



St. Martin Parish School System Student/Parent Handbook 2023-2024

**Mr. Frederick Wiltz
Superintendent**

“Striving for Educational Excellence and Equal Access for all Students”

www.saintmartinschools.org

**Department of Administration Building:
Ph. 337-332-2105/ Fax 337-332-3050
600 Corporate Blvd | Breaux Bridge, LA 70517**

**Federal Programs Building:
Ph. 337-332-3388 | Fax 337-332-4086 |
625 Corporate Blvd | Breaux Bridge, LA 70517**

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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:

Kevin BonHomme, 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 communication 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 337-909-2842.

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ST. MARTIN PARISH SCHOOL BOARD MEMBERS

| | |
|---------------------------------------|----------------------|
| Steve Fuselier, Vice President | District I |
| Wanda B. Vital | District II |
| Edna M. Johnson | District III |
| Jimmy Durio | District IV |
| Russell C. Foti, | District V |
| Mike Clay | District VI |
| Richard Potier, President | District VII |
| Frederic Stelly | District VIII |
| Floyd Knott | District IX |
| Mark Hebert | District X |

DISCIPLINE POLICY REVIEW COMMITTEE REPRESENTATIVES

| | |
|--|---------------------------------------|
| Kevin BonHomme, Supervisor | Child Welfare & Attendance |
| Corky Matthews, Supervisor | Compliance Officer |
| Dr. Gail Dalcourt, Director | Curriculum & Instruction |
| Pam Jordan, Director | Special Services |
| Dr. Shirley Thibodeaux, Supervisor | Special Services |
| Khristy Hulin, Coordinator | Safe & Drug Free Schools |
| Mary Journet, Coordinator | Truancy |
| Adrienne Huval, Coordinator | School Based Health Centers |
| Glenda Verrett | Special Services |
| Cheryl Mitchell | Special Services |
| Cora Siner | Special Services |
| Felicia Dalcour | Special Services |
| Angel DeLaunay, B.I. | Breaux Bridge Primary |
| Coy Darby, Asst. Principal | Breaux Bridge Junior High |
| Paul Phillips, Asst. Principal | St. Martinville Junior High |
| Amy Guillory, Asst. Principal | St. Martinville Primary |
| Jacoby Lewis, B.I. | St. Martinville Primary |
| Brandy Jolivette, Asst. Principal | Teche Elementary |
| Tonya Sassau, Asst. Principal | Breaux Bridge Elementary |
| Brandy Celestine, B.I. | Breaux Bridge Elementary |
| Christopher Shirley, Principal | Stephensville Elementary |
| Ervin Mitchell, Dean of Students | St. Martinville High |
| John Chevalier, Asst. Principal | Cecilia High |
| | Cecilia Junior High |
| | Cecilia Primary |
| | Early Learning Center |
| | JCEP |
| Chelsea Taylor, Principal | Parks Primary |
| Chicora Shelton, Asst. Principal | Breaux Bridge High School |
| Shauntel Blanchard, Asst. Principal | Parks Middle |
| Kevin Wiltz, Dean of Students | CCRC |
| Keith Scott, Asst. Principal | |
| Byron Guidry | |

Letter from Superintendent



Telephone 337-332-2105
Fax 337-332-3050

FREDERICK WILTZ
SUPERINTENDENT

RUSSEL C. FOTI
PRESIDENT

MARK HEBERT
VICE PRESIDENT

DISTRICT 1
STEVE FUSELIER

DISTRICT 2
WANDA B. VITAL

DISTRICT 3
EDNA M. JOHNSON

DISTRICT 4
JIMMY DURO

DISTRICT 5
RUSSEL C. FOTI

DISTRICT 6
MIKE CLAY

DISTRICT 7
RICHARD POTIER

DISTRICT 8
FREDERIC STELLY

DISTRICT 9
MARLIN D'AUVEREAU

DISTRICT 10
MARK HEBERT

St. Martin Parish School Board

P. O. Box 1000 Breaux Bridge Louisiana 70517

Dear Students, Parents, and Staff,

As we approach the start of a new school year, I want to extend a warm welcome to everyone in our school community. We are excited to see the smiling faces of returning students and to welcome new students who will be joining us for the first time. This school year we want to continue our focus on providing students with more opportunities for success.

