one parent, who is NOT a St. Martin Parish school employee, will serve as a member of each school's advisory council as an equal member.

b.Parent representatives will be involved in the development, review and evaluation applications for State and/or Federal funds.

c.District personnel will provide coordination and technical assistance needed in schools' planning and implementing effective parental involvement activities.

d.District personnel will present activities to build the schools' and parents' capacity for strong parental involvement.

e.Periodic collaboration of personnel in charge of school, State and Federal program parental involvement projects will coordinate activities at the school and district levels.

f.A District Parent Advisory Council consisting of a parent representative from each school (to include parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) will meet at least twice each year. Once at the beginning of the school year to present the District Parental Involvement Policy and to discuss how the policy should be examined and monitored. Once at the end of the school year to evaluate the policy and consider suggestions for improvement. The policy is read and the effectiveness of each item is determined. Parents participate in a needs assessment at the end of each school term. Suggestions for improvements are reflected in the revised Parental Involvement Policy. The determination of barriers is made through information provided by school personnel, comments made at Parish Advisory Committee meetings, personal contact with parents, and responses provided on meeting evaluations.

g.School, State and/or Federal programs will coordinate activities to involve parents in school activities. Some activities conducted are: District-wide parent/teacher conference days (two per year), school open house activities (including school's parental involvement plan/policy) at the beginning of each school year, inclusion of parents on school advisory councils, parent workshops to strengthen parenting skills and/or to focus on activities to improve students' academic performance. Individual schools and projects will provide additional activities.

6. Community resources are made available to strengthen school programs, family practices, and student learning: Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. The district has implemented a Partner in Education program which involves the community (business & parents) in adopting & partnering with schools. A yearly system report is published and distributed to parents and community leaders which include test results, school accomplishments, programs and activities, and participating community leaders. Together, parents, educators and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.

Providing all St. Martin Parish's children with equal access to quality education is a primary goal. It is vital that all partners (parents, educators, communities, etc.) have the opportunity to provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students, as well as quality schools.

IV. ST. MARTIN PARISH HOMELESS POLICY

The mission of the St. Martin Parish School District Homeless program is to provide homeless children and youth equal access to its educational programs and an opportunity to meet the same challenging

State of Louisiana and District academic standards. Students will be protected from discrimination and will not be segregated on the basis of their homelessness.

Homeless students are identified during enrollment. The students shall be immediately enrolled even if the student lacks records normally required for enrollment. School secretaries and/or guidance counselors submit referral forms to the homeless liaison who, in turn, sends forms to the homeless advocate. The homeless advocate completes a home visit to assess living arrangements and assist the parent/guardian in completing the homeless forms to ensure needs are being identified. Once the residency questionnaire form is completed, it along with the referral form, is sent to the homeless liaison's office. The homeless liaison reviews and approves the forms. The student is then identified as homeless on the parish mainframe by entering the student's primary nighttime residence. A copy of the referral form is sent to the School Food Service Supervisor to keep on file and to the school to be placed in the student's cumulative record. Homeless students automatically qualify for free lunch. The Title I Homeless Program provides school fees, supplies and uniforms for each registered homeless child. Referral forms are sent to the School-Based Health Center coordinator. A social worker shall contact the homeless family to see if any assistance is needed. The school-based health centers offer preventive and primary health services that address the physical, emotional and educational needs of students.
For students requesting to stay in the school of origin, the homeless liaison contacts the transportation supervisor who then makes arrangements for transportation to school of origin when feasible. Transportation shall be provided in accordance with District transportation guidelines. If a family chooses to stay in the school of origin after permanent housing has been found, transportation (when possible) will be provided for the duration of that school year, if requested by the family and if feasible.

Each homeless child/youth shall be provided services comparable to other students in the school. Student data is used to determine the need for further academic services. The District uses Dibels, RTI and tutors paid with Title I. The district also provides access to Virtual School for high school students. Student folders are kept in the Homeless Liaison's office with homeless forms and documentation that the students' needs were met.

Grievances may be filed, by the student's parent or guardian, if they feel that student rights have not been served appropriately. Grievances shall be processed in a timely manner utilizing the following steps: (1) A grievance is filed with school. Administrator and Supervisor attempt to resolve grievance. (2) If grievant is not satisfied, may appeal to the Superintendent or designee. Superintendent shall conduct a full hearing on grievance. A written recommendation is provided to grievant. (4) If unsatisfied, grievant may appeal to St. Martin Parish School Board. (5) If unsatisfied, grievant may appeal to the State Department of Education.

It is the goal of the District to provide the best education possible to every student and to blend homeless students into the general school population without stigma of their home situation.

V. ATTENDANCE, ABSENCES, TRUANCY & WITHDRAWAL

Students shall be expected to attend every student activity day scheduled by the St. Martin Parish School Board. In order to be eligible to receive grades, high school students shall be in attendance **84** days and have no more than **6** excused or unexcused absences for a full credit and no more than **3** excused or unexcused absences for a half credit in a semester; and primary, elementary, and junior high school students shall be in attendance **180** days have no more than **13** excused or unexcused absences in a school year. ***(Bulletin 741)***

The standards of attendance apply to tardies. A high school student shall have no more than **6** excused or unexcused tardies in a semester; and primary, elementary and junior high school students shall have no more than **13** excused or unexcused tardies in a school year.

Any elementary student missing **fourteen (14)** days, excused or unexcused, shall be denied credit. Any high school student missing **seven (7)** excused or unexcused days in a full credit class, will lose credit for that class. Any high school student missing **four (4)** excused or unexcused days in a half credit class will lose credit for that class.

In order to ensure that parents and students are properly notified of a student's attendance problem, the following procedures have been instituted.

A. GRADES PRE-K THROUGH GRADE 8 ATTENDANCE

1. Any student having **three (3)** excused or unexcused absences, tardies, or early checkouts from school:
   a. A computer generated letter should be sent to the home
   b. The parent/guardian shall be contacted by a school official to discuss the student's absences. This may be by telephone.
2. Any student having **five (5)** excused or unexcused absences, tardies, or early checkouts from school:
   a. A computer generated **5-Day Letter** should be sent home.
   b. An appointment letter with a specific date and time shall be sent to the parents/guardian who, along with the student, shall meet with the principal or designated person to discuss the absences. The parent/guardian is expected to meet with the school official.
   c. Contract should be presented to the parent/guardian by a school official and signed by student and parent agreeing that the student will comply with the attendance policies.
   d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded for referral to FINS.
3. Any student having **ten (10)** excused or unexcused absences, tardies, or early checkouts from school:
   a. The student and parents will be referred to the District Attorney's Office (Truancy FINS)
4. When forwarding information, the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
5. Any students missing **fourteen (14)** days, excused or unexcused, shall be denied credit shall be referred to FINS by the school, the Truancy Coordinator or TASC/Early Intervention. *(According to La R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.)*

B. GRADES 9-12 ATTENDANCE POLICY (4 X 4 BLOCK)

Due to the concentrated time frame of 4 x 4 Block, the attendance requirements become more stringent and will be strictly enforced.

1. Any student having **three (3)** excused or unexcused absences, tardies, or early checkouts from school or individual block periods:
   a. A computer generated **3-Day Letter** shall be sent home with the student.
   b. The parent/guardian shall be sent an appointment letter with a specific date and time for the parents/guardian along with the student, to meet with the principal or designated person to discuss the absences and possible loss of credit. The parent/guardian is expected to meet with the school official.
   c. A contract shall be presented to the parent/guardian by a school official for agreement by student and parent that the student will comply with the attendance policies.
   d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded to the District Attorney's Office.
2. Any high school student having **five (5)** excused or unexcused absences, tardies, and early checkouts per school term:
   a. A second letter shall be sent home with the student.
   b. Students 17 and under shall be referred to the District Attorney's Office for FINS. Students over 17 shall be referred to court.
   c. The student is notified that he/she is in danger of losing credit.
3. Any high school student missing **seven (7)** excused or unexcused days in a full credit class, will lose credit for that class. Any high school student missing **four (4)** excused or unexcused days in a half credit class will lose credit for that class. *(According to La. R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.)*
4. Any student 17 years and under having **seven (7)** excused or unexcused absences, tardies, or early checkouts from school, that student and parents/guardian shall be referred to the District Attorney's Office for Families in Need of Services (F.I.N.S).
5. When forwarding information to the District Attorney's Office the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
6. Pre-G.E.D. and G.E.D. students shall be held accountable for attendance, tardy, and early checkout policies. Any Pre-G.E.D. students failing to meet the requirements of the attendance policy shall be denied the right to participate in the Graduation Ceremonies. Enrollment in the Pre-G.E.D. program may also be denied.

C. HIGH SCHOOL STUDENTS 18 YEARS AND OLDER WITH EXCESSIVE ABSENCES

Any high school student 18 years and older who exceeds 10 days unexcused absences per semester shall be recommended for expulsion from school for the remainder of the semester for "failure to follow school rules." All due process procedures shall be followed and an expulsion hearing shall be conducted. The student shall be afforded all opportunity to present relevant information.

D. TYPES OF ABSENCES

The days absent for students shall include excused absences, unexcused absences, and suspensions.

1. **Excused Absences**: Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. All original excuses must be submitted within three (3) school days, if not, absences shall be considered unexcused. Proper documentation includes original doctor excuses, subpoenas, obituaries, and health center excuses. Parental notes and phone calls are not acceptable documentation for absences. **Students who turn in proper documentation within the allotted time will be allowed to make-up work for full credit.**
2. **Unexcused absences**: Students shall not be excused for any absences other than those listed above. Students shall not be excused from school to work on any job including babysitting, agriculture, and domestic service, even in their own homes. **Students will be allowed to make-up work and earn eighty percent (80%) of the actual score earned. The absence(s) will still be considered unexcused.**
3. **Suspensions**: Student absences as a result of any out of school suspension shall be counted as unexcused and shall be given failing grades for those days suspended. Upon students return to school, students suspended shall be allowed to make-up work for days suspended only. **Students will earn seventy percent (70%) of the actual score earned for all make-up work.**

Any absences shall be considered unexcused until the proper documentation is presented to school officials. All original excuses must be presented within three (3) days of return to school.

School-Based Health Centers can provide medical excuses for students who have been seen at one of the health centers and the student is sent home due to illness or injury. (refer to "Excuse Policy)

Students who are absent due to lice will be allowed three (3) excused absences. Excessive absences due to lice infestation shall be referred to Families In Need of Services (F.I.N.S.).

E. EXTENUATING CIRCUMSTANCES:

Listed below are extenuating circumstances as established by state law and as adopted by the St. Martin Parish School Board.

1. Extended personal or emotional illness as ***verified by a physician.***
2. Extended hospital stay as ***verified by a physician***.
3. Extended recuperation from an accident as ***verified by a physician***.
4. Extended contagious disease within a family as ***verified by a physician.***
5. Prior school system approval travel for education.
6. Death in immediate family ***(Obituary or written verification must be presented).***
7. Natural catastrophe and/or disaster.
8. Court subpoena ***(copy of subpoena must be presented)***
9. Visitation with a parent who is a member of the armed forces/national guard ***(not to exceed five school days per school year)***

10. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedure established by the St. Martin Parish School Board.

Parents may appeal the decision by presenting additional information to the Supervisor of Child Welfare and Attendance. Students participating in school-approved activities that necessitate their being away from school shall be considered present and given an opportunity to make up work.

F. MAKEUP WORK

All makeup work **for excused absences** must be completed within **five (5) school** days upon receipt of verification of excused absence(s). **Make-up work for unexcused absences must be completed within five (5) days of return to school. Make-up work for suspensions must be completed within three (3) days of student return.**

G. STUDENT ATTENDANCE ACCOUNTING

Student Attendance Guidelines for Reporting Purposes

The following guidelines were developed to address the need for standardization of the definition of attendance and procedures for reporting to the Louisiana Department of Education. All absences whether excused or unexcused shall be counted as an absence for reporting purposes to the State Department.

1. Half-Day Attendance- A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25 % but not more than half(26%-50%) of the student's instructional day.

2. Whole-Day Attendance- A student is considered to be in attendance for a whole day when he or she (1)is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51% - 100%) of the student's instructional day.

NOTE: students who are not physically present or who are participating for less than 25% of the school day shall be deemed absent for attendance reporting purposes.

H. COMPULSORY ATTENDANCE AGES

State law establishes that any child between the ages of seven (7) and eighteen (18) inclusive (i.e., from his/her seventh to his/her eighteenth birthday) shall be required to attend school except as exemptions are provided by statute. (La. R.S. 17:221 and La. R.S. 17:226) Any child below the age of seven (7) who legally enrolls in school shall also be subject to the provisions of said statute.

LOUISIANA SCHOOL ATTENDANCE LAW

According to the *Louisiana Revised Statute 17:221 (A) (1*)**,** a child from his seventh birthday to the eighteenth birthday must attend a public or private day school in regularly assigned classes during the regular school hours or participate in an approved home study program. Any child

below the age of seven (7) who is legally enrolled in school is subject to the compulsory school attendance laws.

Louisiana Revised Statute 17:221 (A) (2) states whoever violates this (A) (1) shall be FINED not more than $250.00 or IMPRISONED not more than 30 days or both.

I. CHECKOUT PROCEDURES

Anyone checking out a student must present a picture ID. Students will only be allowed to be checked out with persons listed on the current student information sheet on file at the school.

J. TRUANCY

All instances of possible truancy from school shall be investigated, as required by law, and appropriate measures will be taken by the school administration and/or supervisor of Child Welfare and Attendance.

A student, absent from school without an authorized excuse or leaves school before the end of the day without permission, shall be subject to suspension. (La. R.S. 17:221, La. R.S. 17:223, La. R.S. 17:228, La. R.S. 17:233)

K. WITHDRAWAL FROM ENROLLMENT

The parent, tutor, or legal guardian of a child who is under eighteen and who is enrolled in school beyond his sixteenth birthday may request that the student be allowed to attend an alternative education program or a vocational technical education program but will remain under compulsory attendance for fulfilling the attendance requirement for said alternative programs. (La. R. S. 17:226). Upon receiving such a request the school system shall be responsible for determining whether the student remains in regular school or attends an alternative education program or vocational education program and for developing and implementing an individualized program for such student effective July 1, 2002 (La. R.S. 17:221).

V1. SECTION 504 of THE REHABILITATION ACT OF 1973
PARENT AND STUDENT RIGHTS IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY

The following is a description of the rights granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The law states that "qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice. A disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment." The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions.

YOU HAVE THE RIGHT TO:

A. Have the school system advise you of your rights under federal law (Section 504).

B. Have your child receive free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.

C. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition.

D. Receive notice and an invitation to participate in meetings with respect to identification, evaluation, and educational placement of your child, including proposals to initiate or change, or refusal to initiate or change the identification, evaluation, and educational placement of your child. Notice should be made to you in your native language, unless it clearly is not feasible to do so.

E. Have your child educated in facilities and receive services comparable to those provided non-disabled students.

F. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.

G. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation date, and placement options.

H. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.

I. Request changes in the educational program of your child.

J. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.

K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.

L. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.

M. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school system refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

N. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made through the St. Martin Parish 504 Coordinator.

O. Request payment of reasonable attorney fees if you are successful in your claim.

P. File a local grievance.

The person in St. Martin Parish who is responsible for assuring that the system complies with Section 504 is: Bridget Bergeron
St. Martin Parish School Board
701 W. Bridge St.
Breaux Bridge, LA 70517
337-332-3388 ext. 3211

VII. STUDENT RECORDS (FERPA)

Notification of Rights
Family Educational Rights & Privacy Act (FERPA)

Release of Student Records: According to La. R.S. 17:81, education records or information from education records may be release to state and local law enforcement officials and other officials within the juvenile justice system without the consent of the parent or guardian of the student who is the subject of the records according to the terms set forth in said statute.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are outlined below:

A. The right to inspect and review the student's education records within 45 days of the day the St. Martin Parish School Board receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School Board as an administrator, supervisor, instructor, or support staff member(including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the St. Martin Parish School Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.[Optional] Upon request, the St. Martin Parish School Board discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

The following "Directory Information" shall also be released when necessary. "Directory Information" includes name of student, address, telephone listing, date and place of birth, photo, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution or agency attended by the students. If parents do not want this information distributed, they must notify the school in writing, within the first fifteen (15) days of the school year.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

VIII. STUDENT APPEARANCE

A. STUDENT DRESS & APPEARANCE CODE

The St. Martin Parish School Board has a responsibility to establish a dress and appearance policy that balances the rights of its students for freedom of expression and individuality against its duty and responsibility to maintain a positive learning environment on campus and to foster the values of the communities served by the public schools.

Students will wear clothing and optional accessories that do not detract from the learning process. To ensure an atmosphere of order, discipline, and safety, which are prerequisites to providing education, students will be required to follow the guidelines below at school, on a school bus, or at a school sponsored activity or field trip:

1. All students enrolled in St. Martin Parish shall wear school IDs.
2. If earrings (including "body piercing" jewelry) are allowed by individual school policy, they can only be worn on the ear.
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.
6. Book bags, Knapp sacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.

8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.
9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings**,** oversized purses etc.).
10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered.

Individual school administrators have the right to implement a more restrictive student dress and appearance code policy. Any student who violates the Student Dress and Appearance Policy will be subject to the following consequences:
(See Discipline Portion of Handbook)

B. ELEMENTARY AND JUNIOR HIGH UNIFORM CODE (***The principal has the right to be more stringent with the following policy.)***

Appropriate Parish approved Uniform Allowed (Grades Pre-K through 8):

Shirt: Solid color: Red or white
Polo (golf)
Short or long sleeves
Two or three buttons at the top front and collar
No emblems, insignias, or monograms
Designated school PBIS uniform shirt

Jumpers: Allowed grades Pre-K - Grade 6
Uniform Navy Blue
Uniform shirts must be worn under jumpers
Styles must be cotton twill or cotton blend (no jean material)
Set in-side pockets, no patch pockets
Hems no more than 2" above knees when student kneeling
Navy blue shorts must be worn under jumper

Skirts: Solid color: Navy blue
Style must be cotton twill or cotton blend (no jean material)
Hems no more than 2 inches above the knee when student is kneeling
Must be worn at waistline

Skorts: Allowed in Grades Pre-K - Grade 6
Solid color: Navy blue
Style must be cotton twill or cotton blend (no jean material)
Hems no more than 2 inches above the knee when student is kneeling
Must be worn at waistline

Shorts: Allowed in Grades Pre-K – Grade 6
Solid color: Navy blue
Style must be cotton twill or cotton blend (no jean material)
Set in-side pockets, no patch pockets
Hems no more than 2 inches above the knee when student is kneeling
No pockets on pant legs
Can be pleated or flat front
Must have front waistband and belt loops

Elastic allowed on back and sides
Must be worn at the waistline
(Pre-K & Kindergarten students may wear pull-on shorts)

Slacks: Solid color: navy blue
Style must be cotton twill or cotton blend (no jean material)
Set in-side pockets, no patch pockets
No elastic or gathered at the ankles
Must be hemmed and length not to exceed top of shoe
No pockets on lower legs
Can be pleated or flat front
Must have front waistband and belt loops
Elastic allowed on back and sides
Must be worn at waistline
(Pre-K & Kindergarten students may wear pull-on pants)
Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

Belts: Mandatory when wearing slacks, shorts, or skirts (with belt loops)
Belt buckles must be plain. Large or oversized belt buckles are not allowed
Emblems, insignias, or initials are also prohibited
Belts must be the appropriate length for waist size

Socks/Tights: Mandatory wear

Shoes: No sandals, boots, moccasins, crocs, slippers, or heels above one inch
Close toe and close heel shoes
If tie shoes, shoes should be properly tied
No roller blade, lighted or any extraordinary features

Sweatshirts/Sweaters: Solid Color: navy, white, red, gray, green (Cecilia), maroon(Breaux Bridge), purple(St. Martinville) Pullover, no hood (v-neck, crew, no hood) may be worn over polo shirts. No pictures or writing on clothing**.** School spirit sweatshirts may be worn.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:
Solid color: navy, red, or white
No designs, emblems, insignias, or monograms
Can only be worn under polo shirt.

Hats/Caps: No caps, "do rags", sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings.
Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit Shirts: A school approved spirit shirt may be worn on the pre-designated days, not to exceed one day a week. No jeans allowed.

Coats & Jackets: PRE-K - 6 Coats and jackets of any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed. Grade 6 must follow 7-8 policy if on a middle school campus.

Coats & Jackets: 7 - 8 Solid color: black or navy
School issued jackets are permissible (letter jacket, A-team, band, etc.) Coats, jackets, and sweaters (open front, button, and zip) are allowed in the building.

Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed.

General Information:

The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Shorts and slacks must fit at the waist and the crotch (within one size of student's actual waist and in-seam measurement). All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed**.** Shirts must be worn tucked into slacks, shorts or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts or jumpers as long as the shorts are not visible. Socks or tights must be worn.

Pre-Designated Days/Spirit Days:

The principal may allow on the pre-designated days for student on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts or their Boy/Girl Scout sashes. All other school uniform clothing must be worn on pre-designated days. This is also true for field trips.

Incentive Days:

Principals may allow for special dress days, including jeans, for school incentives. (ex. Perfect attendance, Honor roll, Student of the month, positive behavior support)

School Pictures:

Fall Semester Pictures are uniform pictures only. The level of free dress for students for the Spring Semester pictures shall be determined by the school administrator. Any deviations from the uniform policy must comply with the Dress and Appearance Code.

Medical Necessity:

Slings, casts, prosthesis, bandages or the like shall not be considered to violate this policy. If the principal or other official deems it necessary, the child can be asked to bring a medical certificate as to the wearing of the item. Follow-up with the parents is indicated where the child fails to comply with such a request.

Penalty for Violation of Uniform Policy: (See Discipline portion of the Handbook)

C. HIGH SCHOOL UNIFORM CODE ***(The principal has the right to be more stringent with the following policy.)***

Appropriate Parish approved Uniform Allowed (Grades 9 through 12):

Shirt: Solid color: White or
School Colors as follows: BBHS-Maroon, CSH-Green and SMSH-Purple or
Polo (golf)
Short or long sleeves
Two or three buttons at the top front and collar
No emblems, insignias, or monograms
School-approved logo optional

Designated school PBIS uniform shirt

Skirts: Solid color: Khaki
Style must be cotton twill or cotton blend (no jean material)
Hems no more than 2 inches above the knee when student is kneeling
Must be worn at waistline

Slacks: Solid color: khaki
Style must be cotton twill or cotton blend (no jean material)
Set in-side pockets, no patch pockets
No elastic or gathered at the ankles
Must be hemmed and length not to exceed top of shoe
No pockets on lower legs
Can be pleated or flat front
Must have front waistband and belt loops
Elastic allowed on back and sides
Must be worn at waistline
Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

Belts: Mandatory when wearing slacks or skirts (with belt loops)
Belt buckles must be plain. Large and oversized belt buckles are not allowed
Emblems, insignias, or initials are also prohibited
Belts must be the appropriate length for waist size

Socks/Tights: Mandatory wear

Shoes: No sandals, boots, moccasins, crocs, slippers, or heels above one inch
Close toe and close heel shoes
If shoes tie, shoes should be properly tied.

