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**August 19, 2022\***

**September 16, 2022**

**October 14, 2022**

**November 18, 2022**

**December 16, 2022**

**February 10, 2023**

**March 17, 2023**

**May 12, 2023**

**Libraries Open – August 22, 2022**

**Libraries Close – May 10, 2023**

### **Professional Development**

St. Martin Parish will implement a variety of strategies and participate in educational technology initiatives. Professional Development classes are offered monthly through the District's PD Academy. Topics and registration information will be posted on the District Website.

### **Acceptable Use Policies**

The St. Martin Parish School District offers all employees access to the school district's computer system, which include the district's network, the Internet, email, and other forms of electronic communication. This access is provided to assist employees in carrying out the educational business of St. Martin Parish Schools. However, **employees are required to read the Employee Acceptable Use Policy, sign the Employee User Agreement, and submit the form to their immediate supervisor.**

The St. Martin Parish School District offers Internet access for student use. Access is available for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities. Students are required to read the Acceptable Use Policy for Students and sign the Student User Agreement. Student User Agreement is to be kept on file at the current school. The agreement must be completed **only once per level** (ex. primary, elementary, middle/jr. high, high school). A new agreement must be completed each time the student changes schools or whenever the policy changes or is updated. If at any time the parent/guardian wishes to revoke permissions, it must be done so in writing.

### **Employee/Student Communications**

Act 214 of the 2009 Louisiana Legislative Session places limitations on electronic communications between students and teachers. As a general rule, all school employees should limit electronic communications with students concerning official school related activities. Contacting students via social networking sites, such as Facebook, Twitter, and other social media, is not encouraged. Any employee, teacher/coach/etc. who will have reason to contact students outside of the school day via electronic communication, must complete an Employee/Student Electronic Communications Form. The form is to be maintained by the principal. Employees and students will also be required to report unwanted electronic contact from employees and students. Reporting form will be posted on the District website.

### **School Technology Coordinators**

Each school administrator will select a teacher representative to serve as Technology Coordinator. This individual will work closely with the Supervisor of Technology and other parish technology coordinators. Responsibilities include, but are not limited to:

- 1) **Attending regularly scheduled technology meetings**
- 2) Maintaining school's website
- 3) Disseminating information acquired from monthly meetings to principal and faculty
- 4) Assisting with technology surveys, needs-assessments, etc. as needed
- 5) Assisting with minor equipment and software issues

This individual should demonstrate the following capabilities:

- 1) Knowledge and effective use of computer equipment and software
- 2) Ability to develop and implement standards-based technology lessons
- 3) Use of effective instructional practices
- 5) Teacher mentor and technology instructor / role model
- 6) Strong communication and leadership skills

### **Reporting Misuse and Abuse**

Users of the St. Martin Parish School District's computers, networks, and Internet are held personally responsible for actions in accessing and utilizing available resources. St. Martin School Board also reserves the right to discipline students for actions taken off-campus, if they are intended to have an effect on a student or employee or they adversely affect the safety and well-being of student/teacher while in school. (Refer to Discipline Handbook) Any suspicion of misuse, abuse or violation should be reported to the School Board. Violations of employee/student electronic communication should be reported to the Supervisor of Technology (Refer to the District website for reporting form).



## St. Martin Parish Libraries Guidelines

### Things To Remember:

- According to [Bulletin 1134](#), librarians must be provided with at least 20% unencumbered time in order to perform the necessary administrative, technical, and clerical tasks.
- The librarian/pupil ratio follows the same guidelines set for classroom teachers as stated in [Bulletin 741](#).
- Pre-K students should be accompanied by classroom aides when attending the library in order to adhere to the 10 to 1 ratio set by the program.
- When assigning librarians duty, please consider the fact that they open before school, recesses, and at lunch time.
- Librarians should not be required to double-up classes or make-up classes due to monthly librarian meetings, professional development activities, class field trips, teacher absences, or holidays.
- Please encourage teachers to plan collaboratively with the librarian in order to maximize use of the library and improve student achievement.
- All libraries use an automated check- out system that requires that each student have an identification card equipped with an encrypted barcode.
- All library classes should begin on **Monday, August 22, 2022**.
- All libraries will close on **Wednesday, May 10, 2023**.

**Library Schedule  
Unencumbered Time**

**LIBRARIAN:** \_\_\_\_\_

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Monday % =	Tuesday % =	Wednesday % =	Thursday % =	Friday % =
<b>DAILY FORMULA: Total minutes (unencumbered-OFF) / Total minutes of class-teaching = daily % of downtime</b> <b>WEEKLY FORMULA: Add all daily percents together and / by 5 = weekly % of downtime</b>				Weekly % =





# STUDENT OF THE YEAR AWARDS PROGRAM



- Every public and approved nonpublic school with students enrolled in grades 5, 8 or 12 may choose to recognize and nominate one student from these grade levels to participate in the District Competition.
- Applicants must be:
  - Enrolled in Grades 5, 8, or 12
  - Maintain a cumulative grade point average of 3.1
- Each school nominee will complete a district level portfolio and submit to the district committee.
- One student will be selected from the nominees for each of the grade levels to compete at the regional level

## DATES TO REMEMBER

- **October 28, 2022** – Student of the Year Chair Meeting – 2:00
- **December 16, 2022** School Level Student of the Year Portfolios due to Redell Louis (Supervisor of Technology)
- **January 12, 2023** – Interviews for the selection of the Parish Student of the Year for grades 5, 8, and 12.

Student of the Year Chairperson Meeting October 28, 2022 2:00
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