Outstanding academic achievement and school performance are the hallmarks of a great school system. The goal is to ensure students understand no obstacle is too hard to overcome and our staff's work will center on moving St. Martin Parish in a positive direction. School safety and security measures will be reinforced to provide all members of our school community with the peace of mind needed to remain focused on academics.

To our students, I encourage you to take advantage of every opportunity that comes your way this school year. Whether it's joining a club, participating in a sport, or taking on a leadership role; I want you to know that this is your time to shine. Set goals for yourself, work hard, and never give up on your dreams.

To our parents, I thank you for your continued support and partnership with our district. Your involvement in your child's education is critical to their success, and we value your input and feedback. Please support us as we work to mold these young minds for future success.

To our staff, I want to express my gratitude for your unwavering dedication to our students. Your hard work and commitment to excellence makes a difference in the lives of our students every day. As a district, we must remain focused on our goals and work together to achieve them one by one.

I am looking forward to a great school year filled with learning, growth, and new experiences. Let's work together to make this year the best one yet!

Sincerely,

Frederick Wiltz
Superintendent
St. Martin Parish

Title I Right to Know



Telephone 337-332-2105
Fax 337-332-3050

FREDERICK WILTZ
SUPERINTENDENT

RUSSEL C. FOTI
PRESIDENT

MARK HEBERT
VICE PRESIDENT

• DISTRICT 1
STEVE FUSELIER

• DISTRICT 2
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MARLIN d'AUGEREAU

• DISTRICT 10
MARK HEBERT

St. Martin Parish School Board

P. O. Box 1000 Breaux Bridge Louisiana 70517

Parent's Right to Know Information for Title I Schools Only (BBP, BBE, BBJH, SE, ELC, SMP, SMJH, CP, TE, CJH, PP, PM)

Dear Parent/Guardian,

Your child's school received Federal Title I funds to assist students in meeting state achievement standards. This letter lets you know about your rights to request information about the qualifications of classroom staff working with your child and information about student assessments given during the school year.

Title I schools must meet federal regulations related to teacher qualifications as defined in the Elementary and Secondary Education Act. These regulations allow you to learn more about your child's teacher's training and credentials. At any time, you may ask:

***If the teacher meets state qualifications and certification requirements for the grade level and subject he/she is teaching**

***If the teacher has received an emergency or conditional certificate through which state qualifications were waived**

***What undergraduate or graduate degrees the teacher holds, and major(s) or area(s) of concentration**

***Whether your child received help from a paraprofessional, and if so, his/her qualifications**

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the ESEA, contains additional parent right to know requests including:

***Information on policies regarding student participation in assessments and procedures for opting out**

***Information on required assessments including:**

Subject matter tested

Purpose of the test

Source of the requirement (if applicable)

Amount of time it takes students to complete the test

Time and format of disseminating results

All of the above information can be requested through your school principal. St. Martin Parish School District staff is fully committed to helping your child develop the knowledge and skills needed to succeed in school and beyond. We appreciate your support and partnership as we work to provide the best education for your child.

Sincerely,

Pamela Jordan
Director of Federal Programs

CENTRAL OFFICE STAFF TELEPHONE DIRECTORY

Superintendent

Mr. Frederick Wiltz, 337-332-2105, Ext. 2802

Curriculum

Dr. Gail Dalcourt, Director 337-332-3050, Ext. 2807

Mrs. Charee Theriot, Secondary & Virtual Programs Supervisor 337-332-2105, Ext. 2838

Mrs. Sarah Allen, Elementary Supervisor 337-332-2105, Ext. 2852

Mrs. Redell Louis, Technology Supervisor 337-332-2105 Ext. 2848

Mr. Kevin Dugas, Technology &, 337-332-2105 Ext. 2851

Federal Programs

Ms. Pamela Jordan, Director 337-332-2105 Ext. 2806

Mrs. Melanie Taylor, Math Supervisor 337-332-2105 Ext. 2842

Dr. Shirley Thibodeaux, Sp. Ed. Supervisor 6-8, 504, RTI 332-3388 Ext 3238

Mrs. Nicole Angelle, Title I Early Childhood/Family Involvement Supervisor 337-332-2105, Ext. 2841

Mr. Michael Hebert, Sp. Ed. Supervisor 9th-12th 332-3388 Ext. 3239

Mrs. Cheryl Mitchell, Sp. Ed Supervisor PK-5 332-3388 Ext. 3211

Human Resources

Mrs. Julie Laviolette, Supervisor of Human Resources/Parish Athletic Director 337-332-2105, Ext. 2835

Finance

Ms. Casey Broussard, Chief Financial Officer 337-332-2105, Ext. 2808

Mrs. Christine Foster, Supervisor of Computer Services 337-332-2105 Ext. 2843 Mr.