Sweatshirts: Solid color white, purple (SMSH), maroon (BBHS), green (CHS),
Pullover, no hood (v-neck, crew, no hood) maybe worn over polo shirts in the building. No pictures or writing on clothing. School spirit sweatshirts may be worn.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:
Solid color: white, black, or gray the following school colors
maroon (BBHS), purple (SMSH), green (CHS)
No designs, emblems, insignias, or monograms
Can only be worn under polo shirt.

Hats/Caps: No caps, "do rags", sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings
Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit Shirts: A school approved spirit shirt may be worn on the designated days, not to exceed one day a week. No jeans allowed.

Coats, Jackets, & Sweaters: Solid color: black or navy
School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, & sweaters (open front, button, and zip) are allowed in the building. Hoods may not be worn in the building. No long, below the knee dusters or trench coats are allowed.

General Information:

The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Slacks must fit at the waist and the crotch. All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts as long as the shorts are not visible. Socks or tights must be worn.

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Penalty for Violation of Uniform Policy:

(See Discipline portion of the Handbook)

IX. HARASSMENT/BULLYING/INTIMIDATION/CYBERBULLYING/HAZING POLICY

A. GENERAL POLICY

The St. Martin Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no individual feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, cyberbullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to bus stop and from bus stop to home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel or school property shall be unacceptable. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

B. BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation and harassment shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming an individual or damage his/her property or placing an individual in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for an individual.

Cyber bullying

Cyber bullying, harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Hazing

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean an adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

C. HARASSMENT/BULLYING/ INTIMIDATION BASED ON RACE, COLOR, ETHNICITY, NATIONAL ORIGIN OR DISABILITY

For purpose of this policy, racial harassment/bullying/cyberbullying/intimidation of an individual consists of verbal or physical conduct relating to an individual's race, color, ethnicity, national origin or disability when

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects and individual's learning opportunities.

Examples of conduct which may constitute harassment/bullying/cyberbullying/ intimidation include:-graffiti containing racially offensive language-name calling, jokes, or rumors; threatening or intimidating conduct directed at another because of the other's race, color, ethnicity, national origin or disability; notes or cartoons; racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, ethnicity, national origin or disability; written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes; a physical act of aggression or assault upon another

because of or in a manner reasonably related to, race, color, ethnicity, national origin or disability; and/or other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, ethnicity, national origin or disability.

D. REPORTING PROCEDURES

Any individual who believes he or she has been the victim of sexual harassment, harassment/bullying/intimidation, cyberbullying on race, color, national origin, sexual orientation, or disability or hazing by a student, teacher, administrator, or other school personnel of the St. Martin Parish School Board or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the St. Martin Parish School Board, is encouraged to immediately report the alleged acts to an appropriate School Board official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment, harassment/bullying/ intimidation, cyberbullying based on race, color, national origin, sexual orientation, or disability or hazing by a student, teacher, administrator or other school personnel of the School Board, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School Board, is required to immediately report the alleged acts to an appropriate School Board official as designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment, harassment/bullying/intimidation, cyberbullying based on race, color, national origin, sexual orientation, or disability, or hazing as set forth above, is encouraged to immediately report the alleged acts to an appropriate School Board official designated by this policy.

The School Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the School Board Office, but oral reports shall be considered complaints as well. Use of the formal reporting form is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the School Board Human Rights Supervisor or to the Superintendent.

1. In each school, the principal is the person responsible for receiving oral or written reports of sexual harassment, harassment/bullying/intimidation, cyberbullying based on race, color, national origin, sexual orientation, or disability, or hazing at the building level. Any adult School Board personnel who receives a report of sexual harassment, harassment/bullying/intimidation based on race, color, national origin, sexual orientation, or disability or hazing shall inform the school principal immediately.

   Upon completion of a report, the principal must notify the School Board Human Rights Supervisor. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Supervisor. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Supervisor. Failure to forward any harassment/bullying/intimidation/cyberbullying/hazing report or complaint as

provided herein shall result in disciplinary action against the principal. If the complaint involves the school principal, the complaint shall be made or filed directly with the Superintendent or the Human Rights Supervisor by the reporting party or the complainant.

2. The St. Martin Parish School Board has designated Supervisor of Child Welfare & Attendance as the Human Rights Supervisor with responsibility to identify, prevent, and remedy harassment/bullying/intimidation/cyberbullying/hazing for student. The St. Martin Parish School Board Human Rights Supervisor for students shall:
-receive reports or complaints of sexual harassment, harassment/bullying/intimidation, cyberbullying based on race, color, national origin, sexual orientation, or disability, or hazing; oversee the investigative process; be responsible for assessing the training needs of St. Martin Parish staff and students in connection with the dissemination, comprehension, and compliance with this policy; arrange for necessary training required for compliance with this policy; and insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment/ bullying/intimidation/cyberbullying/hazing, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment/bullying/intimidation/cyberbullying/hazing, recommend appropriate discipline and remedies when harassment/bullying/intimidation/cyberbullying/hazing is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.
If any complaint involves a Human Rights Supervisor, the complaint shall file directly with the Superintendent. The St. Martin Parish School Board shall conspicuously post this policy against harassment and violence in each school that the School Board maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities and the mailing address and telephone number of the United States Department of Education, Office of Civil Rights.
3. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

4. The School Board will develop a method of discussing this policy with students and employees. Training on the requirements of Non-discrimination and the appropriate responses to issues of harassment/bullying/intimidation/cyberbullying/hazing will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the human rights supervisor determines is necessary or appropriate.

5. This policy shall be reviewed at least annually for compliance with state and federal law.

6. The St. Martin Parish School Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

F. RETALIATION

The St. Martin Parish School Board will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against or attempts to retaliate against any person who reports alleged harassment/bullying/intimidation/cyberbullying/hazing or violence, files a complaint of harassment/bullying/intimidation/cyberbullying/hazing who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment/bullying/intimidation/cyberbullying/ hazing or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

G. STUDENT COMPLAINTS AND GRIEVANCES

The St. Martin Parish School Board, recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the principal.

For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place with the school principal. One faculty member or other designated representative may be present at such meeting. Such time and place will be designated immediately upon receipt of the written request.

If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the procedures outlined in policy *GAE, Complaints and Grievances*, for further consideration of their grievance (for further procedures please refer to page 100 *Policy GAE*).

X. HEALTH POLICIES

A. HEALTH CENTERS

St. Martin Parish School Board sponsors three school-based health centers. Parents must complete a consent form before a student can use the health center. The centers are opened from 8:00 A.M. to 3:30 P.M. when school is in session.

There is a full-time staff consisting of a mental health professional, registered nurse or nurse practitioner and a secretary.

The health centers provide treatment of minor illnesses and injuries, immunizations, sport physicals, laboratory testing, Kid-Med screenings, mental health services, including but not limited to crisis counseling, individual, family and group counseling. Parents are encouraged to visit the center when their child is receiving services.

Breaux Bridge School-Based Health Center is located on Breaux Bridge Junior High campus. It serves students attending Breaux Bridge Primary, Breaux Bridge Elementary, Breaux Bridge Junior High, Breaux Bridge High, Parks Primary and Parks Middle. **Cecilia School-Based Health Center** is located on Cecilia Junior High campus. It serves students attending Cecilia Primary, Teche Elementary, Cecilia Junior High and Cecilia High. **St. Martinville School-Based Health Center** is located on St. Martinville Primary campus. It serves students attending Early Learning Center, St. Martinville Primary, St. Martinville Junior High, St. Martinville High and Catahoula Elementary. Bus transportation is provided by the health centers.

B. POLICY ON SCHOOL MEDICAL EXCUSES

POLICY: It is the policy of St. Martin Parish School-Based Health Centers to assist in providing medical school excuses.

The St. Martin Parish School-Based Health Centers can provide up to six (6) medical excuses a year for student absences.

Excuses will be given if:

1. The student has a completed consent form for services at the SBHC.
2. The parent/guardian contacts the SBHC the day of the absence.
3. Excuses will be entered into the student's attendance record. The parent does not have to pick up the excuse.
4. Parents may request a work excuse if their child is receiving an excuse for the same day. The health center staff will have a handwritten excuse available to be faxed or picked-up by the parent. The same guidelines will be followed for parent excuses as for student excuses.

Students leaving school with an illness should receive an excused absence from the school.

C. MEDICATION IN SCHOOL

As a general principle, medications are not to be given at schools. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need of medication no longer exists.

Students are not allowed to have any drugs in their possession on the school grounds. Special circumstances exist for a health problem that can be expected to be of a longer duration. When such a condition exists, the following will be adhered to:

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, any student who is required to take medication during the regular school day, must comply with school regulations. These regulations must include at least the following:

1. Parents may come to the school and administer medication anytime during the school day, after checking in at the school office and signing the necessary document.

2. School nurses will observe trained school personnel before approving staff to administer medication.
3. **Parents will be responsible** for medication at school until staff has completed training.
4. School nurses will be responsible for accepting and/or reviewing new medication (only one medication per form). Please do not bring new medication to school, unless an appointment has been made to meet with nurse.
5. A parent/guardian is required to call the school nurse and schedule an appointment. The school nurse will meet with the parent/guardian and student at his/her school. See below for nursing staff numbers.
6. When appointments are scheduled, an assessment of the child and pertinent health information from the parent and child will be obtained.
7. Refilled medications will continue to be accepted by the school personnel, after being checked in by nurse, if the orders remain the same for that school year.
8. According to state policy, a parent may not refill a pharmacy bottle with medications from another container. The medication must have the original bottle when filled from the pharmacist.
9. If your child needs a medication at school the guardian/parent should contact the nurse responsible for that school.
10. For field trips or school sponsored trips, if a student has medical needs, the school will designate a trained unlicensed school employee (**TUSE** to supervise that student and provide for medical needs of that student for the duration of the trip. In addition, the school will also designate an additional school employee to attend the trip to supervise the other student on the trip if the TUSE must attend to the medical needs of the student with the medical condition. This cannot be delegated or assigned to a non-employee, such as a parent volunteer.
11. The parent/guardian will provide the school administrator with a written request for the medication to accompany their child prior to the day of scheduled field trip. The principal/designee will attempt to assign a trained staff member for medication delivery on the field trip. If a problem arises with assignment, the principal/designee will call the parent.
12. School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse. (example: emergency medicine or court order medicine)

SCHOOL NURSES 2015-2016

Amanda Bouchereau BBP, BBJH , Virtual Program, St. Bernard	Office # 332-1821 Ext. 1435 Cell# 342-9185	**Rita Trailer** TE, CSH, NIS Cecilia	Office # 667-6400 Ext. 2947 Cell # 342-9195
Sharon Boudreaux BBHS, BBE, AED/CPR	Office # 332-3131 Ext. 3580 Cell# 342-9198	**Tiffany Bertrand** CP, CJH	Office # 667-6700 Ext. 1703 Cell# 342-9212
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VACCINE INFORMATION STATEMENT

HPV Vaccine *What You Need to Know*

(Human Papillomavirus)

Gardasil®

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de Informacián Sobre Vacunas están disponibles en Español y en muchos otros idiomas. Visite http://www.immunize.org/vis

1 What is HPV?

Genital **human papillomavirus (HPV)** is the most common sexually transmitted virus in the United States. More than half of sexually active men and women are infected with HPV at some time in their lives.

About 20 million Americans are currently infected, and about 6 million more get infected each year. HPV is usually spread through sexual contact.

Most HPV infections don't cause any symptoms, and go away on their own. But HPV can cause **cervical cancer** in women. Cervical cancer is the 2nd leading cause of cancer deaths among women around the world. In the United States, about 12,000 women get cervical cancer every year and about 4,000 are expected to die from it.

HPV is also associated with several less common cancers, such as vaginal and vulvar cancers in women, and anal and oropharyngeal (back of the throat, including base of tongue and tonsils) cancers in both men and women. HPV can also cause genital warts and warts in the throat.

There is no cure for HPV infection, but some of the problems it causes can be treated.

2 HPV vaccine: Why get vaccinated?

The HPV vaccine you are getting is one of two vaccines that can be given to prevent HPV. It may be given to both males and females.

This vaccine can prevent most cases of cervical cancer in females, if it is given before exposure to the virus. In addition, it can prevent vaginal and vulvar cancer in females, and genital warts and anal cancer in both males and females.

Protection from HPV vaccine is expected to be long-lasting. But vaccination is not a substitute for cervical cancer screening. Women should still get regular Pap tests.

3 Who should get this HPV vaccine and when?

HPV vaccine is given as a 3-dose series

1st Dose Now
2nd Dose 1 to 2 months after Dose 1
3rd Dose 6 months after Dose 1

Additional (booster) doses are not recommended.

Routine Vaccination

This HPV vaccine is recommended for girls and boys **11 or 12 years of age.** It *may* be given starting at age 9. **Why is HPV vaccine recommended at 11 or 12 years of age?** HPV infection is easily acquired, even with only one sex partner. That is why it is important to get HPV vaccine

before any sexual contact takes place. Also, response to the vaccine is better at this age than at older ages.

Catch-Up Vaccination

This vaccine is recommended for the following people who have not completed the 3-dose series:

Females 13 through 26 years of age.
Males 13 through 21 years of age.

This vaccine *may* be given to men 22 through 26 years of age who have not completed the 3-dose series.

It is *recommended* for men through age 26 who have sex with men or whose immune system is weakened because of HIV infection, other illness, or medications. HPV vaccine may be given at the same time as other vaccines.

4 Some people should not get HPV vaccine or should wait.

Anyone who has ever had a life-threatening allergic reaction to any component of HPV vaccine, or to a previous dose of HPV vaccine, should not get the vaccine. Tell your doctor if the person getting vaccinated has any severe allergies, including an allergy to yeast.

HPV vaccine is not recommended for pregnant women. However, receiving HPV vaccine when pregnant is not a reason to consider terminating the pregnancy. Women who are breast feeding may get the vaccine.

People who are mildly ill when a dose of HPV vaccine is planned can still be vaccinated. People with a moderate or severe illness should wait until they are better.

5 What are the risks from this vaccine?

This HPV vaccine has been used in the U.S. and around the world for about six years and has been very safe.

However, any medicine could possibly cause a serious problem, such as a severe allergic reaction. The risk of any vaccine causing a serious injury, or death, is extremely small.

Life-threatening allergic reactions from vaccines are very rare. If they do occur, it would be within a few minutes to a few hours after the vaccination.

Several **mild** to **moderate** problems are known to occur with this HPV vaccine. These do not last long and go away on their own.

Reactions in the arm where the shot was given:- Pain (about 8 people in 10) - Redness or swelling (about 1 person in 4)

Fever:- Mild (100° F) (about 1 person in 10) - Moderate (102° F) (about 1 person in 65)

Other problems:- Headache (about 1 person in 3)

Fainting: Brief fainting spells and related symptoms (such as jerking movements) can happen after any medical procedure, including vaccination. Sitting or lying down for about 15 minutes after a vaccination can help prevent fainting and injuries caused by falls. Tell your doctor if the patient feels dizzy or light-headed, or has vision changes or ringing in the ears. Like all vaccines, HPV vaccines will continue to be monitored for unusual or severe problems.

6 What if there is a serious reaction?

What should I look for?

Any unusual condition, such as a high fever or unusual behavior. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.

What should I do?

Call a doctor, or get the person to a doctor right away.

Tell your doctor what happened, the date and time it happened, and when the vaccination was given.

Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS web site at **www.vaers.hhs.gov**, or by calling **1-800-822-7967**.

VAERS does not provide medical advice.

7 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling **1-800-338-2382** or visiting the VICP website at **www.hrsa.gov/vaccinecompensation.**

8 How can I learn more?

Ask your doctor.

Call your local or state health department.

Contact the Centers for Disease Control and Prevention (CDC):- Call **1-800-232-4636 (1-800-CDC- INFO)** or- Visit CDC's website at **www.cdc.gov/vaccines**

VACCINE INFORMATION STATEMENT

Meningococcal Vaccines

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis. Hojas de Información Sobre Vacunas están disponibles en Español y en muchos otros idiomas.

Visite http://www.immunize.org/vis

1 What is meningococcal disease?

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections.

About 1,000 – 1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10-15% of these people die. Of those who live, another 11%-19% lose their arms or legs, have problems with their nervous systems, become deaf or mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16-21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2 Meningococcal vaccine

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (**MCV4**) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (**MPSV4**) has been available since the 1970s. It is the only meningo-coccal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these**.**

3 Who should get meningococcal vaccine and when?

Routine Vaccination

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

Other People at Increased Risk

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.

- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.
-

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

4 Some people should not get meningococcal vaccine or should wait.

- Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. *Tell your doctor if you have any severe allergies.*
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

5 What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries. Sitting or lying down for about 15 minutes after getting the shot – especially if you feel faint – can help prevent these injuries.

Mild problems

As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems

Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

6 What if there is a moderate or severe reaction?

What should I look for?

Any unusual condition, such as a severe allergic reaction or a high fever. If a severe allergic reaction occurred, it would be within a few minutes to an hour after the shot. Signs of a serious allergic reaction

can include **difficulty breathing**, **weakness**, **hoarseness or wheezing**, a **fast heartbeat**, **hives**, **dizziness**, **paleness**, or **swelling of the throat**.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your provider to report the reaction by fi ling a Vaccine Adverse Event Reporting System (VAERS) form. Or you can file this report through the VAERS website at **www.vaers.hhs.gov**, or by calling **1-800-822-7967**.

VAERS does not provide medical advice.

7 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) was created in 1986.
Persons who believe they may have been injured by a vaccine can learn about the program and about fi ling a claim by calling **1-800-338-2382** or visiting the VICP website at **www.hrsa.gov/vaccinecompensation**.

8 How can I learn more?

- Your doctor can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):

-Call **1-800-232-4636 (1-800-CDC-INFO)** or
-Visit CDC's website at **www.cdc.gov/vaccines**

D. COMMUNICABLE DISEASE CONTROL POLICY

In compliance with law, all children entering the St. Martin Parish Public School system for the first time, including kindergarten, at the time of registration or entrance, into school shall present satisfactory evidence of having been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps and rubella, or shall present evidence of an active immunization program in progress. (La. R. S. 17:170)

School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

E. ST. MARTIN PARISH SCHOOL-BASED HEALTH CENTERS NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

St. Martin Parish School-Based Health Centers (SBHC's), sponsored by the St. Martin Parish School District, are required by law to maintain the privacy of your protected health information and to provide you with notice of its legal duties and privacy practices with respect to your protected health information. This Notice of Privacy Practices describes the legal obligations of ST. MARTIN PARISH SCHOOL-BASED HEALTH CENTERS and your legal rights regarding your protected health information held by ST. MARTIN PARISH SCHOOL-BASED HEALTH CENTERS under the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA protects only certain information known as "protected health information" or "PHI." Generally, PHI is individually identifiable health information, including demographic information, collected from you or created or received by a health care provider, a health care clearinghouse, a health plan, or your employer on behalf of a group health plan, that relates to: (1) your past, present, or future physical or mental health or condition; (2) the provision of health care to you; or (3) the past, present, or future payment for the provision of health care to you.

You are asked to provide a signed acknowledgement of receipt of this Notice. Our intent is to make you aware of the possible uses and disclosures of your PHI and your privacy rights. The delivery of health care services will in no way be conditioned upon your signed acknowledgment. If you decline to provide a signed acknowledgement, we will continue to provide your treatment, and will use and disclose your PHI for treatment, payment and healthcare operations when necessary.

St. Martin Parish School-Based Health Centers: We consent to the exchange of relevant health information (including information about physical exams, health histories, and other information) between the school nurse program and the health center staff as needed in order to facilitate evaluation of this student's health needs, special education multi-disciplinary evaluations, disciplinary referrals, attendance records, and immunization records. We understand that due to the confidential nature of services provided at the health center, only information regarding crisis or threat of grave or serious harm to self or others will be shared with the school principal.
An electronic medical record system to support the efficient care and services provided by each of the health centers' licensed health care providers. Your medical record will be maintained in electronic form as a single unified medical record and may be used by the St. Martin Parish School-Based Health Centers for treatment, payment and healthcare operations purposes. Any request for your medical record will encompass the entire unified record unless otherwise specified by you in a written authorization.

Each time you visit ST. MARTIN PARISH SCHOOL-BASED HEALTH CENTERS a record of your visit is made. This information, often referred to as your health or medical record, serves as a:

- documentation of your symptoms, examinations and test results, diagnoses and treatment;
- means of communication among the many health care providers who contribute to your care;
- means by which you or a third-party payer can verify that services billed were actually provided;
- source for information for public health officials charged with improving the health of the state and the nation; and
- tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure it is correct, better understand who, what, when, where and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Louisiana Health Information Exchange (LaHIE): LaHIE is the state's official health information exchange. To give you the safest, best care, your health care provider needs access to important information: your medical history, allergies, prescriptions, specialist visits, lab results and more. LaHIE is designed to provide your doctors with access to this information. Louisiana is an "opt in" state, which means your consent is

required in order for your health information to be accessible through LaHIE. You are requested to indicate your decision on the acknowledgement page.

HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION

St. Martin Parish School-Based Health Centers collects PHI from you and stores it in a chart, other media, and on a computer. This is your medical record. The medical record is our property, but the information in the medical record belongs to you. We protect the privacy of your PHI. The following categories describe the different circumstances the St. Martin Parish School-Based Health Centers may use or disclose your PHI without obtaining your prior authorization and without offering you the opportunity to object. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose PHI will fall within one of the categories.

- For Treatment. We may use and disclose your PHI to provide treatment to you. We may disclose your PHI to other providers, doctors, nurses, technicians, medical students, or other personnel who are involved in taking care of you at the St. Martin Parish School-Based Health Centers. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes may slow the healing process. In addition, the doctor may need to tell the dietitian if you have diabetes so that he or she can arrange for appropriate meals. Different departments of the St. Martin Parish School-Based Health Centers may also share medical information about you in order to coordinate the different things you need, such as medications, lab work and x-rays, and we may disclose your PHI to third parties with whom we coordinate to manage your care.

- To Obtain Payment. We may use and disclose your PHI as requested from your health plan payer, in order to be reimbursed for the services we provide to you. For example, we may release to Medicaid the service we rendered to you and your diagnosis. Your insurance company may ask for information to determine when a condition was first diagnosed.

- For Health Care Operations. We may use and disclose your PHI for our day-to-day operations and functions, such as quality assessment/improvement activities, business planning and development, and resolution of internal grievances. For example, we may compile your health information, along with that of other patients, in order to allow a team of our health care professionals to review that information and make suggestions concerning how to improve the quality of care provided at our St. Martin Parish School-Based Health Centers. We may also disclose information to doctors, nurses, technicians, medical students, and other St. Martin Parish School-Based Health Centers personnel for review and learning purposes and to improve the quality and effective of the services you receive.

- To Business Associates. We may contract with individuals or entities known as Business Associates to perform various functions on our behalf or to provide certain types of services. In order to perform these functions or to provide these services, Business Associates will receive, create, maintain and/or transmit PHI about you, but only after they agree in writing with us to implement appropriate safeguards regarding your PHI.