Todd Meche, Network Manager 337-332-2105 Ext. 2845

Operations

Mr. Henry Derouselle, Director of Operations 337-332-3388 Ext.2873 Mrs.

Wanda Phillips, Food Services 337-332-2105 Ext. 2840

Mrs. Tina Pierre, Transportation Manager 337-332-3388 Ext. 2983

Student Services

Mr. Kevin BonHomme, Supervisor Child Welfare & Attendance 332-2105 Ext. 2819

Mr. Corky Matthews, Compliance Officer 332-2105 Ext. 2817

Mrs. Khristy Hulin, Safe & Drug Free Coordinator 332-2105 Ext. 2836

Mrs. Mary Journet, Coordinator 332-2105 Ext.2837

Ms. Chicora James, Alternative Programs Assistant Principal 394-7634 Ext. 2101

Ms. Adrienne Huval, Health Centers Coordinator 909-3040

School Nurses/School-Based Health Centers

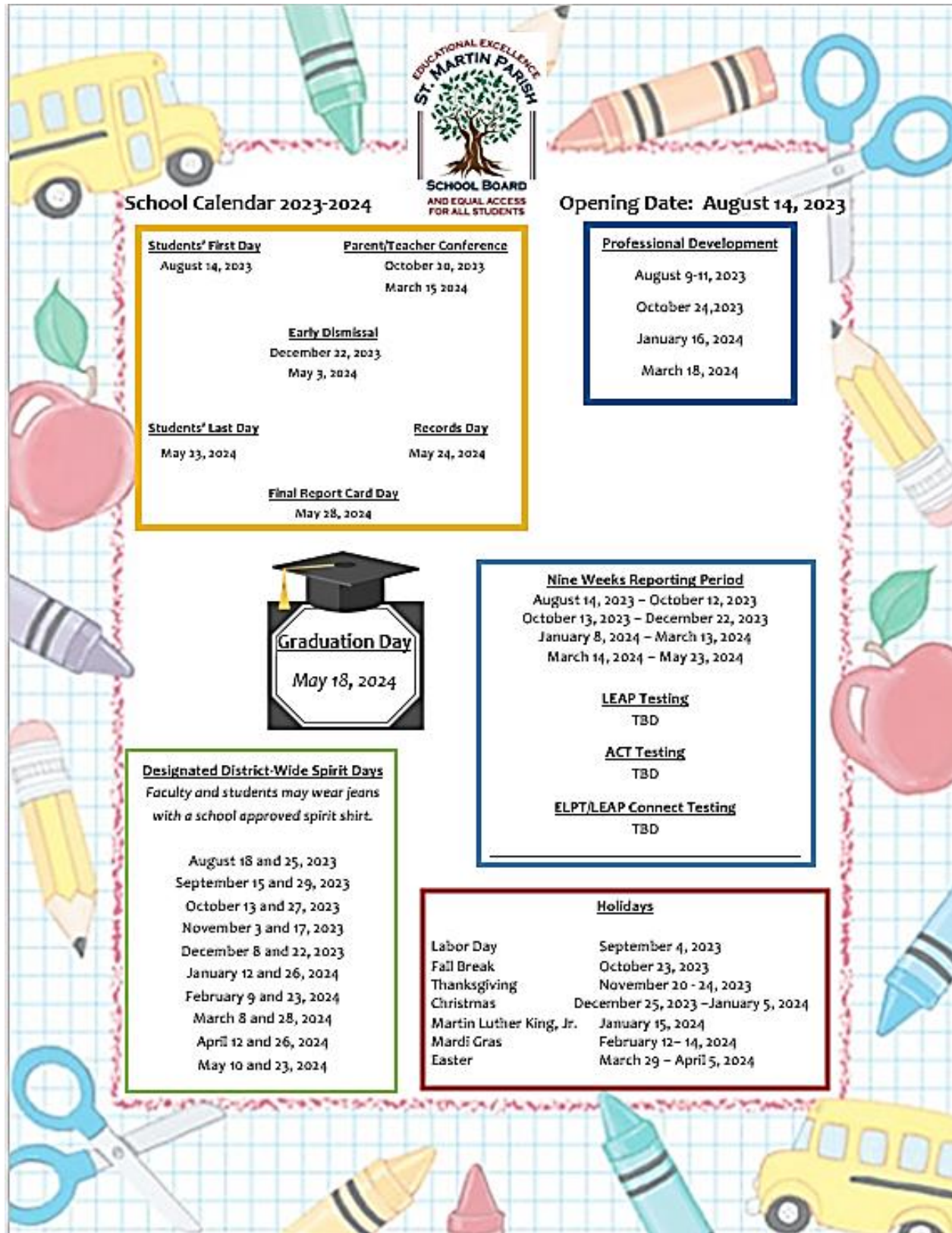
Breaux Bridge 909-3040

Cecilia 909-3960

St. Martinville 909-3260

Other Support Services

2023-2024 School Calendar



School Calendar 2023-2024

Opening Date: August 14, 2023

EDUCATIONAL EXCELLENCE
ST. MARTIN PARISH
SCHOOL BOARD
 AND EQUAL ACCESS
 FOR ALL STUDENTS

| <u>Students' First Day</u> | <u>Parent/Teacher Conference</u> |
|----------------------------|----------------------------------|
| August 14, 2023 | October 10, 2023 |
| | March 15, 2024 |

| <u>Professional Development</u> |
|---------------------------------|
| August 9-11, 2023 |
| October 24, 2023 |
| January 16, 2024 |
| March 18, 2024 |

| <u>Early Dismissal</u> |
|------------------------|
| December 22, 2023 |
| May 3, 2024 |

| <u>Students' Last Day</u> | <u>Records Day</u> |
|---------------------------|--------------------|
| May 13, 2024 | May 24, 2024 |

Final Report Card Day
May 28, 2024

Graduation Day
May 18, 2024

| <u>Nine Weeks Reporting Period</u> |
|--------------------------------------|
| August 14, 2023 – October 12, 2023 |
| October 13, 2023 – December 22, 2023 |
| January 8, 2024 – March 13, 2024 |
| March 14, 2024 – May 23, 2024 |

| <u>LEAP Testing</u> |
|---------------------|
| TBD |

| <u>ACT Testing</u> |
|--------------------|
| TBD |

| <u>ELPT/LEAP Connect Testing</u> |
|----------------------------------|
| TBD |

| <u>Designated District-Wide Spirit Days</u> |
|--|
| Faculty and students may wear jeans with a school approved spirit shirt. |
| August 18 and 25, 2023 |
| September 15 and 29, 2023 |
| October 13 and 27, 2023 |
| November 3 and 17, 2023 |
| December 8 and 22, 2023 |
| January 12 and 26, 2024 |
| February 9 and 23, 2024 |
| March 8 and 28, 2024 |
| April 12 and 26, 2024 |
| May 10 and 23, 2024 |

| <u>Holidays</u> | |
|-------------------------|-------------------------------------|
| Labor Day | September 4, 2023 |
| Fall Break | October 23, 2023 |
| Thanksgiving | November 20 - 24, 2023 |
| Christmas | December 25, 2023 – January 5, 2024 |
| Martin Luther King, Jr. | January 15, 2024 |
| Mardi Gras | February 12 - 14, 2024 |
| Easter | March 29 – April 5, 2024 |

MISSION STATEMENT

The mission of the St. Martin Parish School System is to educate our students in a nurturing environment that recognizes our diverse population of students and their unique needs. The educational community of St. Martin Parish strives to produce students who are college and career ready 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.

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

Mrs. Julie Laviolette, Supervisor of Human Resources/Parish Athletic Director 337-332-2105, Ext. 2835

Act No. 155
Section 1

ST. MARTIN PARISH SCHOOL SYSTEM TEACHER BILL OF RIGHTS

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:

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.