- Health-Related Benefits and Services. We may contact you about health-related benefits or services, such as disease management programs and community-based activities in which we participate, that may be of interest to you.

- For Communications. We may contact you to provide appointment reminders, information about treatment alternatives or request that you contact us to discuss medical information. We will leave these messages with whoever answers your phone, if you are unavailable, or on your answering machine.

• Research. Under certain circumstances, we may use and disclose health information about you for research purposes through a special approval process designed to protect patient safety, welfare, and confidentiality. This process evaluates a proposed research project and its use of medical information, trying to balance the research needs with patients' need for privacy of their medical information. For example, a research project may involve comparing the health and recovery of all patients who received one medication to those who received another, for the same condition. We may also disclose health information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the information they review does not leave the St. Martin Parish School-Based Health Centers.

• Required by Law. As required by federal, state or local law, we may use and disclose your PHI.

• To Avert a Serious Threat of Health or Safety. We may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

• For Specialized Government Functions. We may disclose your PHI for military, national security, prisoner, and government health plan benefits purposes.

• For Marketing. For Fundraising Activities: We may contact you as part of our effort to raise funds for our St. Martin Parish School-Based Health Centers. You have a right to opt out of receiving fundraising communications and all fundraising communications will include information about how you may opt out of future communications.

For Marketing Services provided by St. Martin Parish School-Based Health Centers: We may contact you by mail, email or telephone.

• Change of Ownership. In the event that St. Martin Parish School-Based Health Centers is sold or merged with another St. Martin Parish School-Based Health Centers, your PHI will become the property of the new owner.

SPECIAL SITUATIONS

• Organ and Tissue Donation. If you are an organ donor, we may disclose your PHI to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

• Military and Veterans. If you are a member of the armed forces, we may disclose your PHI as required by military command authorities. We may also release health information about foreign military personnel to the appropriate foreign military authority.

• Workers' Compensation. We may disclose your PHI for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

• Public Health Risks. We may disclose your PHI for public health activities. These activities generally include the following:
o To prevent or control disease, injury or disability
o To report births and deaths
o To report to state and federal tumor registries

o To report child abuse or neglect
o To report reactions to medications or problems with products
o To notify people of recalls of products they may be using
o To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition
o To provide proof of immunization to a school that is required by state or other law to have such proof with agreement to the disclosure by a parent or guardian of, or other person acting in loco parentis for an unemancipated minor

• Victims of Abuse, Neglect or Domestic Violence. We may notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

• Health Oversight Activities. We may disclose your PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections and licensure. These activities are necessary for the government to monitor the health care system, government programs and compliance with civil rights laws.

• Law Enforcement. We may disclose your PHI if asked to do so by a law enforcement official:
o In response to a court order, subpoena, warrant, summons or similar process
o To identify or locate a suspect, fugitive, material witness, or missing person
o About the victim of a crime if, under certain limited circumstances, we are unable to obtain the victim's agreement
o About a death we suspect may be the result of criminal conduct
o About criminal conduct at the St. Martin Parish School-Based Health Centers
o In emergency circumstances to report a crime, the location of the crime or victims; or the identity, description or location of the person who committed the crime

• Judicial and Administrative Proceedings. We may disclose your PHI in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal to the extent expressly authorized by such order. We may also disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute after we have received assurances that efforts have been made to tell you about the request or to obtain an order protecting the information requested.

• Coroners, Medical Examiners and Funeral Directors. We may disclose your PHI to coroners, medical examiners, or funeral directors as necessary to carry out their duties.

We may also use or disclose your PHI in the following circumstance. However, except in emergency situations, we will inform you of our intended action prior to making any such uses and disclosures and will, at that time, offer you the opportunity to object.

• Individuals Involved in Your Care or Payment for Your Care. We may disclose your PHI to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. We may also tell your family or friends your condition and that you are in the St. Martin Parish School-Based Health Centers. In addition, we may disclose your PHI to an entity assisting in a disaster relief effort so that your family can be notified about your condition, status and location.

With few exceptions, we must obtain your written authorization for uses and disclosures of your PHI involving (1) certain marketing communications about a product or service and whether financial

remuneration is involved, (2) a sale of protected health information resulting in remuneration not permitted under HIPAA; and (3) psychotherapy notes, except for certain treatment, payment and health care operations purposes, if the disclosure is required by law or for health oversight activities, or to avert a serious threat.

WHEN WE MAY NOT USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION

Except as described above, disclosures of your PHI will be made only with your written authorization. You may revoke your authorization at any time, in writing, unless we have taken action in reliance upon your prior authorization, or if you signed the authorization as a condition of obtaining insurance coverage.

YOUR HEALTH INFORMATION RIGHTS

You have the following rights regarding health information we maintain about you:

- Right to Request Restrictions. You have the right to request restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had.

Except as provided below, we are not required to agree to the restriction that you request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

Effective September 23, 2013, we will comply with any restriction request if (1) except as otherwise required by law, the disclosure is to a health plan for purposes of carrying out payment or health care operations (and is not for purposes of carrying out treatment); and (2) the protected health information pertains solely to a health care item or service for which the St. Martin Parish School-Based Health Centers has been paid out-of-pocket in full. The St. Martin Parish School-Based Health Centers is not responsible for notifying subsequent health care providers of your request for restrictions on disclosures to health plans for those items and services, so you will need to notify other providers if you want them to abide by the same restriction.

To request restrictions, you must make your request in writing. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply.

- Right to Request Confidential Communications. You have the right to receive your PHI through a certain way or at a certain location. For example, you can ask that we only contact you by mail. Requests must be in writing and specify how and where you wish to be contacted. You will be responsible for the additional costs, if applicable.

- Right to Inspect and Copy Health Information. You have the right to inspect and receive a copy of your PHI. Usually, this includes medical and billing records, but does not include psychotherapy notes, information compiled in anticipation of or for use in civil, criminal or administrative proceedings, or certain information that is governed by the Clinical Laboratory Improvement Act. If the requested PHI is maintained electronically and you request an electronic copy, we will provide access in an electronic format you request, if readily producible, or, if not, in a readable electronic form and format we mutually agree upon. We may charge a reasonable cost-based fee consistent with HIPAA and Louisiana law.

Despite your general right to access your PHI, access may be denied in limited circumstances. For example,

access may be denied if you are a participant in a research program that is still in progress. Access may be denied if the federal Privacy Act applies. Access to information that was obtained from someone other than a health care provider under a promise of confidentiality can be denied if allowing you access would reasonable be likely to reveal the source of the information. The decision to deny access under these circumstances is final and not subject to review. Otherwise, we will provide a written explanation of the basis for the denial and your review rights.

To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing. If you request a copy of the information, in accordance with Louisiana state law, you will be charged a fee for the costs of copying, mailing or other supplies associated with your request.

- Right to Request Amendment. You have a right to request that we amend your PHI that, in your judgment, is incorrect or incomplete for as long as the information is kept by or for the St. Martin Parish School-Based Health Centers.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us for information that:

- o Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- o Is not part of the medical information kept by or for the St. Martin Parish School-Based Health Centers;
- o Is not part of the information which you would be permitted to inspect and copy; or
- o Is accurate and complete.

To request an amendment, your request must be made in writing. In addition, you must provide a reason that supports your request. If we deny your request, you have the right to file a statement of disagreement with us and any future disclosures of the disputed information will include your statement.

- Right to an Accounting of Disclosures. You have a right to receive an accounting of certain disclosures of your PHI made during the six-year period preceding the date of your request. The accounting will include the date of each disclosure, the name of the entity or person who received the information and that person's address (if known), and a brief description of the information disclosed and the purpose of the disclosure. We do not have to account for the following disclosures: (i) disclosures made for the purpose of carrying out treatment, payment or health care operations unless HIPAA provides otherwise; (ii) disclosures made to you; (iii) disclosures of information maintained in our patient directory, or disclosures made to persons involved in your care, or for the purpose of notifying your family or friends about your whereabouts; (iv) disclosures for national security or intelligence purposes; (v) disclosures to correctional institutions or law enforcement officials who had you in custody at the time of disclosure; (vi) disclosures that occurred prior to April 14, 2003; (viii) disclosures made pursuant to an authorization signed by you; (viii) disclosures that are part of a limited data set; (ix) disclosures that are incidental to another permissible use or disclosure; or (x) disclosures made to a health oversight agency or law enforcement official, but only if the agency or official asks us not to account to you for such disclosures and only for the limited period of time covered by that request. We will charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

- Right to a Paper Copy of This Notice. You have a right to a paper copy of this Notice of Privacy Practices.

OUR DUTIES

- We are required by law to maintain the privacy of your PHI.
- We are required to provide you this Notice of Privacy Practices, which describes our legal duties and privacy practices with respect to PHI.
- We are required to notify you in the event that we discover a breach of unsecured protected health information, as that term is defined under federal law.
- We are required to follow the terms of this Notice of Privacy Practices. We reserve the right to amend this Notice of Privacy Practices at any time in the future and to make those changes applicable to all PHI that we maintain. Prior to October 1, 2013, if we make any material changes to this Notice of Privacy Practices, we will provide you a copy of the revised Notice of Privacy Practices. After October 1, 2013, any revised Notice of Privacy Practices will be posted on our website, and the revised Notice of Privacy Practices will be available from us upon request.

FOR MORE INFORMATION OR TO REPORT A CONCERN

How to Exercise a Right

If you would like to have a more detailed explanation of these rights contact St. Martin Parish School-Based Health Centers at (337)332-2844 ext. 1264. If you would like to exercise any of your rights please submit a request in writing to:

St. Martin Parish School-Based Health Centers
P.O. Box 1344
Breaux Bridge, LA 70517

Complaints

Complaints about this Notice of Privacy Practices or how we handle your PHI should be directed to the Adrienne Huval, Coordinator/ Privacy Officer at (337)332-2844 ext. 1264. You may also submit a complaint to the Office for Civil Rights of the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. You will not be penalized, or in any other way retaliated against, for filing a complaint.

Contact Information
For further information about the complaint process or for further information about this Notice of Privacy Practices, contact Adrienne Huval, Coordinator/ Privacy Officer at (337)332-2844 ext. 1264 or submit a request in writing to: St. Martin Parish School-Based Health Centers, Coordinator, P.O. Box 1344 Breaux Bridge, LA 70517. Our physical location is 328 N. Main St. Breaux Bridge, LA 70517.

This Notice of Privacy Practices was published and became effective on July 1, 2013

Privacy Officer: **Adrienne Huval, LPC-S**
Office Phone: (337)332-2844 ext. 1264

XI. ST. MARTIN PARISH SCHOOL NUTRITION PROGRAM

Guidelines for Food Brought from home into the School Nutrition Facilities

(A school principal may have additional guidelines established for the school which is not outlined below.) These school guidelines may encompass areas outside of the dining facilities, sharing of food items, or food brought from home for class activities or school functions.
A school principal has the right to investigate the contents of items brought from home for consumption.
If you have any questions regarding your child's school, please contact the school principal.
Following are parish guidelines for food brought into the School Nutrition facilities during meal service:

1. Meals should be nutritious and comparable to the ones served in the facility.
2. No commercial labeling on noncompliance food. For example: Drinks which are allowable are 100% full strength juice, both plain and flavored milk, and nonflavored noncarbonated water. Place all other drink choices in a thermos container or wrap the container with foil or napkin.
3. No food shall be brought in from outside in fast food containers.
4. If a meal is not claimed with the School Nutrition Program, regardless of the child's status, milk, juice, and water must be purchased at the established price.
5. No consumption of competitive foods will be allowed during meal service.

XII. SCHOOL WELLNESS POLICY SUMMARY

The St. Martin Parish School Board promotes student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The healthy, physically active child is more likely to be academically successful. The school district has goals and action plans for the following areas: nutrition education, physical activity, nutrition standards for all foods available on school campus during the school day, and other school-based activities designed to promote student wellness. All state and federal guidelines were incorporated in this policy. The policy will be monitored, assessed, reviewed, and improved, as needed by the SHAC.

In addition, it is the policy of the St. Martin Parish School Board that students, employees and/or visitors are not allowed to use any tobacco product on any St. Martin Parish School Board property, including all schools, administrative buildings, school buses, and any other St. Martin Parish School Board vehicle. The use or possession of tobacco products at any school function, including school functions held off school grounds and/or after school hours is also prohibited. Violations shall subject students, employees, and visitors to appropriate disciplinary action.

XIII. SCHOOL RESOURCE OFFICERS

School Resource Officers will function under dual administration of the St. Martin Parish Sheriff's Office and the St. Martin Parish School Board with law enforcement being the priority supervisor. While school is in session, the School Resource Officer will report to the school principal or his/her designee at their assigned school.

Focusing on the prevention of juvenile delinquency and enhancing the relationship of law enforcement and the school community, including students, school staff and the community at large are two of the objectives of the School Resource Officer Program. In addition, the program will establish a rapport with young people to promote a better understanding of the role of law enforcement and its attempts

to divert youth from the juvenile justice system by providing interaction, reality-based counseling, education, and problem identification of students both at home and at school.

XIV. SCHOOL VISITORS

All visitors shall check in with the main office of the school and obtain clearance from the school administrator prior to contact with a staff member or student. Visitors shall not be allowed to contact or visit with students on campus at any time without approval of the school administrator. All unauthorized visitors are subject to prosecution.

XV. ST. MARTIN PARISH SCHOOL DISTRICT

TECHNOLOGY ACCEPTABLE USE and INTERNET SAFETY POLICY

For Students

The St. Martin Parish School District offers technology access and use for students use. This document is the Acceptable Use Policy for student use of technology, Internet, and technological resources. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high‐quality, self‐discovery activities which enhance learning and teaching. It has not been established as a public access or public forum. The St. Martin Parish School Board has the right to place reasonable restrictions on the material accessed or posted, require the training needed before a student is allowed to use the system, and enforce all rules set forth in the school code and the laws of the state. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the technology systems and resources is available through school only with permission of the principal or his or her designee and the student's parent(s). Access to technology is a privilege accorded to students who agree, along with their parents/guardian, to abide by the Acceptable Use Policy.

It is the policy of the St. Martin Parish School Board to: (a) prevent user access over its technology network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity, network activity and/or use of technology resources and systems; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], Federal and state laws, including, but not limited to, Louisiana's Cyberbullying laws. Students found in violation of this policy may have these privileges revoked along with other suitable penalties in accordance with the St. Martin Parish School System Discipline Policy.

Key terms as defined in the Children's Internet Protection Act (CIPA).

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bonafide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the St. Martin Parish Public Schools online computer network when using electronic mail, forums, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring
It shall be the responsibility of all members of the St. Martin Parish Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection mechanisms for adult users shall be the responsibility of St. Martin Parish Schools Network Manager or authorized persons for legitimate scientific or educational purposes or lawful purposes approved by the Board, or access to online services of a St. Martin Parish School Board Student Technology and Internet Acceptable Use Policy – Revised 4/2014 Page 1newspaper with a daily circulation of at least 1,000.

Harmful to Minors
The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact
The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code

Technology Protection Measure
The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

What is possible?
Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that the school and District web sites may contain links that are maintained and controlled by third parties. Because some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive, District personnel will make every effort to filter, screen, and research links for appropriateness. St. Martin Parish School District is not responsible for the content in the linked site, any link contained within the linked site, or any changes or update to the linked site that changes its appropriateness. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible

for setting and conveying the standards that their children should follow when using media and information sources; therefore, we support and respect each family's right to decide whether or not to allow access.

What is expected?

It is expected that users will comply with District standards and the specific rules set forth below. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents/guardian or teachers to see. The use of the network is a privilege, not a right, and may be revoked if abused.

What are the rules?

Privacy -- Network and/or computer storage areas are like school lockers. The computer equipment is school property. Network administrators may access and review communications to maintain system integrity and insure that students are using the system responsibly.

- The student will not post personal or private contact information about self or others. Personal contact information may include, but not limited to, social security number, home address, home phone number, personal email address, etc. This also includes photographs of oneself and others, as well as student work.
- While accessing the St. Martin Parish School District's computer system, the student will not agree to meet with someone they have met online.
- The student will promptly disclose to the teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Inappropriate Network Usage

- The student will not use the District's network to download, send, receive, view, or create obscene or pornographic or harmful images or files
- The student should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless given written permission from the Network Administrator.
- The student will adhere to all copyright laws. Violations include, but are not limited to, copying or reproducing work that is protected by a copyright, files/documents created by others, and copyrighted multimedia content such as music and video clips accessed through file sharing software (i.e. MP3/4, Kazaa, FrostWire, iTunes, etc.)
- The student will not attempt to gain unauthorized access to the St. Martin Parish School District's computer system (i.e. Forum, JPAMS, Intranet, online lesson plan management system, etc.) or to any other computer system via the District's computer system or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- The student will not make deliberate attempts to disrupt the computer system's performance, destroy data by spreading computer viruses or by any other means. This includes the destruction and vandalism of computer equipment and its components.
- The student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, participating in virtual games that mimic illegal activities, or threatening the safety of others, etc.

- The student will not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.
- The student will not use the District's computer system or network for personal acquisitions such as shopping, trading stocks, any form of financial gain unrelated to the mission of the school district, personal entertainment, and on-line gambling.
- The student will not use the District's computer system or network to play non-educational, student-initiated games.
- The student will not use the District's computer system or network to conduct plagiarism. Plagiarism is using another person's ideas or writings and presenting them as one's own.
- The student will not use the District's computer system to commit the act of cyber bullying. Cyber bullying, for the purposes of this policy is the harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology **or** harassment, intimidation, or bullying of a student while off school property when the action or actions are intended to have an effect on the student when the student is on school property.

Inappropriate materials or language

- The student will not use bullying, intimidating, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, impolite, disrespectful, or sexually explicit language to communicate. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately and turn off the monitor.
- The school district's computer system is considered a limited forum, similar to the school newspaper, therefore the district may restrict speech for valid educational reasons.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages, social networking sites, and learning management sites(i.e. Moodle, Schoology, Gaggle.net, etc.)
- The student will not access, post, distribute, forward, print, or store materials using language that is inappropriate to the educational setting or disruptive to the educational process.
- The student will not use the Internet and/or any other electronic device or system, on or off campus, that subsequently causes substantial disruption to the educational environment, interferes with the rights of others, or can be considered a threat.
- The student will not engage in personal attacks, including prejudicial or discriminatory attacks, even if made in a joking manner.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When requested by another to stop communication in the form of messages, e-mail, or other means of electronic contact, the student will do so immediately.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.
- The student will not use his/her access to review, upload, download, store, print, post, or distribute materials that:
    - ◊ are pornographic, obscene or sexually explicit;
    - ◊ use language or images to advocate violence or discrimination towards other people (hate literature); A special exception may be made for hate literature if the purpose of access is to conduct educational research and both the teacher and parent have approved.

- ◊ contain images of individuals engaged in any illegal act or violate any local, state, or federal statute/law.

E-Mail

- Students may not access unapproved personal email accounts at school. (i.e. Yahoo, Hotmail, Google)
- Students are not allowed to have email accounts through the St. Martin Parish School District's computer system.
- Students will only be allowed to set up and use a district-approved, teacher-monitored, safe, school email account (i.e. gaggle.net). Students must have permission from parent(s), teacher, and school administrator in order to open an email account.
  - ◊ Students are not allowed to correspond with others beyond restrictions set by the teacher.
  - ◊ The teacher will have full access to the student's email account and can access, filter, and monitor incoming mail.
  - ◊ Students will not be able to receive unsolicited email (i.e. junk mail, spam).

Misuse

- The student will use the St. Martin Parish School District's Computer system only for educational and career development activities and limited, high-quality, self-discovery activities.
- The student will not download files and/or stream music.
- The student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

Due Process and Consequences

- Users of the school district's computers, network, and Internet are held personally responsible for actions in accessing and utilizing available resources. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences:
  1. Suspension or cancellation of use and access privileges;
  2. Payment for damages and repairs;
  3. Disciplinary actions in accordance with other appropriate school district policies as stated in the St. Martin Parish Student Handbook including:
     a) Detention, suspension, and or expulsion from school;
     b) civil or criminal liability under other applicable laws;
     c) restitution for restoration costs.

Limitation of Liability

• Although the St. Martin Parish School District enforces a policy of technology and Internet safety and employs technology protection measures to block and or filter inappropriate material from student and employee access, the District is not responsible for damages suffered, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through its services or stored on its system. The District will not be responsible for any costs or liabilities arising from the unauthorized use of the system.

STUDENT USER AGREEMENT

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I will lose network privileges at my school and be subject to all consequences set forth in this policy relating to computer usage and printed/non-printed materials.

Student's Name (please print) _____Teacher _____
Student's Signature _____Date_____

PARENT/GUARDIAN PERMISSION FORM and USER AGREEMENT

The publication of student work, videos and/or photos may be considered for publication or recognition on the classroom website, school website, or St. Martin Parish School Board website. Personal information about the students such as home addresses, full names, telephone numbers, social security number, or other secure information will not be included in a web page.

Parent/Guardian must check in the appropriate column next to each permission.

Granted	Denied	Permissions
		Permission for my child to access the Internet at school.
		Permission for my child to set up and use a district-approved, teacher monitored, safe, school email account (if permitted by teacher and school administrator).
		Permission for unidentified pictures of my child to be published to the classroom, school, or district website.
		Permission for my child's name (first and last initial) and schoolwork to be posted to the classroom, school, or district website.
		Permission for my child to participate in E-Learning activities in the classroom (i.e. Skype, VSEE videoconferencing whereby child's image may be visible to teacher and students in partnering classroom)
		Permission for my child to communicate electronically with club sponsors, coaches, etc. (i.e. email, text message, phone call)

As a parent or guardian of the above named student, I have read the above information about the appropriate use of computers and Internet at the school and I understand this agreement will be kept on file at the school. I also understand that my child will be held responsible for any disregard of this policy. (Questions should be directed to the principal for clarification.)

I agree to hold the St. Martin Parish School Board or its authorized personnel harmless from any liability that may occur in the publishing of the above information.

Furthermore, I waive all residual rights or claims, monetary or otherwise, that might arise because of lawful use of this information.

Name of Parent/Guardian (please print) _____

Signature of Parent/Guardian: _____Date: _____

XVI. ALTERNATIVE PROGRAMS

A. SATURDAY DETENTION

1. The first Saturday Detention will begin on the last Saturday in August or on the first Saturday after that referrals are received from the respective schools.

2. Each program will run for approximately thirty sessions with the exception of Catahoula & Stephensville.
3. Student will spend three hours in the centers from 8:30-11:30 a.m. Coordinators are to be in the centers one-half hour before and one-half hour after each session.