A teacher has the right to appropriately discipline students in accordance with R.S.17:223 and through 416.16 any city, parish, or other local public school board regulation.

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).

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).

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.

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

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).

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

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 a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive 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 17 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, students in grades 1-12 shall be in attendance a minimum of 180 days a school year. (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 ensure 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 from 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.

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.

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

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. 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.

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 the stigma of their home situation.

Homeless Dispute Resolution Process Policy

The No Child Left Behind, Title X, Part C, McKinney-Vento Homeless Assistance Act acknowledges that disputes may arise between the school district and homeless students/parents/guardians when the student is denied enrollment in school or is placed in a school other than the one requested by students/parents/guardians. The purpose of the McKinney-Vento Homeless Assistance Act is to ensure that homeless students enroll in school immediately and continue their education with as little disruption as possible. The St. Martin Parish School District dispute resolution process follows the guidelines set forth in the McKinney-Vento Homeless Assistance Act and in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, and Section 341, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac12?v115l28v115.doc>. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 56301, et. seq. (ESEA).

The following process will be used in a case where a dispute occurs regarding the education of a homeless child or youth.

Dispute Resolution Process (1) If a dispute arises over school selection or enrollment, the child/youth must be immediately enrolled in the school in which he/she is seeking enrollment, pending the resolution of the dispute (five days). The dispute process may be initiated by the parent/guardian, unaccompanied youth, principal or other school officials. (2) The parent/guardian or unaccompanied youth must be referred to the Homeless Liaison, provided a written explanation of the school's decision to deny enrollment or school selection and the rights of Homeless parents/guardians/unaccompanied youth, including the right to appeal any school district decision.

(3) When the parent/guardian/unaccompanied youth is referred to the Homeless Liaison, the liaison will carry out the dispute resolution process within a reasonable amount of time. (4) After reviewing pertinent information related to the dispute, the Homeless Liaison shall provide the parent with a decision in writing within five (5) days of the receipt of the written complaint. (5) If the written resolution is not acceptable to the parent/guardian/unaccompanied youth, the Homeless Liaison will forward the dispute to the State Homeless Coordinator.

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, 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*)

Any student missing **fourteen (14)** days, excused or unexcused, shall be denied credit.

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 12 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) When forwarding information, the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
4. 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. 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.).

C. 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. Death in immediate family ***(Obituary or written verification must be presented).***
6. Natural catastrophe and/or disaster.
7. Court subpoena ***(copy of subpoena must be presented)***
8. Visitation with a parent who is a member of the armed forces/national guard ***(not to exceed five school days per school year)***
9. 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.

D. 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.**

E. 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.

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.

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.

F. 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.

G. LOUISIANA SCHOOL ATTENDANCE LAW

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.

H. 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.

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.

I. 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)

J. 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).

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:

Dr. Shirley Thibodeaux
St. Martin Parish School Board
625 Corporate Blvd.
Breaux Bridge, LA 70517
337-909-2892

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 released 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 the St. Martin Parish School Board to amend a record that they believe is inaccurate or misleading. They should write to 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.

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)

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 is 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 5th
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 (joggers)
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 (No random color knee high socks or random color tights)
Tights/Knee high socks must be blue or white with no graphics, etc.
- Shoes:** No sandals, boots, moccasins, crocs, slippers, or heels above one inch
Closed toe and close heel shoes (no Yeezy foam runner style shoes)
If tie shoes, shoes should be properly tied

No rollerblade, lighted or any extraordinary features

Sweatshirts/Sweaters: **NO HOODS** Solid Color: black, navy, white, red, gray, green (Cecilia), maroon (Breaux Bridge), purple (St. Martinville) Pullover, no hood (v-neck, crew) 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 shirts.

Hats/Caps: No caps, “do rags”, sweatbands, sport bands, 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 thru 5th Grade** 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.

Coats & Jackets: **6 – 8 NO HOODS** Solid color: black, navy, gray, white and the following additional colors: Maroon (BB Area), Purple/Green (Jr. High) (St. Martinville Area), Green (Cecilia Area), Parks (Green)
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 students 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.