Implementation Guidelines:

1. Parents are to be contacted directly or by phone and advised that their child is to be taken to Saturday Detention.
2. On Friday all students assigned to the next day's detention should be assembled and given the particulars: when, where, what, etc. Consequences for not attending must be stressed.
3. A completed Saturday Detention Referral list is to be faxed or given to the Detention Coordinator by 2:00 p.m. on the preceding Friday.
4. On Monday, a follow-up must be conducted by the principal using a report submitted by the Detention Coordinator.
    a. All students who failed to attend and have a valid reason are to be reassigned.
    b. Students who miss without valid reason are assigned to in-school suspension for one day, reassigned Saturday Detention, and a parent conference is held.
    c. Students who miss a second time without a valid excuse are given a one-day out-of-school suspension with a parent conference.
    d. Students who had to be removed from Saturday Detention due to improper behavior shall receive a one-day in-school suspension and reassigned.
    e. A student may be sent to Saturday Detention four times during the school year.
    f. For special circumstances and for relatively minor offenses, a student may be sent for more than the allotted number, subject to approval by the Supervisor of Child Welfare and Attendance.

B. **IN-SCHOOL SUSPENSION** (Each school may operate its own In-School Suspension)

NO STUDENT WILL BE ACCEPTED INTO IN-SCHOOL SUSPENSION WITHOUT A WRITTEN REFERRAL.

1. Students guilty of serious infractions of school and classroom rules and/or chronic negative behaviors not corrected through school and class level interventions will attend In-School Suspension for a full day.
2. The school administrator of discipline (principal or assistant) is the only person who can assign a student to In-School.
3. All normal due process rights are accorded the student as with regular out-of-school suspensions.
4. A referral to In-School is for a specified number of days and the parents are notified in writing.
5. While in In-School, the student is under the supervision of the In-School Suspension Teacher throughout the day and is denied contact with the regular student population.

6. A maximum of number of students, to be determined by the school(s) will be in In-School on any given day.
7. A student does not have the choice to refuse an In-School Suspension and choose some other form of discipline.
8. A student must comply with the behavior standard and complete all required assignments before returning to the regular school setting.
9. Number of times: To be determined by the school administration.

Center Rules

Each school shall establish center rules that will govern the operation of the individual in school suspensions or other behavioral interventions to be used in lieu of out of school suspensions.

1. Students report directly to an assigned area upon arriving on the campus.
2. Rules of In-School are explained to students each day.
3. Formal written work assignments (including tests) shall be sent to In-School with the student to be completed by the student on that day. The completed work is returned to the teacher by the student unless otherwise specified. Students receive credit for work successfully completed.
4. The student is marked present while attending In-School.
5. When necessary for the In-school Suspension Teacher to remove a student from In-School for failure to comply with In-School rules, the following procedures are followed:
    a. Parents are to be notified.
    b. Student is given either an extra day in In-School, Saturday Detention, or an Out-of School Suspension.
    c. The student is to successfully complete the original assignment while in In-School.
    d. If the behavior of the student is serious enough to be referred by the In-School Suspension Teacher to the school administrator with a state referral form, the St. Martin Parish Discipline Policy should be invoked.

When is a student assigned to In-School?

1. When there is a serious violation of school rules that would otherwise require an out-of-school suspension.
2. When chronic violation of minor offenses recurs after normal school and class interventions have failed.
3. For failure to attend Saturday Detention without a valid excuse.
4. Violations serious enough to require a recommended expulsion will not be referred to In-School.

How many days can a student be referred to In-School?

1. The principal's judgment and discretion and the circumstances determine the amount of time of a referral.
2. Second & third referrals can and should be more than 1 day.

How many referrals can be made on a student?

1. The number is to be determined by the school administration.

C. JUVENILE CONTINUING EDUCATION PROGRAM (JCEP)

The Juvenile Continuing Education Program (JCEP) is designed as an alternative to the regular educational program for students ages 12 through 18. The primary goal is to provide an education for students for whom removal from the home school is deemed the least restrictive environment. It also provides social skills instruction designed to correct the behaviors that resulted in the student's removal. The students remain in the program for 12 weeks, or longer or as per the student's IEP, if they have not exhibited progress on the behavior management system.

The focal point of the program is the academic component with a social skills curriculum that is integrated into a behavioral management system. These elements are carried out in a highly structured classroom situation with teachers, social workers, interventionists, school resource officers, and teacher aids.

Academic instruction will be primarily individualized with academic lessons planned by the home school teacher(s). Students will have access to the general curriculum in JCEP. The JCEP teachers may utilize varied material when it appears that a student is not working on grade level, as part of the remediation process. The JCEP teachers may also supplement academic work as needed. The teachers assure that 504 modifications are utilized as per accommodation plans sent by the home school. Likewise, the special education teacher assures that the IEP is addressed and that progress reports are sent home as required. The special education aide assists those students who require extra attention as assigned by the teacher.

The social worker will address basic social skills in a planned curriculum in daily group sessions. An instructional format with opportunity for role playing, modeling, homework, and intensive feedback will be utilized. Skills usage will be reinforced throughout the day by all personnel. A class-wide behavior plan which includes behaviors, privileges, and consequences is clearly stated, posted, and implemented. In addition, each student will have targeted behavior skills improvement objectives. Progress toward the accomplishment of these objectives will be clearly documented by the JCEP teachers. Students will be referred to SMPSBHC for counseling needs.

JCEP is also designed as an alternative to the regular education program for students aged 6 to 11. It is a short-term cognitive behavior management program for those students with behavior problems who are unable to benefit from an instructional social skills program on their home school campus. The students remain in the program for 12 weeks or longer or as per the student's IEP, if they have not exhibited progress on the behavior management system.

School personnel need to be aware of ways of accessing support for all students with behavioral problems on their campus. When a student with a behavior problem is identified, the first step is always building level classroom intervention. Teachers use their own classroom management plan following school procedure in terms of parent-teacher conferences, referral to principal, etc. Students who are identified as 1508 need a thorough IEP review, which includes conducting a functional behavioral assessment and implementing an individualized behavior management plan.

Students who are not identified as 1508 will be referred to the school's SBLC for review of possible interventions, which may include prompt referral for support services from school social workers, school psychologists, counselors, or School-Based Health Center personnel. Referral to outside agencies as needed may be considered. As good practice, developing rapport with parents in meeting the social and academic needs of the students is key.

If the documented "best efforts" of the IEP or SBLC team for identified disabled students do not bring about improvement in a student's behavior problem, the committee may determine

that placement in JCEP would be the least restrictive environment for the student. This would be done only after a 6 weeks implementation period of the behavior plan proposed by same committee. A meeting of the IEP or School Building Level Committees is to be conducted and a determination may be made at that time for placement in JCEP, with the Superintendent's approval. Once determination is made that JCEP is a viable alternative, the JCEP Coordinator or the Supervisor of Child Welfare and Attendance is contacted for 504 students and the Supervisor of Special Education and the Supervisor of Child Welfare and Attendance is contacted for identified 1508 students. Notification of pending Placement is faxed to the JCEP Administrator, who schedules the intake.

Students who commit an offense or pattern of serious offenses serious enough to warrant expulsion from school become immediately eligible for entry into JCEP. In such an instance, the student may be sent to JCEP in lieu of an expulsion.

The classroom program includes academics and a social skills curriculum, all integrated into a comprehensive behavior management system. These elements are carried out in a classroom environment that academically simulates the environment from the home school, but in the realm of a highly structured situation in which expectations are clear and targeted behaviors are addressed.

Academic instruction will be primarily individualized with academic lessons planned by the home school teacher(s). Students will have access to the general curriculum. The teachers may utilize varied materials when it appears that a student is not working on grade level, as part of the remediation process. The teachers may also supplement academic work as needed. The teachers assure that 504 modifications are utilized as per accommodation plans sent by the home school. Likewise, the special education teacher assures that the IEP is addressed and that progress reports are sent home as required.

The social worker will address basic social skills in a planned curriculum in daily group sessions. An instructional format with opportunity for role playing, modeling, homework, and intensive feedback will be utilized. Skills usage will be reinforced throughout the day by all personnel. A class-wide behavior plan which includes behaviors, privileges, and consequences is clearly stated, posted, and implemented. In addition, each student will have targeted behavior skills improvement objectives. Progress toward the accomplishment of these objectives will be clearly documented by the teachers. Students will be referred to SMPSBHC for counseling needs.

The JCEP program is housed in the St. Martinville area and transportation is provided to the site.

Furthermore, no student assigned to any alternative disciplinary setting, such as JCEP, shall be permitted to participate in extracurricular activities that are school sponsored.

XVII. STUDENT ASSIGNMENT

GENERAL POLICY

The St. Martin Parish School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall require a student to attend the appropriate school as determined by the domicile of the parent and/or legal guardian. Each student shall have only one residence (domicile) which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings. When legal custody has been awarded by a court of law, or by provisional custody by mandate/court decree, the domicile shall be the principal residence of the parent awarded primary or domiciliary custody, or if he/she is eighteen years old or has been emancipated by a court order, by the

student's own domicile, if not specifically contrary to the provisions of an order of a court of competent jurisdiction providing for the assignment of students.

The United States District Court order governing desegregation of St. Martin Parish Schools generally requires students to attend a school located in the attendance zone in which the custodial parent or legal guardian of the child is domiciled.

LEGAL CUSTODY DECREES IN DIVORCE PROCEEDINGS

In case of divorce, a student shall attend school in the zone in which the parent who has domiciliary custody resides. Proof of domiciliary custody shall be a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody. Where the custody decree provides for split custody, the decree should specify at which parent's domicile the child should attend school. A custody decree which orders a student to attend a school which is located in a zone other than a zone in which the child's domiciliary parent or other party enjoying legal custody resides would violate the desegregation order and cannot be implemented unless the child's assignment is approved under the process of approval of attendance out-of-zone spelled out below.

AWARD OF CUSTODY OF PERSON OTHER THAN A PARENT

If a court determines that joint or sole custody to either parent would result in substantial harm to a student, and awards custody to another person, then the child shall attend school in the zone where the custodial person is domiciled. A certified copy of the court's order shall be provided to the school board.

PROVISIONAL OR TEMPORARY CUSTODY BY COURT DECREE

Where any other legally valid temporary or provisional custody decree has been granted by a court giving an individual of legal age custody of a minor student, then that student may attend school in the zone where the student's provisional custodian is domiciled. A certified copy of the temporary or provisional custody decree shall be provided to the school board.

JUVENILLE COURT CUSTODY DECREES IN CASES OF ABANDONED OR ABUSED CHILDREN

When a child has been abandoned by being placed in the physical custody of a non-parent or the Louisiana Department of Social Services and/or if parental rights have been terminated by a juvenile court for any of the grounds specified in Article 1015 of the Louisiana Children's Code or any other applicable law, then the child shall attend school in the zone where the person or persons given temporary custody of the child by the juvenile court are domiciled. A certified copy of the juvenile court's order shall be provided to the School Board.

CHILDREN IN FOSTER CARE

A child placed in foster care by the Louisiana Department of Social Services and/or pursuant to Juvenile Court Order and temporarily residing in the district shall be enrolled and allowed to attend school in the zone where the foster parent or parents are domiciled.

CHILDREN OF EMPLOYEES

A child of employees who reside in St. Martin Parish shall be allowed to attend the school where their parent is employed.

STUDENTS FROM OUTSIDE THE PARISH WHO ARE CHILDREN OF EMPLOYEES

Normally, a student who does not actually reside in the geographical boundaries of a St. Martin Parish School System shall not attend a school in the system. However, if in the opinion of the principal, the child of an employee can enroll without creating an undue hardship in respect to overcrowding, or materially impacting the racial balance at the school, he/she may attend school in the school system with School board approval.

STUDENTS FROM OUTSIDE PARISH REQUESTING ATTENDANCE

Students who reside in parishes other than St. Martin but where the parish school board has a cooperative agreement with the St. Martin Parish School Board permitting students in certain designated areas to attend school in St. Martin Parish shall attend the appropriate school closest to their domicile. The principal of the St. Martin Parish School involved shall verify all necessary data to determine whether a particular student should be accepted. Requests of out-of-parish students to attend a St. Martin Parish School will be reviewed by the school principal. The final decision whether to grant a student's request will be made by the *Transfer Review Committee upon due consideration of the request*. (***Board approved 2007)***

STUDENT FROM ST. MARTIN REQUESTING ATTENDACE IN ANOTHER PARISH

Requests of students who are domiciled in St. Martin Parish to attend public schools located outside of St. Martin Parish will be reviewed by the Supervisor of Child Welfare and Attendance and the Superintendent of St. Martin Parish and by the principal of the out-of-parish school, which the student desires to attend. The decision to grant or deny the requests will be made by the Transfer Review Committee.

PROCEDURE FOR ST. MARTIN PARISH STUDENTS REQUESTING ATTENDANCE IN ST. LANDRY PARISH SCHOOLS

Students attending school in St. Landry Parish in 2007-2008 will be allowed to complete the grade levels taught at the school they are currently attending. Beginning with the 2008-2009 school year only students living in the city limits of Arnaudville in St. Martin Parish will be allowed to attend school in St. Landry Parish unless the Transfer Review Committee has approved an application as stating a hardship case. Addresses of students must be verified by the Supervisor of Child Welfare and Attendance of St. Martin Parish. **(Board approved 2007)**

AVOIDING SPLIT OF FAMILIES IN STUDENT ASSIGNMENT

Where two or more students from a particular family are being assigned or transferred siblings should not be split in the process. **(Board approved 2007)**

HOME VISITS

Information provided to the Supervisor of Child Welfare & Attendance to be presented to the committee may be verified with a homevisit by the Superintendent's designee. ***(Board approved March 2011)***

ASSIGNMENTS FOR DISABLED STUDENTS

The School Board shall require that disabled students be assigned to programs within attendance zones, if possible. However, if an appropriate program is unavailable within a student's attendance zone, the student may be placed in a school specifically designed to provide for the appropriate needs of the student.

ATTENDANCE OUT OF ZONE- EXCEPTIONS

Special Education Students

Special exceptions may be granted for the children attending special education classes. These students must be recommended and approved by the Supervisor of Special Education in order to attend a school other than the one in their zone.

TRANSPORTATION OF OUT OF ZONE

Students granted an exception for attendance may be provided transportation by St. Martin Parish School Board unless the bus is overcrowded. Overcrowding will be determined by the Director of Operations and/or Supervisor of Transportation. At that time, students riding the bus based on a hardship will be removed first, upon administrative review and/or recommendation. The final decision will be made by the superintendent or a designee.**(Revised Sept.2010) Board Approved Sept. 2010**

EXTREME HARDSHIP

On the ruling of the Supervisor of Child Welfare and Attendance, a hardship temporary transfer may be granted for the following reasons:

A) Medical or psychological recommendation from competent authority that a child's health requires for a change of school or residence. A certified medical record supporting such a recommendation must be supplied with a request.
B) Serious illness in the family that warrants a change of residence.
C) Other extraordinary circumstances wherein the best interests of the pupil would be served by a transfer.
D) Location of a child care provider's residence will not suffice to create an extreme hardship to justify a student's transfer. ***(Board approved March 2011)***

A transfer request shall not be considered unless form T-100 is submitted to the Supervisor of Child Welfare and Attendance.

TRANSFERS AND TRANSFER REVIEW COMMITTEE

The school board will grant transfer to a student from one attendance zone to another, only when a student moves from one zone or district to another or if the student requires special education or hardship exception. All request for transfer shall be evaluated and either granted or denied by a Transfer Review Committee which shall be composed of four central office administrators and four principals from St. Martin Parish Schools. The racial composition of the Transfer Review Committee shall be four blacks and four whites. The Supervisor of Child Welfare and Attendance and the Truancy Coordinator shall serve as two of the administrators on the transfer review committee.

DEADLINE FOR TRANSFER REQUESTS

All requests for transfer for the coming academic year must be made on FORM T-100 to the Supervisor of Child Welfare and Attendance by the end of the day on July 1st of each year.**(Board approved 2007)**

DECISION OF TRANSFER REVIEW COMMITTEE FINAL

All decisions granting or denying a request for transfer by the Transfer Review Committee are final.**(Board approved 2007)**

MAJORITY TO MINORITY TRANSFER POLICY

A student attending a school in which his or her race is in the majority may request assignment to another school where space is available and where his race is in a minority. All such requests shall be made to the Supervisor of Child Welfare and Attendance.

VERIFICATION OF DOMICILE

The principal shall be responsible for monitoring school enrollment and shall have authority to remove or transfer any student attending school out of district or out of zone. When investigating the domicile of a student, the School Board, through the principal, shall attempt to verify the primary place of residence of the legal parent or legal or provisional guardian. Such verification of domicile shall be based on such items as the following:

A. Voter registration data, utility deposit receipts, homestead exemption receipts, 911 addresses, home rental receipts, and home visit by a school official, or
B. Certified copy of a judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parent. Verification of the physical residency of the legal custodian, tutor/tetra or non-parent shall also be required, or
C. Any other documentation as may be stipulated by the Board.

The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately refer to the Supervisor of Child Welfare and Attendance to determination or proper school assignment.

DISCOVERY OF ATTENDANCE OUT OF ZONE

If a principal or administrator in St. Martin Parish discovers that a student is attending school out of the proper zone during the course of the school year before mid-term, the student must be withdrawn and enrolled in the proper school in the student's correct zone. In cases discovered after mid-term, the student will be allowed to complete the school year at the student's current school. The student must be transferred to the correct school in the proper zone for the beginning of the next school year.

Revised 2007/Board approved 2007
Revised 2010/Board approved 09/10
Revised Jan. 2011/Board approved 3/2011

FALSIFICATION OF DOCUMENTS

Falsification of any documents or information provided to the St. Martin Parish School personnel by someone seeking the transfer or admission of a student to a particular school shall be grounds for rejecting the request for transfer or admission without further consideration.

DISCIPLINE POLICY

XVIII. DISCIPLINE

A. DISCIPLINE PHILOSOPHY STATEMENT

The St. Martin Parish School Board strives to operate schools in a manner that provides for an orderly process of education for each child in the system. Although supervisors at schools are not absolute insurers of the children's safety, a reasonable standard of care commensurate with the age of the children under the attendant circumstances is the norm of the School Board in providing adequate supervision.

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere that encourages learning according to the school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be more comfortable with one another.

Discipline, under this policy, means convincing students that it is to their benefit to follow rules. Self-discipline means the ability to make a plan and carry it out. Responsibility means the ability to look at one's behavior, evaluate it, and make a plan to do better. Allowing individuals to live with the natural and/or reasonable consequences of their actions is, in the opinion of the School Board, the essence of an effective discipline system. Therefore, if punishment is used it will always be characterized by the following: (1) it will be directly related to the unacceptable behavior; (2) it will not be cruel; (3) it is to consist chiefly of the withdrawal of freedoms related to the offense(s) that negatively impact the learning environment of the school.

Every member of the school community, including students, parents, and the school staff, has a responsibility to promote (1) self-respect and self-discipline, (2)maximum opportunities for learning, (3) regular attendance at school, (4) orderly conduct and behavior, and (5) freedom from fear, insult, or injury. To ensure success, School Wide-Positive Behavior Incentive Support (PBIS) is being implemented in all St. Martin Parish Schools. It is a research-based process that utilizes collaborative, assessment-based approaches to develop effective interventions for problem behavior. PBIS emphasizes the use of proactive, educative and reinforcement based strategies to achieve meaningful and durable behavior. PBIS aims to build effective environments in which positive behavior is more effective than problem behavior. ***(Required by Juvenile Justice Act 1225; BESE School Master Plan for Discipline)***

The State of Louisiana guarantees to all of its citizens the right to a free public education. Each student thus entitled has a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in that community and in helping to establish an effective climate for learning within the school. When a student's behavior exhibits marked deviation from acceptable norms, it is the responsibility of the teacher, principal, and counselor or other personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation, and to help the student in accordance with their best judgment and available resources.

In those cases where corrective action becomes necessary, the disciplinary measures taken shall be positive, constructive, and directed toward serving educational ends. It must be clearly understood by the student and his/her parents that the purpose of all disciplinary action is to correct the offense(s) that negatively impact the learning environment of the school, and to teach the student that education is a right, qualified by the responsibility to comply with reasonable rules and regulations. While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare and in preserving the proper atmosphere for teaching and learning. When the efforts of all concerned fail to modify a student's behavior and the misconduct of the individual is beyond the school system's resources for correction, denial of school attendance, following the School Board's appropriate due process

procedures for suspension or expulsion may be initiated.

B. CODE OF CONDUCT

Students know that it is to their benefit to follow rules. This section explains the expectations that the St. Martin Parish School Board have for certain areas of the school and for certain situations.

GENERAL CODE OF CONDUCT:

*** Use inside voices**
*** Walk**
*** Keep hands, feet, and other objects to yourself**
*** Be respectful**
*** Use appropriate school language**

CAMPUS ACCESS: Once a student has set foot on campus in the morning, he/she may not leave at any time during the day without express permission of the parent/guardian and the principal, the assistant principal, or principal designee.

A student driving to school in an automobile is to register his vehicle with the principal. No one may sit in or use the automobile until after school is dismissed. Exceptions will be made in cases where the parents and family physician request that the student go home for one reason or another.

Students are not allowed on school campus before or after school hours unless under the supervision of school personnel or chaperons. Supervision begins when the first school bus arrives in the morning and ends when the last bus leaves in the afternoon. Usually the hours are from 7:00 a.m. - 4:00 p.m.

CAMPUS/PLAYGROUND RULES: Students will respect all persons who are on duty, use playground equipment properly, and remain in assigned area. Rough playing or "horse playing" is not allowed. *Code of Conduct applies.

SCHOOL BAGS: All school bags, knapsacks or other bags used to carry student books or accessories must be mesh or see-through.

LOCKERS: Students are to use their lockers only at designated times. Lockers will be inspected regularly by the principal or his designee for health and safety reasons. It is each student's responsibility to keep his/her locker clean, neat and free of any contraband. Unauthorized sharing of lockers will not be permitted. (See Search and Seizure Policy and Locker Policy) *Code of Conduct applies.

GYMNASIUM LOCKER ROOM: Students are to use the locker room area only at authorized times. Lockers will be inspected regularly by the principal or his designee for health and safety reasons. It is each student's responsibility to keep his/her locker clean, neat and free of any contraband. Unauthorized sharing of lockers will not be permitted. (See Locker Policy & Search and Seizure Policy) *Code of Conduct applies.

HALLWAYS: Students are allowed in hallways at designated times only. *Code of Conduct applies.

RESTROOMS: Students are allowed in the restrooms only at designated times. Students shall not misuse restroom supplies and facilities. *Code of Conduct applies.

LIBRARY: Students are allowed in the library only at designated times. Quiet must be observed at all times in the library. Students will follow all library regulations in return for the privilege of using the facility. *Code of Conduct applies.

CAFETERIA: Students will observe proper manners while eating and leave the tables clean for the students who follow them. Cafeteria food and supplies will be left in the cafeteria. Students will adhere to rules when entering or leaving the cafeteria. Duty teachers and cafeteria technicians will always be given proper respect by the students. *Code of

Conduct applies.

OFFICE AREA: Students are not permitted to use the telephone in the office except in cases of emergency. Permission to use the phone must be obtained from the person in charge of the office. Students are to show respect to secretaries and other office personnel. *Code of Conduct applies.