All faculty, staff and students will be allowed to wear jeans (school appropriate) with a school approved spirit shirt on the following designated days. August 18 and 25, September 15 and 29, October 13 and 27, November 3 and 17, December 8 and 22, January 12 and 26, February 9 and 23, March 8 and 28, April 12 and 26, May 10 and 23.

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)**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 (Joggers)
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 (No random color knee high socks or random color tights)
Tights/Knee high socks must be blue or white with no graphics, etc.
- Shoes:** No sandals, boots, moccasins, crocs, slippers, Yeezy foam runner

style shoes, or heels above one inch Closed toe and close heel shoes

If shoes tie, shoes should be properly tied.

Sweatshirts: **NO HOODS** Solid color black, gray, navy, white, purple (SMHS), maroon (BBHS), green (CHS), Pullover, (v-neck, crew) may be 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 (SMHS), green (CHS)

No designs, emblems, insignias, or monograms Can

only be worn under polo shirts.

Hats/Caps: No caps, "do rags", sweatbands, sport bands, 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: **NO HOODED JACKETS** Solid color: black, navy, gray, purple

(SMHS), maroon (BBHS), green (CHS)

School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, & sweaters (open front, button, and zip) are allowed 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.

Pre-Designated /Spirit Days

The principal may allow on the pre-designated days for students 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.

All faculty, staff and students will be allowed to wear jeans (school appropriate) with a school approved spirit shirt on the following designated days. August 18 and 25, September 15 and 29, October 13 and 27, November 3 and 17, December 8 and 22, January 12 and 26, February 9 and 23, March 8 and 28, April 12 and 26, May 10 and 23.

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)

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, and 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 an 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.

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, and 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 the Supervisor of Child Welfare & Attendance as the Human Rights Supervisor with responsibility to identify, prevent, and remedy harassment, bullying, intimidation, cyberbullying, and hazing for any 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.
3. 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.
4. 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.
5. 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.

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

E. 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 a 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*).

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:

The student has a completed consent form for services at the SBHC. The parent/guardian contacts the SBHC the day of the absence.

Excuses will be entered into the student's attendance record. The parent does not have to pick up the excuse.

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 or to the health center, if they have appropriate consent. 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 a 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 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 the 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 the 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 the school nurse. (example: emergency medicine or court order medicine)
13. The St. Martin Parish School Nurse Program may bill Medicaid for nursing related services, including, but not limited to vision and hearing screenings. Vision/hearing screenings are available to all Medicaid-individuals eligible for EPSDT. Nursing Assessment/Evaluation are covered for all Medicaid eligible students.
14. The school nurse or trained school employee shall have the authority to administer auto-injectable epinephrine, as defined elsewhere in this policy, to a student who the school nurse or trained school employee believes is having an anaphylactic reaction, whether or not the student has a prescription for epinephrine. At least one employee at each school shall receive training from a registered nurse or licensed medical physician in the administration of epinephrine.
15. The School Nurse Program may enter information into my child's LINKS (Louisiana Immunization Network for Kids Statewide) record, which is the state's immunization registry.

Annual Notice Regarding Consent to Bill Medicaid and Share Information with the Louisiana Department of Health

Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the St. Martin Parish School Board to certain students. In order for St. Martin Parish School Board to get back some of the money spent on services, St. Martin Parish School Board needs to share with Louisiana Medicaid the following types of information about certain students: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With one-time written parental permission, St. Martin Parish School Board seeks partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. After the initial permission is given, this annual notice is provided each year.

Please be advised of the following:

1. St. Martin Parish School Board cannot require families to sign up for Louisiana Medicaid in order to receive the health related and/or special education services to which the student is entitled.
2. St. Martin Parish School Board cannot require families to pay anything towards the cost of a student's health-related and/or special education services.
3. St. Martin Parish School Board is given permission to share information with and request reimbursement from Louisiana Medicaid:
 - a. This will not affect the students' available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit the family's use of Louisiana Medicaid benefits outside of school.
 - b. The permission will not affect the student's special education services or IEP rights in any way, if the student is eligible to receive them.
 - c. The permission will not lead to any changes in the student's Louisiana Medicaid rights; and
 - d. The permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. Once the permission is given, families have the right to change their mind and withdraw permission at any time.
5. If permission is withdrawn, St. Martin Parish will continue to be responsible for providing the student with the services, at no cost to the family.