CLASSROOMS: Students will adhere to the classroom rules posted in each classroom. In addition, it is each student's responsibility to remain on task throughout class time and have all required classroom materials at all times. Students are to report to class on time and are not permitted to leave class without the express permission of the teacher. Students are required to complete their own work. Cheating is a punishable offense. *Code of Conduct applies.

EXTRACURRICULAR ACTIVITIES: Students and other spectators will show good sportsmanship with regard to winning and losing and will accept the decisions of officials. *Code of Conduct applies.

GENERAL ASSEMBLIES: All students will attend assemblies unless excused by the principal, assistant principal, or principal designee. *Code of Conduct applies.

SCHOOL CLUBS: Attendance at school club meetings is for club members only, unless others are specifically invited by club officers or sponsor. *Code of Conduct applies.

FIELD TRIPS: Students will show respect to bus drivers, teachers, chaperons, and personnel of the places being visited. *Code of Conduct applies.

DRESS CODE: Refer to Section VIII

C. §519. DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

AUTHORITY NOTE: Promulgated in accordance with R.S.17: 1941 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25

A. For purposes of removal of a student with a disability from the student's current educational placement under §519.B. - L. of these Regulations, a change of placement occurs when

1. A student with a disability is removed from his or her current educational placement for more than ten consecutive school days; or
2. A student with a disability is subjected to a series of removals that constitute a pattern because they cumulate to more than ten school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

B. School personnel have the authority to order a change in placement for a student with a disability when certain conditions exist.

1. School personnel may order a removal of a student with a disability from the student's current educational placement for not more than ten consecutive school days for any violation of school rules to the extent a removal would be applied to a student without a disability, and school personnel may order additional removals of not more than ten consecutive school days in the same school year for separate incidents of

misconduct as long as the removals do not constitute a change of placement as defined in 519. A. of this section.

2. School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time a student without a disability would be subject to discipline, but for not more than forty-five (45)school days. A decision should be made within forty-five (45) days.
   a. The student has carried a weapon to school or to a school function under the jurisdiction of the State or an LEA; or
   b. The student has knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or a school function under the jurisdiction or the State or an LEA.
   c. Severe bodily harm to self and/or others

C. For purposes of this section, the following definitions apply:
   1. Controlled substance means a drug or other substance identified under schedule I, II, III, IV, or V in Sec. 202 (c) of the Controlled Substance Act (21 U.S.C. 812 (c)).
   2. Illegal drug means a controlled substance, but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
   3. *Weapon* has the meaning given the term *dangerous weapon* under paragraph (2) of the first subsection (g) of Sec. (g) of Sec *930* of Title 18, United States Code.
   4. Severe bodily harm to self and/or others

D. A hearing officer who meets the requirements of §502 of these regulations has the authority to order a change in placement for a student with a disability when certain conditions exist.
   1. The hearing officer may order a change in the placement of a student with a disability to an appropriate interim alternative educational setting, for not more than forty-five (45) days if the hearing officer, in an expedited due process hearing:
      a. Determines that the LEA has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others (substantial evidence means beyond a preponderance of the evidence);
      b. Considers the appropriateness of the student's current placement;
      c. Considers whether the LEA has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and
      d. Determines that the interim alternative educational setting that is proposed by school personnel who have consulted with the

student's special education teacher meets all IAES requirements as set forth in paragraph F below.

E. An LEA need not provide services during periods of removal under §519.B.1. to a student with a disability who has been removed from his or her current placement for ten school days or less in that school year, if services are not provided to a student without disabilities who has been similarly removed.

1. In the case of a student with a disability who has been removed from his or her current placement for more than ten school days in that school year, the LEA, for the remainder of the removals, shall provide services to the extent necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP, if the removal is

   a. Under the school personnel's authority to remove under.§519.B.1 for not more than ten consecutive school days as long as that removal does not constitute a change of placement as defined in §519.A. of these Regulations; school personnel, in consultation with the student's special education teacher, shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP;

   b. For behavior that is not a manifestation of the student's disability consistent with § 519.G of these Regulations; the student's IEP team shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP.

2. An LEA shall provide services, accommodations and/ or modifications, that will enable the student to continue to progress in the general curriculum and to continue to receive those services and modifications, including, those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP. The LEA shall include services and accommodations and/ or modifications designed to address the behavior described below and to prevent the behavior from recurring if the removal is for

   a. Drugs or weapon offenses (the IEP team determines the interim alternative educational setting)

   b. Based on a hearing officer's determination that maintaining the current placement of the student is substantially likely to result in injury to the student or others if he or she remains in the current placement. (School personnel in consultation with the student's special education teacher shall propose the interim alternative educational setting to the hearing officer.)

F. Either before or not later than ten business days after either first removing the student for more than ten school days in a school year or commencing a removal that constitutes a change of placement as defined in 519.A., and including the

action describe 519 B.2 of this section, the LEA shall follow prescribed procedures as listed below.

1. If the LEA did not conduct a functional behavior assessment and implement a behavioral intervention plan for the student before the behavior that resulted in the removal occurred, the LEA shall convene an IEP meeting to develop an assessment plan.
2. If the student already has a behavioral intervention plan, the IEP team shall meet to review the plan and its implementation as necessary, to address the behavior.
3. As soon as practicable, after developing the behavioral intervention plan and completing assessment required by the plan, the LEA shall convene an IEP meeting to develop appropriate behavioral interventions to address that behavior and shall implement those interventions.
4. If subsequently, a student with a disability who has a behavioral intervention plan and who has been removed from his or her placement for more than ten school days in a school year is subjected to a removal that does not constitute a change of placement, the IEP team members shall review the behavior intervention plan and its implementation to determine whether modifications are necessary.
    a. If one or more of the team members believe that modifications are needed, the team shall meet to modify the plan and its implementation to the extent the team determines necessary.

G. The interim alternative educational setting referred to in paragraph B of this section shall be determined by the IEP team. Any interim alternative educational setting in which a student is placed under paragraphs B.2 and C of this section shall

1. Be selected so as to enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and accommodations and/ or modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP; and
2. Shall include services and accommodations and/ or modifications designed to address the behavior described in paragraph B.2 and C. and to prevent the behavior from recurring.

H. Manifestation determination review is required whenever an action involving a removal that constitutes a change of placement for a student with a disability is contemplated.

1. Not later than the date on which the decision to take that action is made, the parents shall be notified of that decision and shall be provided the procedural safeguards notice (Louisiana's Educational Rights of Children with Disabilities).
2. Immediately, if possible, but in no case later than ten school days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action.

3. The review shall be conducted by the IEP team and other qualified personnel in a meeting.
4. In carrying out the manifestation determination review, the IEP team and other qualified personnel may determine that the behavior of the student was not a manifestation of the student's disability only if the IEP team and other qualified personnel
    a. Consider, in terms of the behavior subject to disciplinary action, all relevant information - the evaluation and diagnostic results, including the results or other relevant information supplied by the parent or student; observations of the student; and the student's IEP and placement and d etermine that
        i. In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the student's IEP and placement;
        ii. The student's disability did not impair the ability of the student to understand the impact and consequence of the behavior subject to disciplinary action; and
        iii. The student's disability did not impair the ability of the student to control the behavior subject to disciplinary action.
5. If the IEP team and other qualified personnel determine that any of the standards in paragraph 4.b. of this section were not met, the behavior shall be considered a manifestation of the student's disability.
6. If the IEP team and other qualified personnel determine that the behavior is a manifestation of the student's disability, the disciplinary removal cannot occur, unless the removal is in accordance with §519.B.2.(a) and (b) and §519 C. of these Regulations. The IEP team may consider modification to the student's program (e.g., additional related services, counseling, changes in the behavior management plan increased time in special education, changes to class schedules, change of teacher).
7. The manifestation review meeting may be conducted at the same IEP meeting that is convened to conduct the functional behavioral assessment.
8. If in the review, the LEA identifies deficiencies in the student's IEP or placement or in their implementation, it shall take immediate steps to remedy those deficiencies.

I. When the determination is made that the behavior was not a manifestation of the student's disability, prescribed guidelines shall be followed.
    1. If the results of the manifestation determination review is that the behavior of the student was not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities except a FAPE as defined in paragraph E. of this section shall be provided.

2. If the LEA initiates disciplinary procedures applicable to all students, the LEA shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the persons or persons making the final determination regarding the disciplinary action.
3. Except as provided in §519.K.1 of these Regulations, if a parent requests a hearing to challenge a determination made through the review process that the behavior of the student was not a manifestation of the student's disability, the student's status during due process proceeding shall follow §514 of these Regulations.

J. If the student's parent disagrees with a determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement and discipline, the parent may request a hearing.
1. The State or LEA shall arrange for an expedited hearing in any case described in the above paragraph if a hearing is requested by a parent.
a. In reviewing a decision with respect to the manifestation determination, the hearing officer shall determine whether the LEA has demonstrated that the student's behavior was not a manifestation of the student's disability.
b. In reviewing a decision under §519 B.2. of these Regulations to place a student in an interim alternative educational setting, the hearing officer shall apply the standards in §519 G. of these Regulations.

K. The student's placement during appeal shall follow prescribed guidelines.
1. If the parents request a hearing or an appeal regarding a disciplinary action described in §519.B.2. or §519.C. to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until expiration of the time period provided for in §519 B.2 or §519 C, whichever occurs first, unless the parent and the State or LEA agree otherwise.
2. If a student is placed in an interim alternative educational setting pursuant to §519 B.2 and §519 C. and school personnel propose to change the student's placement after expiration of the interim alternative placement, during the pendency or any proceeding to challenge the proposed change in placement, the student shall remain in the current placement (student's placement prior to the interim alternative educational setting), except as provided in §519 J.1.
3. The LEA may request an expedited due process hearing if school personnel maintain that it is dangerous for the student to be in the current placement (placement prior to removal to the interim alternative education setting) during the pendency of the due process proceedings.
a. In determining whether the student may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing officer shall apply the standards in §519 F.

b. A placement ordered pursuant to 3.a above may not be longer than forty-five (45) days.

4. The procedures in 3.a above may be repeated as necessary.

L. A student who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated any rule or code of conduct of the LEA including any behavior described in §519 B and 519 E, may assert any of the protections provided for in this section if the LEA had knowledge (as determined in accordance with paragraph (2) below) that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.

1. An LEA shall be deemed to have knowledge that a student is a student with a disability if
   a. The parent of the student has expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to personnel of the LEA that the student is in need of special education and related services;
   b. The behavior or performance of the student demonstrates the need for these services, in accordance with the definition of a student with a disability;
   c. The parent of the student has requested an evaluation of the student; or
   d. The teacher of the student or other personnel of the LEA has expressed concern about the behavior or performance of the student to the director of special education of the LEA or to other personnel in accordance with the LEA's established child find or special education referral system.
2. An LEA would not be deemed to have knowledge under paragraph 2 above, if as a result of receiving the information specified in that paragraph, the LEA either
   a. Conducted an evaluation and determined that the student was not a student with a disability; or
   b. Determined that an evaluation was not necessary and provided notice to the student's parents of its determination.
3. Certain conditions apply if there is no basis of knowledge.
   a. If an LEA does not have knowledge that a student is a student with a disability, in accordance with paragraphs 1 and 2 above, prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as measures applied to students without disabilities who engaged in comparable behaviors.
   b. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in less than sixty business days without exception or extensions.

4. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can

include suspension or expulsion without educational services.

5. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the LEA and information provided by the parents, the LEA shall provide special education and related services.

M. Expedited due process hearings addressed in paragraph J. of this section shall follow the procedures prescribed below.

1. The hearing shall meet the requirements of §507.A. of these Regulations.
2. The hearing shall be conducted by a due process hearing officer that meets the criteria established in §508 of these Regulations.
3. The hearing shall result in a written decision that shall be mailed to the parties within twenty business days of the LEA's receipt of the request for the hearing, without exceptions or extensions.
4. The hearing shall have time lines that are the same for hearings requested by the parents or the LEA.
5. The hearing shall be conducted according to guidelines established in §508 of these Regulations, where appropriate, and according to guidelines established by the Department.
6. The decisions on expedited due process hearings are appealable consistent with the procedures established at §509 of these Regulations. The request for an appeal of the expedited due process hearing shall be sent to the Department by certified mail within five business days of receipt of the expedited due process hearing decision. A final decision shall be reached in the review and a copy mailed to all parties within twenty business days of receipt of the request for a review without exceptions or extensions.

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

1. An LEA reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime.
2. An LEA reporting a crime under this section may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

D. <u>SEQUENCE OF DISCIPLINARY ACTIONS & LEVELS OF CONSEQUENCES</u>

1. <u>BEHAVIORS FOR DIRECT OFFICE REFERRALS:</u> Students in grades 4-12 shall be sent immediately to the office who:
   a. Are disrespectful to the teacher
   b. Willfully disobey a teacher
   c. Use abusive or foul language directed at a teacher or another pupil. Students in grades K-3 shall follow the classroom interventions as outlined

in the Positive Behavior Intervention Support plan.

2. CLASSROOM LEVEL INTERVENTIONS: Each teacher will use classroom interventions prior to disciplinary action to redirect a student who:
   a. Disrupts normal classroom activities
   b. Violates school rules
   c. Interferes with an orderly education process
3. DISCIPLINARY ACTION (MAY INCLUDE, BUT IS NOT LIMITED TO):
   a. Oral or written reprimands
   b. Referrals for a counseling session, which will include, but will not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management
   c. Written notification to parents of disruptive or unacceptable behavior (a copy of which shall be provided to the principal)
   d. Other disciplinary measures approved by the principal and the faculty of the school and which are in compliance with school board policy. These measures may include, but are not limited to:
      1) Denial of special privileges
      2) Isolation of student within the classroom
      3) Assignment of reasonable written or oral work
      4) Class detention; the teacher may keep the student in class before or after school
      5) Behavior clinic
      6) Parent conference - principal is informed of the meeting when a student is removed from the classroom and sent to the office for administrative action by the teacher, the student is not permitted to return to the classroom for a minimum period of time. Kindergarten-Grade 6 is not permitted to return for at least 30 minutes, unless agreed to by the teacher. In Grades 7-12, the student is not permitted to return to the class during the same period unless agreed to by teacher.

Teachers may have the pupil immediately removed from his/her classroom and placed in the custody of the principal or designee when pupil's behavior:

1. Prevents orderly instruction of other pupils,
2. Poses an immediate threat to the safety or physical well being of any pupil or teacher, and
3. Exhibits disrespectful behavior toward the teachers such as:
   a. Using foul or abusive language directed at a teacher
   b. Threatening a teacher.

Under the guidelines of the individual school discipline plans, students may be allowed to receive credit for work completed while in an approved alternative setting.

The teacher may:

Require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or designee before the pupil is readmitted to class.

Upon the third removal from the same classroom the teacher and the principal shall discuss the disruptive behavior patterns of the pupil and the potentially appropriate

disciplinary measures before the principal implements a disciplinary measure.

If appropriate, a referral of the matter may be made to an appropriate Building Level Committee.

In addition, a conference between the teacher or other appropriate school employees and the pupil, parent, tutor, or legal guardian shall be required prior to the pupil being readmitted.

If disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.

Notwithstanding any provision of law to the contrary, whenever a teacher has been struck by a pupil, the pupil, in addition to any other applicable disciplinary measure, shall be permanently removed from the teacher's classroom (when the pupil is in the teacher's class), unless the teacher objects to such removal or unless the principal, with the concurrence of the Building Level Committee, finds the striking to be entirely inadvertent.

4. PRINCIPAL INTERVENTIONS:
   a. The principal or designee will advise the pupil of the particular misconduct of which he/she is accused.
   b. Based on such accusation, the pupil will be given opportunity at that time to explain his/her version of the facts.
   c. The principal or designee will meet with the pupil as may be appropriate to establish a course of action consistent with to identify and correct the behavior for which the pupil is being disciplined.
5. OTHER BEHAVIORAL SUPPORTS:
   a. Student Support:
   b. Mediation/Coaching
   c. Health Centers
6. DISCIPLINARY MEASURES:

   The pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:
   a. In-school suspension. (Means removing a pupil from his/her normal classroom setting but maintaining him/her under supervision within the school.) The pupil may receive credit for the work performed during the in–school suspension. Any pupil who fails to comply fully with the rules for an in-school suspension shall be subject to immediate suspension.
   b. Detention - (Means activities, assignments, or work held before the normal school day, after the normal school day, or on weekends.) Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension.
   c. Suspension
   d. Initiation of expulsion hearing
   e. Assignment to an alternative school
   f. Requiring the completion of all assigned school work and homework which have been assigned by the student during the period of suspension
   g. Any other disciplinary measure authorized by the principal with concurrence of the teacher or the Building Level Committee pursuant to law and Board policy.
7. ALTERNATIVE PROGRAMS:
   a. Juvenile Continuing Education Program (JCEP)

JCEP is for students ages 5-17 who have been expelled from school. The goal of JCEP is to teach acceptable classroom behavior thus allowing the student the opportunity to correct the inappropriate behaviors and return to the regular classroom. Expelled students attend for a minimum of twelve weeks with the exception of special education students. The program excludes students who are expelled for such serious offenses as possession of a firearm, use, possession and/or distribution of drugs. (*Students who meet the requirements of their behavior modification plan may return to their regular school during the year in accordance with the terms of their expulsion*.)

b. Homebound Instruction (Special Services)
This is a one-day a week alternative for students who have exhausted all other options.

c. Students 18 years of age or older who are expelled from school are referred to programs that offer continuing education outside of the public school setting.
**Corporal punishment is an option that may be used as a principal's intervention.

8. OUT-OF-SCHOOL SUSPENSION: In each case of suspension or expulsion the principal or designee shall:
   a. Contact the parents, tutor or legal guardian by telephone at the telephone number shown on the pupil's registration card, or
   b. Send a letter to the address shown on the pupil's registration card to the parent, tutor or legal guardian giving NOTICE of the suspension or expulsion, the REASON thereof, establishing a DATE and TIME for a CONFERENCE with the principal or designee as a REQUIREMENT for readmitting the pupil.
   c. In the case of expulsion, the contact with the parent or guardian shall include a **CERTIFIED LETTER**. If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective and a referral to Families in Need of Services (FINS) may be made.

On not more than one occasion each school year, when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction pursuant to Children's Code article 730(8), 731 or 730(1).

When a pupil is suspended a second time within one school year, the principal may require a counseling session to be held by the school counselor with the parent and pupil, if a counselor is assigned or available to the school. If no school counselor is available, the principal may require a conference between the parent, the pupil, all the pupil's teachers, and the principal or other administrator.

E. SUSPENSION/EXPULSION REGULATIONS

TYPES OF SUSPENSIONS/EXPULSION

1. **In-school Suspension:** Denial of in class attendance for three days or less. (Students are required to satisfactorily complete a suspension packet and all assignments from their teachers before they will be allowed to take make-up tests after a suspension.)
2. **Out-of-school Suspension:** Out of school suspension is from one to nine days. When a student is suspended out of school for a third time within one school year, the student will be referred to the District Attorney's Office.
3. **In-school Expulsion:** Removal of the student from the regular school campus for a specified length of time longer than ten school days. (Students 17 years and under may be offered an alternative form of education in JCEP in which they will be allowed to continue their education.)
4. **Expulsion:** Removal of the student from all regular school settings for a period of not less than one school semester. A school semester is defined as not less than ninety days. (Students with disabilities shall be offered an alternative form of education in which they may continue to earn grades.)

REFERRING TO SUSPENDABLE OR EXPELLABLE INFRACTIONS COMMITTED BY STUDENTS AT THE END OF THE SCHOOL YEAR: BOTH **SUSPENSION** AND **EXPULSIONS** MAY CARRY OVER INTO THE NEXT SCHOOL YEAR, WHEN NECESSARY, UNLESS OTHERWISE STIPULATED BY STATE STATUTES.

a. A student, after being suspended out of school on three occasions during the same school year, may, on committing the fourth same offense, be recommended for expulsion by the school administrator. If it is determined that an expulsion occur, said expulsion could either be in-school to an alternative program or out-of-school expulsion. The student's reinstatement shall be subject to review and approval by the school board.
b. A student who has been recommended for expulsion shall remain out of school until a proper hearing has been held and a decision rendered. If a hearing is not held within ten days, the student will be allowed to return to school until the hearing is held.
c. By action of the principal, any student may be recommended for expulsion for any offense that merits this disciplinary action.

SUSPENSION PROCEDURE

a. Principals shall make every reasonable effort to investigate all aspects of a discipline problem. Students shall be suspended if it is determined that the nature of the offense demands a suspension.
b. The principal or designee shall contact the student's parents/responsible adult by telephone or in person to notify them of the suspension. In the event the student's presence may cause a disruption of the orderly operations of the school, immediate removal from school to the parent's custody will take place.
c. The principal or designee shall contact the parent/guardian about the suspension. Home and work phone numbers (and when available, beeper or cell phone numbers) should be on file.
d. If a parent cannot be reached or is not available to pick up student, student should be kept in an in-school suspension.
e. If the student in an in-school suspension becomes unstable, school counselors or

social workers should be consulted.

Parent needs to be contacted and insist parent take student for emergency assessment. Student should not be sent home unattended.

f. If the student in an in-school suspension becomes violent, call for local law enforcement.

g. In case of suspension or expulsion, the principal or designee shall:

1. Contact parent, tutor, or legal guardian by phone at the number shown on the pupil's registration card and provide a report of the suspension, or
2. Send a certified letter (**In cases of expulsion**) to the address shown on the pupil's registration card to the parent, tutor, or legal guardian giving notice of the suspension or expulsion.

h. Further, a copy must be sent to the Supervisor of Child Welfare within two school days. The principal must keep a copy on file at school.

i. Parents/guardians must be notified of their right to contest the suspension. An appeal of the suspension may occur if it is felt that the student is innocent of the charges or if it is felt that the terms of the suspension are too severe. In the event of an appeal**,** if the suspension is revoked, the days will be counted as excused absences and the student will be allowed to make up work. The appeal should go to the Supervisor of Child Welfare in the central office.

EXPULSION PROCEDURE

a. When the Supervisor of Child Welfare is notified of a recommendation for expulsion, a hearing date, time, and place will be set.

b. Notification of right to counsel will be given.

c. Notification of the hearing will be by certified mail.

d. The hearing will be set between five and ten working days.

e. Failure to appear at the expulsion hearing will be considered as a waiver of the student's right and does not interrupt the process.

f. The student and/or his/her parents have the right to appeal the expulsion decision to the Superintendent within five working days.

g. The student is not allowed to return to school until a hearing has been held.

F. CORPORAL PUNISHMENT

Louisiana's R. S. 17:416, amended in 1976 by Act 688, specifically permits the use of reasonable corporal punishment against any student for good cause in order to maintain discipline and order within the public schools.

Corporal punishment must always be a deliberate, reasonable, well thought-out action on the part of school officials. Due process will be given every student subject to corporal punishment.

It will be fairly and impartially administered following the procedures listed below:

1. Prior to the administering of corporal punishment, as is the case with other disciplinary measures, the principal or assistant principal shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his/her version of the facts prior to imposition of such corporal punishment.
2. It will be administered by the principal, assistant principal, or principal designee in the presence of another adult.
3. A record of each incident of corporal punishment shall be kept.

It will include the name of the student, the time, date, violation, form of discipline

administered, the person administering such discipline, and the witnesses thereto. Upon request of the parent, the principal or assistant principal shall notify the parents or person having legal custody of the student of such violation and punishment in accordance with the discipline policy of said school.

4. Instrument (The instrument used to administer corporal punishment shall conform to appropriate instrument as defined by applicable court cases.)
5. Paddling shall be administered to the buttocks area of the body.
6. The number of paddles shall range from one to five, the exact number to be determined by circumstances and administrator discretion.

G. SUSPENDABLE ACTS AND DISCIPLINE ACTION OPTIONS

The administrator must respond to a discipline report with meaningful action that includes:

Option	Consequences
1	**Conference with school administrator/ peer mediation**
2	**Detention / After School Detention**
3	**Saturday Detention**
4	**In-School Suspension**
5	**1-3 Day Suspension (out-of-school)**
6	**3-5 Day Suspension (out-of-school)**
7	**3-9 Day Suspension (out-of-school)**
8	**3-9 Day Suspension (Recommendation for Expulsion)**
9	**9-Day Suspension (Recommendation for Expulsion)**
10	**Anti-Tobacco Clinic**
11	**Anti-Drug/Refusal Skill Classes**
12	**Loss of Driving Privileges**
13	**Bus Suspension**
14	**Bus Expulsion**

Due process will be accorded a student before disciplinary options 2-11 are used.

An administrative conference will be held with the pupil. The pupil will be advised of the misconduct he/she is accused of and he/she will be given an opportunity to explain his/her version of the facts. The administrator will review the suspension procedure and steps in the disciplinary regulations. Students will be notified that the next infraction of rules could result in more severe consequences. The pupil's parent/guardian will be notified of this conference. Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. A school principal may suspend from school and/or suspend from riding the bus any pupil who is guilty of the stated offenses below.

A STUDENT SUSPENDED FOR ANY OF THE BELOW STATED REASONS MAY BE RECOMMENDED FOR EXPULSION WHEN CAUSE EXISTS. SUCH RECOMMENDATION FOR EXPULSION IS SUBJECT TO ALL DUE PROCESS PROCEDURES.

SCHOOL DISCIPLINE CHART

****/These school infractions may be criminal and require contact with law enforcement.**

MISCONDUCT and/or OFFENSE	**OPTION for GRADES Pre K – 3**	**OPTION for GRADES 4 - 6**	**OPTION for GRADES 7 - 8**	**OPTION for GRADES 9 – 12**
**Alcohol Use/ Possession / Distribution	9	9,11	9,11	9,11,**12**
Argument or Non-Physical Confrontation	1-2-3-4-5	1-2-3-4-5	1-2-3-4-5	1-2-3-4-5
**Arson	9	9	9	9
**Assault/Threatening of School Employee	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
**Assault/Threatening of Student	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9
**Battery	9	9	9	9
**Bomb/Explosive Device Threat	9 referred to School Board	9 referred to School Board	9 Grades 6-12 and underage: expelled minimum of six calendar months	9 Over 16 yrs of age: expelled 12 calendar months
**Bomb/Explosive Device Threat (Accessory to the Fact)	8-9	8-9	8-9	8-9
**Bomb/Explosive Device (facsimile)	9	9	9	9
**Bomb/Explosive Device (possession)	9	9	9	9
Bullets or facsimile (possession)	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
**Bullying/Cyber bullying (see policy /IB Checklist)	1-9	1-9	1-9	1-9
**Burglary	9	9	9	9
MISCONDUCT and/or OFFENSE	**OPTION for GRADES Pre K – 3**	**OPTION for GRADES 4 - 6**	**OPTION for GRADES 7 - 8**	**OPTION for GRADES 9 – 12**
Cell Phone/ Beeper/ Electronic Devices (Possession) See Policy	1st offense - 1 2nd offense- 1-2-3-4 3rd offense- 1-2-3-4-5	1st offense - 1 2nd offense– 1-2-3-4 3rd offense– 1-2-3-4-5	1st offense - 1 2nd offense– 1-2-3-4 3rd offense– 1-2-3-4-5	1st offense - 1 2nd offense– 1-2-3-4 3rd offense- 1-2-3-4-5
Cheating	Refer to Pupil Progression	Refer to Pupil Progression	Refer to Pupil Progression	Refer to Pupil Progression
Computer Hacking (see policy)	9	9	9	9
Cutting Class	2-3-4	2-3-4	2-3-4-5	2-3-4-5

**Damage To Personal Property of Teachers and Others	5-6-7-8-9 Plus Restitution	5-6-7-8-9 Plus Restitution	5-6-7-8-9 Plus Restitution	5-6-7-8-9 Plus Restitution
**Dangerous Weapon (Other than knife) (Possession)	9	9	9	9,**12**
**Defacing School Property	4-5-6 Plus Restitution	4-5-6 Plus Restitution	4-5-6 Plus Restitution	4-5-6 Plus Restitution
Deliberate Disobedience	1-9	1-9	4-9	4-9
Disrespect To School Board Employee or School Board Member	1-2-3-4-5-6-7-8-9	3-4-5-6-7-8-9	3-4-5-6-7-8-9	3-4-5-6-7-8-9
Disruptions	1-2-3-4	1-2-3-4	1-2-3-4	1-2-3-4
Dress and Appearance Code Violation / Slabbing (see policy)	1ST offense - warning, parental contact, 2nd offense - parent contact, behavior clinic, noon detention, redress 3rd offense - parent conference, detention 4th offense - penalty options 1,2,3,4,5	1ST offense - warning, parental contact, 2nd offense - parent contact, behavior clinic, noon detention, redress 3rd offense - parent conference detention 4th offense - Penalty Options 1,2,3,4,5	1ST offense - warning, parental contact, redress (if parent cannot be located student placed in in-school detention or timeout) 2nd offense - parent conference redress, Saturday Detention 3rd offense - parent conference, redress, 1 day in-school suspension 4th offense - options 4-9	1ST offense - warning, parental contact, redress (if parent cannot be located student placed in in-school detention or timeout) 2nd offense - parent conference redress, Saturday Detention 3rd offense - parent conference, redress, 1 day in-school suspension 4th offense- options 4-9
MISCONDUCT and/or OFFENSE	**OPTION for GRADES Pre K – 3**	**OPTION for GRADES 4 - 6**	**OPTION for GRADES 7 - 8**	**OPTION for GRADES 9 – 12**
**Drug / Prescription Drug Possession/ Distribution/Use (Refer to R.S. 17:416)	9-11 K-5: referral to school board	9-11 6-8 and under 16 yrs: expelled for 2 "complete" semesters	9-11 6-8 and under 16 yrs: expelled for 2 "complete" semesters	9-11-12 9-12 and 16 yrs and over: expelled for 4 "complete" semesters
**Drug / Prescription Drug Possession/Use Distribution Facsimile (see policy)	4-9	9 & 11	9 & 11	9 & 11,12
**Drug Paraphernalia (see policy)	5-9 & 11	5-9 & 11	5-9 & 11	5-9 & 11,12

Electronic/ Telecommunication Devices (see policy)	2-3-4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
**Extortion	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
**Fighting	2-3-4-5-6-7-8-9	3-4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
**Fighting (instigation)	2-3-4-5-6-7-8-9	3-4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
**Firearm (possession)	9 P-K-5: Refer to Statute 17:416 Expel for a minimum of 2 complete semesters Refer to the DA's office Rehab/counsel-ing program	9 Gr 6 Refer to Statute 17:416 expel for a minimum of 4 complete school semesters refer to the DA's office rehab/counsel-ing program	9 Gr 7-8: Refer to Statute 17:416 expel for a minimum of 4 complete school semesters refer to the DA's office rehab/counsel-ing program	9 Gr9-12: 12 Refer to Statute 17:416 expel for a minimum of 4 complete school semesters rehab/counsel-ing program
**Firearm Facsimile/Replica	9	9	9	9,**12**
Fireworks & Facsimile (Possession or shooting)	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
Forged Official Forms Violation	4-5-6	4-5-6	4-5-6	4-5-6
**Gambling	2-3-4-5	2-3-4-5	2-3-4-5	2-3-4-5
Gambling Paraphernalia	2-3-4-5	2-3-4-5	2-3-4-5	2-3-4-5
**Gang / Group Fight	6-7-8-9	6-7-8-9	9	9
**Harassment/Hazing (see policy / IB Checklist)	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9
**Inciting or Participating in Riot/Incipient unrest	6-7-8-9	6-7-8-9	6-7-8-9	5-6-7-8-9
Indecent Behavior	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
**Knife(Possession of)	4-5-6-7-8-9	8-9	9	9
Laser Lights (Possession with intent)	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
MISCONDUCT and/or OFFENSE	**OPTION for GRADES Pre K – 3**	**OPTION for GRADES 4 - 6**	**OPTION for GRADES 7 - 8**	**OPTION for GRADES 9 – 12**
Leaving Campus	3-4-5	3-4-5	3-4-5	3-4-5 & 12
Lighter, Matches & Paraphernalia (use and/or possession-see policy)	4-5-6	5-7-9-10	5-7-9-10	5-7-9-10

Locker Policy Violation (see policy)	1-2-3-4-5-6-7-8-9 possible loss of locker privileges	1-2-3-4-5-6-7-8-9 possible loss of locker privileges	1-2-3-4-5-6-7-8-9 possible loss of locker privileges	1-2-3-4-5-6-7-8-9 possible loss of locker privileges
Missile Throwing	1-2-3-4	1-2-3-4	1-2-3-4	1-2-3-4
**Molesting another Student	7-8-9	7-8-9	7-8-9	7-8-9
Other Serious Offenses	1-9	1-9	1-9	1-9
**Over-the-Counter Medication Use/Possession/Distribution	5-9	5-9 & 11	5-9 & 11	5-9 & 11
**Pornography Possession and/or Distribution	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Public Display of Affection	1-9	1-9	1-9	1-9
Profanity/Obscenity	1-2-3-4	3-4-5-6-7-8-9	3-4-5-6-7-8-9	3-4-5-6-7-8-9
Profanity/Obscenity (directed toward school personnel)	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Scuffle	1-2-3-4-5-6	1-2-3-4-5-6	1-2-3-4-5-6	1-2-3-4-5-6
Sneaking(sucker punch)	1-2-3-4	3-4-5	5-6-7-8	5-6-7-8
**Stealing/Theft	3-4-5-6 plus restitution	3-4-5-6 plus restitution	3-4-5-6 plus restitution	3-4-5-6 plus restitution
**Stun Gun	9	9	9	9
Tardiness/Late (Excessive Morning to School/4 per grading period)	1-2-3	1-2-3	1-2-3-4	1-2-3-4-5 & 12
Tardiness-Class-4/grading period	1-2-3-4	1-2-3-4	1-2-3-4-5	1-2-3-4-5
**Threatening an Employee (see assault)	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
**Threatening a student (see assault)	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9-
Tobacco & Possession or Use E- Cigarette/Vapor	1st Offense 5 2nd Offense 7 3rd Offense 9	1st Offense 5, 10 2nd Offense 7, 10 3rd Offense 9	1st Offense 5, 10 2nd Offense 7, 10 3rd Offense 9	1st Offense 5, 10 2nd Offense 7, 10 3rd Offense 9
Technology Misuse	1ST offense - warning, parental contact, 2nd offense -parental contact, behavior clinic, noon detention 3rd offense -parent conference,1 day suspension, loss of privileges for determined time 4th offense – penalty options 1,2,3,4,5, loss of privileges for extended time	1ST offense - warning, parental contact, 2nd offense -parent contact, behavior clinic, noon detention 3rd offense parent conference detention, 1 day suspension, loss of privileges for determine time 4th offense -Penalty Options1,2,3,4,5, loss of privileges for extended time	1ST offense - warning, parental contact, noon detention 2nd offense - parental contact, Saturday Detention 3rd offense -parental contact, 1 day out-of-school suspension, loss of privileges for extended time	1ST offense - warning, parental contact, in-school detention 2nd offense - parent conference, Saturday Detention 3rd offense - parent conference, 1 day out-of-school , suspension, loss of privileges for extended time 4th offense- options 4-9, loss of privileges for extended time

MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K – 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 – 12
Traffic or Safety Regulation Violation	1-2-3	1-2-3	1-2-3	1st offense-1-2-3 & 12 for 2 weeks & citation 2nd offense- 12 for 12 weeks & citation 3rd offense-12 for remainder of school year & citation
**Trespassing (by a student who is suspended/expelled)	4-5-6-7-8	4-5-6-7-8	5-6-7-8	5-6-7-8
**Trespassing with Intent to Fight	9	9	9	9
Truant	2-3-4	2-3-4	2-3-4-5	2-3-4-5
Unfound charges against School Employee or School Board Member	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Unfound charges against School Employee or School Board Member	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
**Vandalism/Destruction of School Property	3-4-5-6-7-8-9 plus restitution	3-4-5-6-7-8-9 plus restitution	3-4-5-6-7-8-9 plus restitution	4-5-6-7-8-9 plus restitution
**Weapon or Instrument to do Bodily Harm (other than firearms/ knife)	5-6-7-8-9	8-9	9	9
Willful Disobedience	1-2-3-4	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
"Yes Ma'am," "No Ma'am"	1-2-3-4	1-2-3-4	1-2-3-4	1-2-3-4

H. TRANSPORTATION: RULES FOR CONDUCT ON SCHOOL BUS

In accordance with La. R.S. 17:158, the St. Martin Parish School Board shall provide free transportation for any student who attends a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school, and the school is within the jurisdictional boundaries of the parish or city school board.

For the purpose of administration, the distance shall be determined as extending from the student's driveway or entrance to the nearest public road, to the walking entrance of the school building. (The distance shall be measured by the most direct route and may be along roads and walkways.)

No person other than assigned students and authorized persons approved by the local Transportation Supervisor or other authorized school official are allowed to board the bus.

I. RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore,

for the safe operation of the school bus, students should be aware of and obey the following safety rules:

J. BUS CONDUCT POLICY

1. Students will cooperate with the driver; your safety depends on it.
2. Students will be on time; the bus will not wait.
3. Students will cross the road cautiously in accordance with instructions and provisions of state law when boarding and leaving the bus.(State of Louisiana – Department of Education School Transportation Handbook - Bulletin 1191 - Revised 1988)
4. Students will enter and leave the bus in orderly fashion and in accordance with instructions from the bus driver, bus driver aide, or their designee.
5. Students will remain quiet enough not to distract the driver.
6. Students will remain seated while the bus is in motion.
7. Students will refrain from damaging or destroying property.
8. Students will keep arms, head or other objects inside the bust at all times..
9. Students will refrain from throwing objects about in the bus or out of the windows and doors.
10. Students will avoid the use or possession of tobacco, matches, cigarette lighters, weapons, alcohol, obscene or vulgar literature, drugs, animals, or an undesignated contraband while on the bus.
11. Students will refrain from eating or drinking on the bus
12. Students will be required to ride only their assigned bus.
13. Students will respect the bus driver, bus driver aide, or their designee.
14. Students will refrain from carrying band instruments, projects, and other objects that are too large to be held by the passenger or stowed safely under the seat onto the bus.
15. Students will use emergency exits only for emergencies and/or when instructed to do so.
16. Code of Conduct also applies to students on bus.
17. Objects prohibited by state or federal law or local school board are not allowed on the bus.
18. Be courteous and safety conscious. Protect personal riding privileges and enjoy the ride.

BUS CHART

**These bus infractions may be criminal and require contact with law enforcement.

BUS MISCONDUCT AND/OR BUS OFFENSE	**OPTION for GRADES Pre K - 3**	**OPTION for GRADES 4 – 6**	**OPTION for GRADES 7 - 8**	**OPTION for GRADES 9 – 12**
**Assault Towards Bus Driver	4-5-6-7-8-9-13	4-5-6-7-8-9-13	5-6-7-8-9	5-6-7-8-9
**Battery on Bus Driver	9	9	9	9
Boarding Bus at Incorrect Stop	3-4-5	3-4-5	3-4-5	3-4-5
Body Parts Out of the Bus Window (arms, hands, head, etc)	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13
Contraband(CD player, Gameboys, etc.)	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13

**Defacing School Bus	4-5-6-13 plus restitution	4-5-6-13 plus restitution	4-5-6-13 plus restitution	4-5-6-13 plus restitution
Disrespect to Bus Driver	1-2-3-4-5-6-7-8-9-13	6-7-8-9-13	6-7-8-9-13	6-7-8-9-13
Eating, Drinking, or Littering	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13
**Fighting at Bus Stop	2-3-4-5-6-7-8-9-13-14	3-4-5-6-7-8-9-13-14	5-6-7-8-9-13-14	5-6-7-8-9-13-14
**Fighting on Bus	2-3-4-5-6-7-8-9-13-14	3-4-5-6-7-8-9-13-14	5-6-7-8-9-13-14	5-6-7-8-9-13-14
BUS MISCONDUCT AND/OR BUS OFFENSE	**OPTION for GRADES Pre K - 3**	**OPTION for GRADES 4 – 6**	**OPTION for GRADES 7 - 8**	**OPTION for GRADES 9 – 12**
Immoral or Vicious Act	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Lighter, Matches, Paraphernalia (use and/or possession)	4-5-6-13	5-7-9-10-13	5-7-9-10-13	5-7-9-10-13
Other Serious Offense	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
**Possession of Weapon	5-6-7-8-9	8-9	9	9
Profanity/Obscenity	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Profanity/Obscenity (directed toward school personnel)	4-5-6-7-8-9-13-14	5-6-7-8-9-13-14	5-6-7-8-9-13-14	5-6-7-8-9-13-14
Public Display of Affection	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Pushing or Tripping at Bus Stop	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13
Pushing or Tripping on the Bus	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13
Refusing to Sit in Assigned Seat	1-2-3-4-13	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13
Standing While Bus is in Motion	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13
Throwing Objects on/from the Bus	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13
Tobacco: Possession or Use of Products E-Cigarette/Vapor	1st offense – 5 2nd offense – 7 3rd offense – 9	1st offense –5,10 2nd offense –7,10 3rd offense – 6	1st offense – 5,10 2nd offense –7,10 3rd offense – 6	1st offense– 5,10 2nd offense–7,10 3rd offense – 6
Uniform Violation	See uniform policy	See uniform policy	See uniform policy	See uniform policy
Yelling-Screaming	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13

VIDEO CAMERAS ARE UTILIZED ON SCHOOL BUSES TO MONITOR.

K. LOSS OF ACTIVITY PRIVILEGES

Pupils may be suspended from participation in or being present at school extracurricular activities. Only the principal or person designated by the principal may suspend a pupil from

participation in extracurricular activities. When under suspension from school, a pupil shall not participate in or be present at any school activities sponsored by the school.

Nothing in this policy is intended to limit a teacher's authority to require a pupil to leave a particular extracurricular activity when the teacher has evidence that the pupil's behavior has been in violation of Board policies or school rules regarding pupil conduct. A report of misconduct and the action taken by the teacher shall be given to the appropriate school administrator at the earliest possible opportunity, preferably not later than the beginning of the next school day. If notification is made to law enforcement authorities, the parents shall be advised by the principal.

L. SUSPENSION OF STUDENT DRIVER'S LICENSE

Students, between the ages of 15 years and 18 years of age, expelled or assigned to the alternative school for 10 or more consecutive school days in accordance with the Board policy for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff shall be referred for revocation of the student's driver's license. Written notice of the school's disciplinary action shall be forwarded from the school principal to the Department of Public Safety and Corrections.

M. LONG TERM LOSS OF PARTICIPATION IN EXTRACURRICULAR ACTIVITES

No students in grades 7-12 inclusively, shall be allowed to participate in any school sponsored extracurricular activity in the event such student is arrested for:

1. A violation of any provision of the Louisiana Uniform Controlled Dangerous Substances Act;
2. Any grade of theft or burglary; or
3. Criminal mischief or criminal damage to property wherein destruction or injury to property is in excess of $100.00.

Furthermore, no student assigned to any alternative disciplinary setting, such as JCEP, shall be permitted to participate in extracurricular activities that are school sponsored. The prohibition against participation in extracurricular activities set forth herein shall be for a term of nine (9) months, commencing with notification by the student's principal, the superintendent, or his/her designee.

Prior to the imposition of the action set forth herein, the student's principal, the superintendent, or his/her designee, shall notify said student and his/her legal guardian(s) accordingly, after which the student/guardian may challenge the suspension from participation in extracurricular activities in the same manner as a proposed expulsion may be contested. In such an instance, the identical procedures that govern expulsion appeals/hearings shall be applicable, except that the aggrieved student shall have no right of appeal beyond any decision that may be rendered by the St. Martin Parish School Board.

For the purpose of this policy, the term "extracurricular activities" shall include, but not be limited to, athletics, band, speech, quiz bowl, cheerleading, boosters, 4-H, prom, and related programs, and any other event that may require off-campus activities. This ban does not include participation in graduation ceremonies for seniors who successfully complete their assignment in the alternative setting.

Nothing herein shall prohibit a sponsor or coach of an extracurricular activity from imposing additional rules, regulations, or restrictions as prerequisites for participation in the event or activity which he or she coaches or sponsors.

N. SEARCH AND SEIZURE POLICIES

State law allows any teacher, principal, school resource officer, and administrator in any parish or city school system of the state to search any building, desk, locker, area or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated. The teacher, principal, school resource officer, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

No teacher, principal, school resource officer, or administrator shall be held personally liable for any action authorized and performed in accordance with state law and the school board policy regarding searches and seizures.

Upon the seizure by any public school teacher, principal, school resource officer, or administrator of any firearm, bomb, knife, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined in La. R.S. 40:961(7), the principal or his/her designated administrator shall report the confiscation of such implement or material to the appropriate law enforcement officials. The principal or his/her designated administrator may report the confiscation of any other implement or material.

Any implement or material mentioned herein that has to be reported to law enforcement officials shall be retained and secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the implement or material or provides notice to the school principal that it need no longer be retained. In the case that it need not be retained, the school principal shall comply with the School Board policy regarding disposal of the item.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material shall be reported by the law enforcement authority to the employing School Board which shall take disciplinary action pursuant to Board policy.

O. REGULATIONS FOR VIOLENT BEHAVIOR

When a physical confrontation occurs on campus, during extracurricular activities, on a school bus, on the way to and from school (La R.S. 17:416), or at a bus stop, a thorough investigation of the incident will occur. If it is determined **THAT A PHYSICAL FIGHT OCCURRED**, the administrator will take the following action:

1. High School (9-12):
   a. The appropriate law enforcement officials shall be contacted. (If an arrest is made, an attempt will be made to contact a parent.)
   b. The student shall be suspended and may be recommended for expulsion.
   c. The student shall be required to return to school with a parent before being readmitted to class.
2. Junior High (Grades 7-8):
   a. The student shall be suspended and may be recommended for expulsion.
   b. The law enforcement officials may be called at the discretion of the administrator.

c. The student shall be required to return to school with a parent before being readmitted to class.

3. Elementary School (Grades K-6): The penalty will be at the discretion of the administrator, remaining in compliance with the ST. MARTIN PARISH SCHOOL BOARD Discipline Policy Handbook. Law enforcement officials may be called at the discretion of the administration.

P. ACTIONS THAT RESULT IN NOTIFICATION AND INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES

1. Any student found guilty of being in possession of a firearm, bomb, explosive device, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined by La. R.S. 40:961(7), on school property, on a bus or at a school sponsored activity.
2. Any student involved with a bomb or explosive device threat or facsimile.
3. Any case involving any student engaging in any actions that may result in the assault of a school employee or student.
4. Any student leaving campus without permission.
5. Theft (at the discretion of the principal).
6. Any other situation where, in the judgment of the principal, a potentially dangerous situation exists which requires the assistance of law enforcement authorities.

Q. PHYSICAL CONTROL OF STUDENTS

When a school employee reasonably perceives a student is escalating to the point at which physical confrontation is imminent, the employee is expected to orally diffuse the situation, if at all possible. When verbal diffusing is not successful, the employee is authorized to utilize reasonable and necessary force in the following non-exclusive situations:

1. When the student is at a point of no return psychologically and the outcome is unpredictable.
2. When the student presents a state of mind that leads the employee to conclude that a severe disruption can reasonably be foreseen.
3. When the student appears to the employee to pose a risk of injury to himself or others or to flee from the scene to an unprotected area in an emotional outburst with an unpredictable outcome. The SRO has the discretion to utilize mechanical restraint. (ex. Handcuffs).

R. DUE PROCESS AND PROCEDURES TO BE FOLLOWED

Due process, though a basically flexible and imprecise concept, shall be defined as a fair and reasonable approach to all areas of student governance and discipline on the part of all school officials.

The degree of procedural due process afforded in each of the above instances shall be dependent upon two vital factors: 1) the gravity of the offense a student is alleged to have committed, and 2) the severity of the contemplated penalty. For example, a much greater degree of procedural due process shall be applicable in an expulsion situation than in one in which the penalty is a suspension.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and a notice of his right to appeal. This is applicable to the serious infractions that may warrant penalties such as suspension.

Due process shall include the student being advised of a misconduct and regulation that has been violated, plus the basis of accusation, including an opportunity to make a response to the accusation. When a pupil is removed from a classroom and assigned other disciplinary measures, a written notification will be sent to parent/guardian.

S. STUDENT DISCIPLINARY RECORDS

Student records are defined to be all official records, files, and data directly related to that student, specifically including but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Maintenance of Discipline Records

1. Pupil discipline records will be maintained on the parish computer system. This includes both minor and major disciplinary infractions.
2. Serious infractions, which include in-school and out-of-school suspensions as well as recommendations for expulsions, are maintained in hard copy by the school with copies to the Superintendent and Supervisor of Child Welfare and Attendance.
3. Disciplinary records are not to be filed in the student's cumulative folder. Such records are maintained by the principal, Supervisor of Child Welfare and Superintendent.

T. LOCKER POLICY

1. **ASSIGNMENT OF LOCKER**

   Every student shall, to the extent that physical facilities permit, be assigned a locker by the school for the exclusive use of that student during the school year. Acceptance of the locker by the student or use of such locker shall constitute acceptance of all the terms of this policy.

2. **PERMITTED USES**

   The locker shall be used only for the storage of those items specified herein. Any items found in the locker, which do not meet the specifications for permitted use, are subject to confiscation whether or not the maintenance of them is in violation of any other rule of the school, school board policy or law.

   a. **CLOTHING**: Items of clothing which are not the personal property of the student to whom the locker is assigned shall not be kept therein. Clothing of the student may be kept in the locker only on the day on which the use thereof is intended, with the exception of appropriate clothing for physical education classes, which may be stored for future use so long as such clothing is clean. Uniforms for school-sponsored activities for which the school does not provide a storage or elsewhere may also be kept in the locker if clean. An item is not "clean" for the purpose of this rule, if it omits an odor of any type or is its surface is visibly stained, smudged or otherwise laden with dirt, perspiration, or cosmetics. Stains, which are obviously permanent on an otherwise clean garment, do not render the garment "unclean."

   b. **ITEMS OF PERSONAL HYGIENE:** The student may maintain in the locker, items necessary for hygiene. All items shall be "clean."

c. **BOOKS AND SUPPLIES**: The student may keep all school issued and other school related books and supplies which are necessary or proper and convenient for the student's personal use only.

d. **OTHER ITEMS:** Items not specifically allowable in paragraphs a through c of this section may be kept in the locker upon prior written authorization from the principal or his/her designee finds that the maintenance of the article will not be detrimental to the good order and discipline of the school, is necessary to the student due to temporary circumstances for which other arrangements either could not be made or would be burdensome under the circumstance.

3. **PROHIBITED ITEMS**

a. No item shall be stored, temporarily or otherwise, in the assigned locker if it does not meet the above qualifications.

b. If any of the following items are found in the locker, the penalties shall be all of those provided by law, other school or parish rules in addition to confiscation of the item or items and possible loss of locker privileges as set forth below.

1) Illegal narcotics or drug paraphernalia or facsimile
2) Alcohol in any form or facsimile
3) Medication in any form or facsimile
4) Tobacco in any form or facsimile
5) Beeper, cellular phone or other telecommunication devices including any facsimile system
6) Firearm of any type or facsimile
7) Knife or other dangerous weapon
8) Bomb making or explosive making materials or facsimile
9) Records, papers or documents used, intended for use or designed primarily for use in trafficking in, possession of or use of any illegal substance
10) Any other item(s) the possession of which is illegal for the individual locker-assignee under the laws of the State of Louisiana.

4. **INSPECTION OR SEARCH OF LOCKERS**

a. **INSPECTION:** Each and every locker in the school building is owned by the ST. MARTIN PARISH SCHOOL BOARD and is, therefore, subject to inspection by any person authorized by the principal or his/her designee at any time, with or without the presence of the student to whom the locker is assigned and without advance notice thereof.

b. **INDIVIDUAL INSPECTION**: Upon reasonable belief by a school employee or the principal or his/her designee that a particular locker may contain items not permitted pursuant to this rule, the locker shall be subject to inspection, by any person authorized by the principal or his/her designee with or without the presence of the student to whom the locker is assigned and without advance notice thereof.

c. USE OF LOCKERS: No lock shall be placed on a locker other than the lock assigned by the school for that particular student's use of that locker. If the locker is of the built-in combination lock type, no other locks shall be used by the student. Any lock not permissible under this paragraph shall be subject to forcible removal and destruction by any

person acting with the authority of the principal without advance notice to the student.

d. **CONTAINERS IN LOCKERS**: All items within a locker shall be subject to individual inspection under circumstances, as set forth above, including the interior of any container, pockets of any clothing and compartments of any item, or places of like nature. If upon such inspection, a locked container is discovered in the locker, it shall be taken to the office of the principal or his/her designee at which point the student shall be afforded the reasonable opportunity to open the lock thereon and permit inspection. If the student refuses, the locked container may be forced open and the school shall bar no responsibility of the resultant damage.

e. **ITEMS DISCLAIMED BY THE STUDENT**: The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner or custodian thereof, in addition, any item found subsequently to be the possession of any other student not authorized to use the locker in question may be the basis of additional proceedings, disciplinary or criminal, against such other student. If the student whose locker is in question denies any knowledge of the ownership of an item, it shall be treated as abandoned property.

f. **ADDITIONAL AUTHORITY**: If a teacher, security officer, school resource officer, police officer legally within the building, or other school administrator not having authority to conduct random or individual inspections has reason to believe that the suspected item will be removed from the locker while permission to conduct an inspection is being sought, or believes that the continuing presence of the suspected item poses an imminent threat to the safety of any student or other occupant of the building, a search or inspection may be conducted forthwith but a report shall be made of the fact of such inspection and its results, to the principal at the earliest practical time, and any item confiscated during such a search shall be produced.

5. **POLICE INVOLVEMENT**

In any circumstance in which the person authorizing the inspection has reason to believe that any of the following conditions are present, a police officer's presence and assistance during the inspection may be sought or the search authority may be delegated directly to the police:

a. The person authorized to perform the inspection might be in any type of physical danger while so performing it;

b. The nature of the item sought is such (as in the case of drugs, weapons, bombs) that the police officer would be more readily able to make and identification of the item;

c. There is a facially valid search warrant for such a search;

d. The police officer's presence will enhance the safety of the student body; or

e. Due to personnel allocations, the presence of the police officer is at the convenience of the school.

If information which gives rise to the inspection is provided by the police department and the school has a valid interest in performing an inspection in order to maintain the normal order and discipline of the school, the police officer may be invited to participate, but such invitation to

participate shall not be required of the authorizing official. It is to be clearly understood by all who act pursuant to this rule that no officer shall, as a matter of right, have the authority to demand to make a search absent a facially valid search warrant or exigent circumstances recognized as allowing a warrantless search.

6. **OTHER EMERGENCY**

Regardless of any provision in this rule, nothing in this rule shall prevent any person from taking such action as may be reasonably deemed necessary or desirable in the face of a threat to life or property, and any item discovered during the course of such action shall be actionable as thought it had been discovered during the course of an authorized inspection.

7. **PENALTIES**

Refer to Disciplinary Action Options

U. SUBSTANCE ABUSE POLICY

Philosophy

The St. Martin Parish School System recognizes that the use of alcohol and other drugs and the problems associated with their use are becoming increasingly commonplace in our society and among youth. Therefore, not only because state law mandates but also because it is in the best interest of the community; the St. Martin Parish School Board directs that steps be taken to promote, enhance, and maintain an alcohol/drug free school system and student body. Along with parents and other segments of the community, the School Board has a role to play in helping students remain alcohol/drug free.

As a result of La. R.S. 17:404(B)(1), relative to alcohol, drug, and substance abuse programs for students, the St. Martin Parish School System will implement the State Board of Elementary and Secondary Education programs such that every student in grades kindergarten through nine is involved for a minimum of sixteen contact hours every school year and in grades 10-12 a minimum of eight contact hours every school year. The required minimum contact hours will be incorporated into a comprehensive school health program.

If appropriate, the school may exercise the authority granted by La. R.S. 40:1098.1 et seq. relative to alcoholism and addiction counseling and treatment for alcohol and drug abuse for minor children.

According to La. R.S. 14:403.1, all school employees are required by law to report students who are in possession of, under the influence of, manufacturing, distributing, or possession with intent to distribute alcoholic beverages, over-the-counter medication, controlled dangerous substances, or any mood-altering chemicals. Any person who makes a report in good faith pursuant to substance abuse will have immunity from civil liability that otherwise might be incurred.

La. R.S. 17:416.3 (A),C),(D), and (E) as explained in the **Search and Seizure Policy** also mandates the school system report such confiscation of such material to the appropriate law enforcement officials.

Policy and Procedures

Through the efforts of the school-based Student Assistance Teams (SAT) and the parish-wide Safe & Drug Free Schools & Communities Program, the St. Martin Parish Public School System intends to cooperate with all segments of the community in making

the means of assistance available to all those individuals who develop alcohol or other drug-related problems. It is mandatory that school personnel report students suspected of substance abuse in our schools in accordance with the following policy and procedures:

The possession, use, delivery, transfer or sale of alcoholic beverages, over-the-counter medication, controlled dangerous substances, prescription drugs, or any mood-altering chemicals by students while on school premises, school buses, or under school supervision, is expressly forbidden.

1. When the principal or designee has reasonable cause to believe that a student has possessed, actually or constructively, manufactured, distributed, possessed with intent to distribute, used, delivered, transferred, sold, or is under the influence of alcoholic beverages, controlled dangerous substances, prescription drugs, or any mood-altering chemicals on school grounds, a school bus, or at a school sponsored activity in which the student is engaged either as a participant or a spectator, the student will immediately be suspended indefinitely pending a hearing for expulsion. Said expulsion hearing will be conducted within a reasonable time following said infraction. Constructive possession shall be defined as possession whereby a student has dominion and control over the contraband; i.e., possession in locker, vehicle or other area to which student has access.

   The following procedures shall be followed:

   a. The student will be accorded due process rights as set forth in this policy.
   b. The parish safe and drug free school coordinator shall be immediately notified of the facts.
   c. The student's parent or guardian will be contacted as soon as reasonably possible under the circumstances and informed of the facts.
   d. The appropriate law enforcement officials will be notified. Therefore, this reporting requirement shall be in addition to the mandatory reports to law enforcement officials required by Louisiana law, including but not limited to La. R.S. 14:403.1.

   If evidence presented by the principal or designee is sufficient, the student will be expelled. The student will be eligible to attend an alternative program, if one is available, with the exception of distribution or the intent to distribute controlled dangerous substances. Before a student is admitted into an alternative program the student and parent/legal guardian must agree to the following:

   a. The student must undergo a no-cost assessment/evaluation by a St. Martin Parish School Board approved assessment evaluation agency.
   b. The student must participate in a four-hour drug/refusal education program and the parent/legal guardian must participate in a two-hour drug/refusal education program presented by the School Board Safe and Drug Free Education Prevention Program. Substance abuse counseling/ education by a certified counselor may be substituted for classes if proof is shown.

2. When a principal or designee, following a search initiated because a reasonable belief existed that the student was in possession of or distributed over-the-

counter medication on school grounds, a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, and the search, as conducted under these conditions and in conformity with School Board policy in fact revealed that the student was indeed in possession of said over-the-counter medication, the parish safe and drug free education coordinator shall be immediately notified of the facts and the following shall apply:

a. The student will be suspended for a minimum of one to three days to a maximum of nine days with a recommendation for expulsion.
b. The student must participate in a four-hour drug/refusal education activity and the parent/guardian must participate in a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.

3. When a principal or designee, following a search initiated because a reasonable belief existed that the student was in possession of drug paraphernalia, i.e., rolling paper, roach clips, stones, bongs, etc., on school grounds, a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, and the search, as conducted under these conditions and in conformity with School Board policy in fact revealed that the student was indeed in possession of said paraphernalia, the parish safe and drug free education coordinator shall be immediately notified of the facts and the following shall apply:

a. The student will be suspended for a maximum of three days.
b. The student must participate in a four-hour drug/refusal education activity and the parent/guardian must participate in a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.

4. When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is in possession of or distributing any facsimile of alcohol, over-the-counter medication, controlled dangerous substance, or any mood-altering chemicals on school grounds, on a school bus, or at a school sponsored activity in which the student is engaged as participant or a spectator, the parish safe and drug free education coordinator will be immediately notified of the facts and the following shall apply:

a. Nine day suspension with recommendation for expulsion.
b. Attend a four-hour drug/refusal education program. The parent/guardian must attend a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.

5. When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is in possession or using tobacco products while on school grounds, on a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, the following will apply:

a. <u>First Offense</u> – the student will be suspended for a maximum of 3 days and will be mandated to attend a two-hour anti-tobacco clinic sponsored by the school board safe and drug free education program.
b. <u>Second Offense</u> - The student will be suspended for 3-9 days and will be

mandated to attend a two-hour anti-tobacco clinic sponsored by the school board safe and drug free education program.

c. Third Offense - The student shall be suspended for 9 days with a recommendation for expulsion.

V. CELL PHONE, BEEPERS, TELECOMMUNICATIONS, and other ELECTRONIC DEVICES

(Principal has the right to be more stringent)

Beepers, used to notify an individual of a phone call or message, are not to be allowed in a student's possession, in book bags or lockers. Cell phones and similar electronic devices are prohibited for all students in grades pre-Kindergarten through grade 12.

When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is using or operating any electronic telecommunications device including any beeper, pager, or cell phone while on school grounds or on a school bus in violation of school board policy, that student shall be subject to disciplinary action.

The following procedures shall be followed:

1. First Offense - Remove the device, call parent and device may be released to parent
2. Second Offense - Remove the device, call parent, device may be released to parent, Saturday detention and /or In-school suspension
3. Third Offense - Remove the device, call parent, device may be released to parent, loss of privileges and out-of-school suspension (1-3 days)

W. WEAPONS POLICY

The possession or use of a weapon or look-alike weapon of any kind is prohibited. The possession or use of such shall include, but not be limited to any rifle or gun (loaded or unloaded, spring or air propelled, operable or inoperable), switchblade knife, hunting knife, star knife, pocket knife, razor, nun chuck, brass knuckles, spiked glove, spiked wrist band, pepper spray or similar agents, etc.

Any student who is found carrying or possessing a knife with a blade which equals or exceeds 2 inches in length shall be immediately suspended. A student shall be recommended for expulsion except in the case of student less than 11 years of age AND in pre-kindergarten through grade 5. The principal may, but is not required to, recommend the student's expulsion.

X. PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including but not limited to kissing, hands in pockets, sitting on laps, and intimate embracing is considered inappropriate behavior on school property and during school sponsored activities.

Y. GENERAL/RANDOM METAL DETECTOR SEARCH POLICY

1. RATIONALE

The La. R.S. 14:95 and La. R.S. 17:416 prohibit the possession or carrying of weapons (firearms, knives or other implements or instruments which can be used as weapons) on school board property or at a school-sponsored activities. The unauthorized possession of electronic telecommunication devices or facsimile system on school board property or school-sponsored events is also prohibited by La. R.S. 17:239.

In light of such incidences nationwide and in furtherance of the law, and in order to provide a safer environment for students and employees, the St. Martin Parish School Board authorizes random and/or general searches with a hand-held or stationary metal detector of school board property, of students and non-students and any bags, parcels, purses, containers, and so forth, that they bring on to school board property or to school-sponsored activities. Such searches shall also be permitted when there is reasonable suspicion by school personnel that such person has any weapon, illegal drugs, alcohol, stolen goods or other materials or objects; the possession of which is in violation of school policy.

2. IMPLEMENTATION

a. NOTIFICATION

1) Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students and non-students on school board property and at school-sponsored events throughout the remainder of the school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a system-wide basis.

2) Posted Notices: Signs shall be posted outside entrances to school board facilities, on school buses, and at entrances to school-sponsored events to serve as notice to students and non-students that they are subject to a search with a metal detector or by other means, as a condition of entry, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions for weapons, prohibited telecommunication devices or facsimile system, or other contraband.

b. REFUSAL TO COOPERATE WITH THE SEARCH

1) Refusal by non-students: Refusal by non-students to cooperate fully with a search shall result in their removal from school board property or school-sponsored activities.

2) Refusal by students: Students on school board property or at school-sponsored activity who refuse to cooperate fully with a search shall be suspended for "willful disobedience" as provided for in the school district's discipline policy handbook.

c. SUPERVISION: Student and non-student searches utilizing a metal detector shall be conducted only by the principal, assistant principal, parish-wide safe and drug free schools coordinator and/or appointed law enforcement personnel.

d. GENERAL SEARCHES: General searches shall be defined as the use of metal detectors to search all students who are present at school on the day of the search.

e. RANDOM SEARCHES: Random searches shall involve a search done with a identifiable group of students. Prior to the conduct of any random search, authorized school personnel shall determine the method of selecting subjects to be used for the search, e.g. every student in every third classroom, every fifth student/non-employee entering a building, a bus load of students, an entire class of students, students who eat lunch

during a given lunch period, etc. Once determined, the selection procedure will be consistently applied throughout the conduct of that particular search. The parish-wide safe and drug free schools coordinator will be notified prior to the initiation of any random search. The principal will keep a record of all random searches.

f. PROCEDURES

1) Metal Detectors: When metal detectors are used, selected subjects shall be asked to remove all metal objects from their pockets and place the items on a designated tray or surface, along with any bags, parcels, or other containers being carried. The metal detector shall be passed over the subject's side, front and back and over his/her purse/book bag. If the detector activates on a subject, the authorized school official conducting the search shall request that any remaining metal objects be removed. The subject shall be searched with the metal detector once again. If the detector no longer activates, the search shall be concluded.

2) Personal Searches: Should the metal detector continue to activate, the subject shall be searched in the school office by authorized school personnel (of the same sex whenever possible), in the presence of at least one other school board employee. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate. Nothing shall be construed to afford a student an expectation of privacy, which would not otherwise exist. Personal searches shall not be malicious or willfully and deliberately intended to harass, embarrass, or intimidate the individual.

3) Media/Photographs: The media shall not be present during scanning activities nor shall pictures be taken of students who are being scanned.

g. DISPOSITION OF SUBJECT'S PROPERTY

1) Return of Property: All property removed from the subject that is not prohibited by board policy, local, state and federal law, or school rules, shall be returned to the subject upon completion of the search.

2) Discovery of Contraband: Should a subject be found in the possession of contraband (such as weapons, illegal drugs, alcohol, telecommunication devices, or other prohibited objects), the person conducting the search shall notify the principal/designee, who shall in turn immediately notify police, the child welfare and attendance officer and/or the safe and drug free schools coordinator and the subject's parent(s) if the subject is a student. Whenever feasible, the image of the contraband (guns should not be handled) shall be duplicated on a copier, the contraband should then be placed in a sealed container in a secure location. The law enforcement agent shall take custody of all weapons, other prohibited objects, and illegal drugs, and a receipt shall be obtained, and illegal drugs, and a receipt shall be obtained. Written documentation will be made of the incident, and the student given due process procedures.

h. CALIBRATION: Each detector shall be maintained and calibrated in accordance with the manufacturer's directions. If the device is adjustable to differing levels of sensitivity the choice of adjustment shall be within

the discretion of the operator.

i. NO OBLIGATION TO USE: Nothing in this policy requires that use of a metal detector, even if readily available, in preference to any other type of search.

Z. CANINE SEARCH POLICY

RATIONALE: In furtherance of the law, and in order to provide a drug-free environment for students and employees, the St. Martin Parish School Board shall authorize searches of school board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband has been established.

IMPLEMENTATION

1. Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy via student handbook to conduct unannounced canine searches of school board property during the school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a system-wide basis.
2. Procedures: The school principal, assistant principal, parish safe and drug free schools and communities coordinator and/or the child welfare and attendance office shall request the services of a trained canine and handler from the appropriate law enforcement agency. The handler and the trained canine may also make unannounced periodic visits to the school but must obtain permission from the principal and/or assistant principal before activating a search. At the designated time, an announcement will be made over the intercom that all students must remain inside the classroom until further notice. The office must be notified in the case of an emergency and an escort will be provided for students with health/restroom emergencies, etc. Any student leaving the classroom is to be reported to the office immediately. The canine will be allowed to proceed throughout the property in the company of a qualified and authorized handler, an administrator, and a custodian/plant manager with lock cutters (where needed). The administrator will also have a list of assigned lockers. In the event the dog alerts at a locker, the student will be contacted and escorted to the locker. He/She will be directed to open the locker. In the event that a locker is unassigned, the lock will be cut. Canines shall not be used to search students.
3. Refusal to Cooperate with the Search: A student who refuses to cooperate fully with a search shall be suspended for "willful disobedience" as provided for in the school district's discipline policy.

AA. AUTOMOBILE/VEHICLE SEARCH POLICY

Any student choosing to use the school parking facility to park their automobile/vehicle, whether or not those vehicles are student owned, may be searched by school administrators and law enforcement personnel working with such school administrators. Such search may be conducted without warrant for any reasonable purpose. Search of the automobile/vehicle includes all compartments and components thereof. Once a search begins, the person in control of the automobile/vehicle will not be permitted to remove it from the premises during the reasonable duration of the year.

The following sign shall be posted at the entrances to the parking lots.

W A R N I N G
VEHICLES SUBJECT TO SEARCH

Any vehicle entering this area is
subject to search by school authorities
and law enforcement personnel working
with them. Such search may be conducted
without warrant for any reasonable purpose.

Search of the vehicle includes all
compartments and components thereof.
Once search begins, the person in control
of the vehicle will not be permitted to
remove it from the premises during the
reasonable duration of the search.

BB. SEIZED CONTRABAND POLICY

Any items confiscated by school administrators shall be held by the administrator until disposed of in the appropriate manner.

1. Any illegal weapons, drugs, medication or drug paraphernalia shall be turned over to the Supervisor of Child Welfare and Attendance or law enforcement officials and shall be considered forfeit.
2. Confiscated cell phones, beepers and telecommunication devices shall be turned over to the parent/guardian.
3. All other belongings confiscated, unless involved in a crime, may be retrieved from the school administrator by a parent or guardian.

CC. OFF CAMPUS CONTROL POLICY

All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on-campus shall be available for any activity away from campus, whether or not school is in session when such activity occurs, if such off-campus activity may be reasonably interpreted to threatened the ability of the school system to maintain a safe, orderly and disciplined educational atmosphere. This policy is not limited to school sponsored and school related events.

When it is brought to the attention of the school system that a student has engaged in such conduct off-campus, the superintendent of the parish and/or principal of the school which the student attends shall conduct such investigation as the superintendent and/or principal feels is necessary and proper under circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. In conducting such investigation, the superintendent and/or principal or his/her representative may cooperate with law enforcement authorities.

By way of illustration, but not by way of limitation, the following actions shall be the subject of disciplinary and action under this section:

1. Any use or threat of use of a firearm or other dangerous implement against another person by a student.
2. Any fighting off campus as an extension of an on-campus situation or relationship.
3 Any threat against an employee of the school system purposely calculated to

cause fear or which the person issuing the threat should know will result in fear.

4. Intimidation of or threat of violence against any student, teacher, or other person by a student known to the school or known to local law enforcement agencies to be a member of a gang whose activities are not permitted on campus.
5. Any illegal sale or distribution of controlled dangerous substances or facsimile thereof off campus to any person. The term "controlled substances" shall be defined by the Louisiana Criminal Code.
6. The commission of any act, which, if committed by an adult, would constitute a felony under state or federal law. School action with regard to such matter shall be independent and arrest, indictment, trial, conviction or acquittal in the criminal or juvenile courts shall not be determination of the action necessary for the school to maintain a safe, orderly and disciplined educational environment.

DD. FEES AND FINES DUES FOR LOST OR DESTROYED TEXTBOOKS AND ANY OTHER SCHOOL PROPERTY

Students are required to pay full price for textbooks and library books, which are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged as a result of student misconduct.

EE. SUICIDE/HOMICIDE THREAT POLICY

When a principal, assistant principal, school counselor and/or social worker has reasonable cause to believe that a student is suicidal and/or homicidal the following procedures shall be followed:

1. The Health Center Social Worker/Counselor shall be contacted immediately. *(If not available and/or time does not permit, the principal or his/her designee shall proceed with the following steps.)*
2. The parent/legal guardian shall be contacted immediately.
3. The student shall be put on "suicide" or "homicide watch immediately (Student is to be under observation at all times).
4. A parent conference or contact shall take place.
5. The student shall be released directly to the parent, guardian or the parent's designee. *(The student should not be allowed to ride the bus or walk home.)*
6. An assessment will be required before the student is allowed to return back to school stating, "The child has been assessed and is able to return to school." If the assessment is not done within five (5) school days, Office of Community Services must be notified by the principal or his/her designee.

XIX. DEFINITION OF TERMS

Argument or Non-Physical Confrontation: does not involve physical contact; only two individuals are involved; the conflict is verbal and students follow directions of staff

Arson: the intentional or non-intentional damage to property by the use of an explosive substance or the setting of fire to any school, school property or personal property

Assault: a violent or sudden verbal attack; an apparent attempt or threat to do harm to another which is not self-defense; assault of a school teacher is an verbal assault committed when the victim is a school teacher acting in the performance of employment duties (La. R.S. 14:34.3 and La. R.S. 14:38.2); also see threatening

Authority: the person(s) exercising power to enforce discipline; one who has the right to control or make decisions

Battery: the infliction of force or violence on the person or another human being if actual contact is made with intent to do harm; battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties

Beeper-Telecommunication Devise: any electronic telecommunications device including any facsimile system, radio paging services, mobile telephone service, intercom or electro-mechanical paging system

Behavior: the manner in which a person acts

Bodily Harm/Injury: physical pain, loss, damage or suffering caused by a person or thing

Bomb: an explosive device or incendiary device fused to detonate under specific conditions

Bomb Threat: students will not make either on the phone, by mail, e-mail or other method, any statements threatening by writing or speaking; a school, office, or any school property with destructions using an explosive device or a weapon.

Bullets: a missile designed to be fired from a firearm; students shall not be in possession of such items

Burglary: the unauthorized entry of property

Chaperones: persons who give assistance (or drive) for school activities, such as field trips, assemblies, etc., who are not necessarily school personnel

Closed Campus: policy provides that once a student steps on campus, he/she is not allowed to leave without explicit permission from both school personnel and parent/guardian

Coat/Jacket: **any outer wear that opens in the front**

Commits Any Other Serious Offense(s): as defined by the circumstances and as determined by the principal or his/her designee to be of a serious nature

Computer Hacking: accessing or causing to be accessed of any computer, computer system, computer network or any part thereof with intent to view, alter, delete or insert programs or data without authority

Conduct: behavior or actions

Contraband: goods prohibited by law **and/or the St. Martin Parish School Board**

Cutting Class: students are to attend all scheduled classes daily; the only exception is when given permission by the teacher(s) or principal

Cyber bullying: harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

Damage to Personal Property of Teachers and Others: students will not cut, deface, or damage the personal property of teachers or other persons

Dangerous Weapon: includes any gas, liquid, or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm. (ex. spring action, compressed gas/CO2, rubberband propelled/sling shot, hard projectile, BB, pellet, frozen paint balls, bullets, ball berings, bows & arrows, cross bows, aerosol can & lighter, canisters/compressed air propelled, etc.)

Defacing School Property: to mar (destroy or injure) school property in any way

Designated Area: place that is assigned by school personnel

Designated Time: is time assigned by school personnel to which a student must adhere

Disciplinary Actions: actions that are taken when rules are broken in order to try and persuade individuals that it is to their benefit to keep rules

Discipline: orderly conduct

Disobedience: refusal to obey; failure to comply

Disrespect to School Employees or School Board Members: a lack of courtesy; offensive behavior;

disregard for authority; students will show respect for authorities and will act towards them in a decent, proper, and fair manner; students will refrain from interfering with a school authority properly discharging his/her duty

Disruptions: behavior, which interferes with or brings disorder to normal school activity or to the general learning process

Drugs/Alcohol Possession/Distribution: students are prohibited from being in possession of any illegal drug, alcohol, controlled dangerous substance, or possession of replica contraband substances on school property, on a school bus, or at a school sponsored event; moreover, no student shall distribute or possess with intent to distribute any illegal drug, alcohol, controlled dangerous substance, or replica contraband substances on school property, on a bus, or at a school sponsored event; a student shall not fail to notify a teacher or school administrator of the existence/possession/consumption of alcohol, an illegal drug, or controlled dangerous substance, or paraphernalia used with dangerous substances by another student on school property, on a school bus, or at a school sponsored event

Drugs/Alcohol Possession/Use: students are prohibited from having on their person, in their belongings, in their lockers or vehicles alcohol/drugs; students are also prohibited from using such alcohol/drugs while under school jurisdiction

Drug Paraphernalia: all equipment products and materials of any kind which are used with drugs such as roach clips, rolling paper, pipes, bongs, etc.

Electronic Telecommunication Devices: students shall not be in possession of such devices including beepers; such devices may be in student vehicle

Emergency: an unexpected situation that requires prompt action

Excused Tardy: acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters

Extortion: the process of obtaining property or favors from a person by threat, intimidation or force

Fight: unconsenting touching of another person or thing associated with a person when help or flight is available

Fighting: a physical conflict between two (2) or more individuals with the intent of harming one another

Firearm: an instrument used in the propulsion of a shot, shell or bullets by the action of gunpowder exploded within it. A weapon that acts by force of gunpowder. (*Black's Law Dictionary, Revised Fourth Edition)*

Fireworks Possession/Shooting: any device that produces a striking display (light, smoke, noise and/or smoke) by the combustion of explosives or flammable composition; students will not have in their possession or use anywhere on school property or on school buses any such device

Forgery: to alter writing or other instrument with intent to defraud

Gang Fight: a physical confrontation between several students which poses a threat to the safety of students and staff

Gambling: playing a game of chance for stakes; students are prohibited from having in their possession gambling paraphernalia such as dice or playing cards and are further prohibited from playing games for money or other stakes on school property including school buses and at school functions

Gambling Paraphernalia: included but not limited to cards, dice, slot machine devices, etc.

Graffiti: unauthorized writing (symbols or words) in public view

Group fight: a physical confrontation between two or more students against one which poses a threat to the safety of the student.

Habitual Offender: one who has committed several offenses, not necessarily of the same type

Harassment Bullying Intimidation: shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming an individual or damage his/her property or placing an individual

in reasonable fear of harm to his/her life or person or damage to his/her property and is so severs, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for an individual.

Hazing: shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean an adult-directed and school-sanctioned athletic program practice or event or military training program.

Illegal Drugs: unlawful drugs not prescribed by a physician, possession of which is a violation of the Uniform Controlled Dangerous Substance Act

Incipient: just beginning; in an early stage; commencing

Inciting or Participating in Riots/Incipient Unrest: in situations of general unrest among groups of students, a student must refrain from activities, which may incite or aggravate the situation, or which may cause it to become dangerous and uncontrollable; Students will not participate in riotous situations

Indecent Behavior: socially unacceptable behavior that is morally offensive by act or word, such as immodesty of dress or clothing, or obscenity

Inflicting Bodily Injury To Student or School Employee: no one will take any action, which will cause injury to another. (La. R.S. 14:34.3 and La. R.S. 14:38.2)

Instigates A Fight: students will not participate in or instigate hostile physical action towards others; students who are threatened or provoked must report the situation to supervising authorities

Laser Light: a device that utilizes the natural oscillations of atoms for amplifying or generating electro-magnetic waves in visible region of spectrum; students are prohibited from having in their possession any such device and such device will be confiscated; possession with intent to do bodily harm (pointing light at another individual) is a suspendable act

Leaving Campus: is exiting from a campus without the knowledge and permission of school authorities; at the end of the school day a student is to return home on the same bus or other mode of transportation by which he came to school; students can only leave otherwise when checked out by or with the written permission of the parent or guardian; special arrangements must be made with the principal or designee

Locker: a compartment that may be closed with a lock for individual student storage; contraband as stated in the locker policy is not allowed

Loiter: to linger idly with no specific purpose

Look-Alike: similar to; appear to be

Loudness: strongly heard, very audible sounds

Misconduct: behavior that is not acceptable according to the school's Code of Conduct

Missile Throwing: everyone is prohibited from throwing objects in a manner that could cause damage or injury to person or property, or which may disrupt a scheduled activity

Modification: a change or alteration

Molestation: to make indecent advances and/or liberties in which physical contact is made

Obscenity: language or behavior that is offensive to the community's standards of decency as well as to the school's educational philosophy

On-Campus Communications: any material distributed without prior approval of the principal or his/her designee

Pepper Spray: is an inflammatory comprised of oleoresin capsicum extracted

from chili or cayenne peppers or any similar agent and is dispersed by aerosol. It causes immediate dilation of the capillaries of the eyes resulting in temporary blindness and instant inflammation of the breathing tube tissues, resulting in restricted breathing.

Physical Control: a person's freedom of movement is restricted by holding the person. This restriction is utilized to prevent a person from harming themselves or others.

Pornography: materials (such as magazines, books, writings, or photographs) that show erotic behavior and is intended to cause sexual excitement. No student shall be in possession of such materials or distribute such materials

Prescription Drug: medicine prescribed by a physician

Profanity/Obscenity: students will not write, gesture, or use any profane or obscene language or draw obscene pictures in or on any school material or on any fence, pole, sidewalk, or building on the way to or from school or on any school bus

Profanity swearing: the use of language that is considered by the administration to be vulgar and inappropriate according to community norms and the school's educational philosophy

Provoking A Fight: to purposely cause or invite either verbally or physically a student or students to fight

Reasonable Belief: a suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true

Respect: deferential regard; courtesy

Responsibility: the ability to look at one's behavior, evaluate it and make a plan to do better

Rioting: public disturbance of a violent nature

Robbery: taking of anything of value belonging to another by force or intimidation

School Disturbance Minor Disturbance: An act of misconduct which is confined to a limited area and which disrupted the orderly process of educational activities in that area

Major Disturbance: A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area

Scuffle*:* Pushing or shoving that is not self-defense in a rough manner without any punching, using of fist or entanglement.

Serious Bodily Injury: impairment of physical condition not limited to the following: loss of consciousness, concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing and serious disfigurement

Self-Defense: an act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor

Self-Discipline: the ability to make a plan and carry it out

Self-Respect: a healthy opinion of oneself

Sexual Harassment:

Student to Student or Student to Staff Harassment- In this context, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event.

Extended Definition--Sexual harassment may also include but is not limited to:

1. Verbal harassment or abuse;
2. Uninvited letters, telephone calls or materials of sexual nature;
3. Uninvited or inappropriate leaning over, cornering, patting or pinching;
4. Uninvited sexually suggestive looks or gestures;
5. Intentional brushing against a student's or a school employee's body;
6. Uninvited pressures for dates

7. Uninvited sexual teasing, jokes, remarks or questions;
8. Any sexually motivated unwelcome touching; or
9. Attempted or actual rape or sexual assault

***Slabbing**:* Slacks worn below the pelvic region (upper pelvic bone), exposure of one's underclothing and flesh or buttocks. Slacks must be the correct size and fit at the waist and crotch. Habitual violation of this provision may result in a referral for willful or deliberate disobedience.

***Sneaking* (sucker punching):** students who join in a fight between two parties and punch or kick the other party(s)

Sportsmanship: exhibiting such qualities as fairness and courtesy toward others

Stealing: taking or carrying without permission and with intent to keep the property of another is prohibited. (La. R.S. 14:34.3 and La. R.S. 14:38.2)

Stun Gun: any item emitting an electrical charge shall be considered a stun gun and is prohibited

Tardiness: refers to a student who gets to class after the designated time; students are to be in their classrooms when the bell rings to begin class; failure to be on time without valid excuse shall constitute a tardy; (excessive tardies is defined by each individual school)

Theft: taking other's property without permission, by stealing, fraud or trickery

Threatening Other Students: the school environment is presumed to be safe and secure; threats, intimidations, or "bully" behaviors are prohibited; see assault

Threatening School Personnel With Bodily Harm: Students will not write or speak a statement that indicates the intent to do bodily harm to school personnel. La. R.S. 14:34.3; La. R.S. 14:38.2 states: Whoever commits the crime of battery of a school teacher shall be fined not more than one thousand dollars or imprisoned not less than two months nor more than six months or both. Assault on a schoolteacher is an assault committed when the offender has reasonable grounds to believe the victim is a schoolteacher acting in the performance of his/her duties. For purposes of assault, "school teacher" means any teacher, instructor, administrator, staff person, or employee, of any public, elementary, or secondary school. Whoever commits the crime of assault on a school teacher shall be fined not more than five hundred dollars or imprisoned not less than thirty days nor more than ninety days, or both; see assault

Tobacco, Lighter, Matches, E-Cigarettes,Vapor: Possession and/or use of tobacco products and paraphernalia are not permitted on school property, on a school bus or at school functions; this includes smokeless tobacco

Traffic or Safety Regulations Violations: Students will respect laws and officers of the law to and from school (to include crossing guards). Students using their own vehicles to get to and from school will also respect school-imposed regulations that govern student vehicles on school campuses

Trespassing: 1. Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program; students who trespass on another school campus to initiate or participate in a fight will be recommended for expulsion

2. When a student is suspended out-of-school or is expelled the student shall not be allowed to participate in or be present at any school-sponsored extracurricular activities including sports, field trips, etc. and violation of such will be considered trespassing

3. When a student is suspended out-of-school or is expelled the student shall be allowed on a school campus unless permission is granted by the school principal or his/her designee and violation of such will be considered trespassing

Truant: one who is absent from school without permission. Any juvenile student who is habitually absent from school or is habitually tardy shall be reported by the Supervisor of Child Welfare and Attendance to the Family or Juvenile Court as a truant child pursuant to the provisions of Chapter

2 of Title VIII of the Louisiana Children's Code relative to the Families In Need of Service Committee. A student will be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition, after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month, or if a pattern of five absences a month is established.

The principal or the principal's designee, with the aid of the teachers, will file a written report showing dates of absence or tardy, results of school contacts with the home, and such other information as may be needed by the Supervisor of Child Welfare and Attendance.

Tutor: the guardian of a person legally incapable of managing his/her own affairs, especially a child under the age of puberty

Unfounded Charges Against A School Board Employee or School Board Member: students are prohibited from making a charge against any of the above that is untrue or which lacks a sound basis

Vandalism: willful damaging, cutting or defacing of property any part of public school buildings, school bus or property belonging to the school board

Vulgar: showing a lack of good manners; not refined, coarse, crude and offensive

Weapon: any object, which under the circumstances, may be used to inflict bodily injury or damage to property

Willful Disobedience: the refusal to follow a reasonable request of a teacher, administrator or an adult authority figure on campus

"Yes Ma'am," "No Ma'am": Beginning in school year 1999-2000 school year and thereafter, students in Kindergarten through grade 5, when speaking to any public school system employee while on school property or at a school sponsored event, shall address and respond to such employee by using certain respectful terms "Yes Ma'am" and "No Ma'am" or "Yes, Sir" and "No, Sir" as appropriate or "Yes/No, Miss, Mrs., or Ms. (Surname)"or "Yes/No, Mr. (Surname),"; as appropriate, each such title to be followed by appropriate surname. In school year 2000-2001, the requirements shall extend to sixth grade, 2001-2002 to seventh grade, and soon ending with twelfth grade in 2006-2007.

MOVING FORWARD
PARTNERSHIPS
COMMUNITY
ORGANIZATIONS
STUDENTS
EDUCATORS
BUSINESS
FAMILY
St. Martin
PARISH SCHOOLS
LOTTIE P. BEEBE, Ed. D.
SUPERINTENDENT
ENHANCING THE VISION

APPENDIX

FILE: JCE
Cf: GAAA, GAE, KG

STUDENT COMPLAINTS AND GRIEVANCES

The St. Martin Parish School Board, recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the principal.

For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place of the school principal. One faculty member or other designated representative may be present at such meeting. Such time and place will be designated immediately upon receipt of the written request.

If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the procedures outlined in policy *GAE, Complaints and Grievances*, for further consideration of their grievance.

St. Martin Parish School Board

FILE: GAE

COMPLAINTS AND GRIEVANCES

Any employee of the St. Martin Parish School Board shall have the right to appeal the application of policies and administrative decisions affecting him/her. The person filing the grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to a personal grievance.

All grievances shall be handled expeditiously, and according to the following procedures.

A. Definitions:

1. A grievance is a claim by an employee or group thereof that he/she has suffered harm or injury by the interpretation, application or violation of a contract, a school board policy, a law or constitutionally guaranteed rights. The term "grievance" does not include matters for which the method of review is prescribed by law or where the School Board is without authority to act (e.g., employee lack of certification). Any claim by an individual that there has been a violation of rights shall be a grievance and shall be resolved through the procedures set forth herein.
2. A grievant is the person making the claim.
3. A party in interest is the person making a claim (grievant) and any person or persons who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Procedure:

Grievances shall be processed as rapidly as possible. The number of days indicated at each level is a maximum, and every effort shall be made to expedite processing the grievance. All proceedings of a grievance shall be kept confidential.

Step 1. After informally and thoroughly discussing any grievance with the employee's immediate supervisor or principal, upon reaching no satisfactory resolution of the grievance, the employee shall promptly present the grievance in writing to the immediate supervisor or principal. Such notice shall be presented no later than five (5) working days from the date of discussion. The written grievance submitted shall state the nature of the grievance and the harm or injury caused that initiated the grievance. The employee or student and the immediate supervisor or principal shall attempt to resolve the grievance. The immediate supervisor or principal shall make a proper disposition of the grievance and shall reply to the grievant within five (5) working days following the date of submission. If the grievance is not submitted within the time prescribed, the grievant shall be deemed not to have further right with respect to said grievance.

Step 2. In the event the grievant wishes to appeal the decision at Step 1, or if no decision has been rendered in the time specified, the appeal must be presented to the Superintendent or designee in writing within five (5) working days of the receipt of the Step 1 decision. Such appeal shall contain a statement of the grievance and specified references to the action taken causing the grievance. Upon receipt of such a written appeal, the Superintendent or designee shall schedule a hearing at a specific date and time and send proper notice of the scheduled hearing to the grievant. The Superintendent or designee, at the date and time specified, shall conduct a full hearing on the grievance. Following the hearing, the Superintendent or designee shall make a

written recommendation for disposition of the grievance and provide copies of relevant documents associated therewith to the School Board.

Step 3. After reviewing the record of the grievance hearing and the recommendation of the Superintendent or designee, the Board then shall dispose of the grievance.

C. Miscellaneous

1. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a person because a grievance has been filed in accordance with the provisions outlined herein.
2. Copies of all written decisions of grievances shall be sent to all parties involved.
3. All documents, communication, or records dealing with an official grievance shall be made part of the files in the office of Human Resources and shall be destroyed only in accordance with Board policy.
4. Appeals of grievance decisions will be limited to the specific issues raised in the original grievance. The parties involved will not be allowed to expand the issues during the grievance procedure, except to the extent necessary to respond to administrative decisions made along the way.
5. Failure by the grievant to meet the timelines and requirements of this procedure shall result in dismissal of his/her grievance. Failure by the administrative person rendering the decision to meet timelines and requirements of this procedure shall allow the grievant, at his/her option, to proceed to the next level of appeal.
6. If an employee leaves the employment of the Board during the pendency, at any level, of a complaint or grievance, then the employee loses the right to continue the complaint process.
7. Termination or disciplinary action against an employee may not form the basis of a complaint or grievance by that employee.

D. Representation

The person bringing forth the grievance shall have the right to present his/her own grievance. Grievants have the right to have representation at Steps 2 and 3.

If a person chooses to have representation when presenting his/her grievance, said person shall provide advance notice of such in writing to the immediate supervisor at the respective procedural level at least two (2) days prior to the meeting on the grievance.

Ref: La. Rev. Stat. Ann. §17:100.4
Pickering v. Board of Education , 88 S. Ct. 1731 (1968)
St. Martin Parish School Board