If a parent wishes to withdraw previously given written consent, please contact:

Adrienne Huval
adrienne_huval@saintmartinschools.org
 (337)909-3045
 P.O. Box 1344
 Breaux Bridge, LA 70517

SCHOOL NURSES

| | |
|--|--------------------------------------|
| Amanda Bouchereau BBP, BBE, St. Bernard, Virtual School | Office # 909-3890 Cell# 342-9185 |
| Calie Latiolais BBHS, BBJH, CCRC | Office # 909-3618 Cell# 628-2431 |
| Tiffany Bertrand CP, CJH | Office # 909-3905 Cell# 342-9212 |
| Brandie Champagne PP, PMS, JCEP, SE | Office # 909-2915 Cell# 342-9174 |
| Rita Trailer TE, CHS, NIS Cec | Office # 909-3512 Cell #342-9195 |
| Stephanie Latiolais ELC, SSMH, NIS SM | Office # 909-3320 Cell # 342-9205 |

| | |
|--------------------------------------|--------------------------------------|
| Bridget Defelice SMP, SMJ, NIS BB | Office # 909-3266 Cell # 342-9167 |
|--------------------------------------|--------------------------------------|

**All emails are firstname_lastname@saintmartinschools.org

School Nursing Services

School nurses provide a wide range of services to students including vision/hearing screenings, dental assessments, and assessment for minor illness or injury at school. If you do not wish to have these services, please send a written declaration to your child's school indicating that you do not wish for your child to receive services from the school nurse. This declaration will not prevent the school nurse from intervening in a medical emergency.

VACCINE INFORMATION STATEMENT

**This is not a school required immunization.

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 Información 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 the 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 breastfeeding 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 the 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 the 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 filing 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 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?

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). **Louisiana law allows for you to refuse immunizations for medical contraindication, religious objection, or parental objection, however, you must sign a form of written dissent. Every school has these forms.**

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.

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 multidisciplinary 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.

Telehealth Services: Telemedicine is the use of telecommunication and information technologies in order to provide clinical health care. Students attending in St. Martin Parish are eligible to receive services through this modality. Services are provided by a Licensed Mental Health Practitioner, Licensed Practical Nurse/Registered Nurse and Nurse Practitioner and/or Physician.

Patient Portal: The St. Martin Parish School-Based Health Centers utilize a unified electronic medical record system(Greenway Health). This system allows the patient to view their information through their patient portal which requires an email address from the patient. Patient portal is designed to enhance patient-provider communication; it is not designed to replace a face to face provider encounter. Complex

or multiple questions may require an office visit. We strive to keep all of the information in your records correct and complete. If you identify any discrepancy on your record, you agree to notify us immediately. Additionally, by using the patient portal, the user agrees to provide factual and correct information. **All communication via Patient Portal will be included in your permanent patient record.**

LINKS: We also understand that the school health center may enter information into my child's LINKS (Louisiana Immunization Network for Kids Statewide) record, which is the state's immunization registry.

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. **HEIDIS and the Data Collection Process:**
The Healthcare Effectiveness Data Information Set (HEDIS) is a tool used by more than 90 percent of America's Health Plans to measure performance on important dimensions of care and services. Data is gathered through claims and medical records to determine the effectiveness and quality of care provided by the Health Plans.
- **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 effectiveness 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 to state and/or federal health departments. such as the Louisiana Department of Health, Office of Public Health, and the Centers for Disease Control, including the LA Dept. of Health Infectious Disease Epidemiology section via LDH's Electronic Reporting System(ELR). These activities generally include the following:
 - To prevent or control disease, injury or disability
 - To report births and deaths

- To report to state and federal tumor and/or specialty registries
- To report child abuse or neglect
- To report reactions to medications or problems with products
- To notify people of recalls of products they may be using
- 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
- 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. **HEIDIS and the Data Collection Process: The Healthcare Effectiveness Data Information Set (HEDIS) is a tool used by more than 90 percent of America's Health Plans to measure performance on important dimensions of care and services. Data is gathered through claims and medical records to determine the effectiveness and quality of care provided by the Health Plans.**
- Law Enforcement. We may disclose your PHI if asked to do so by a law enforcement official:
 - In response to a court order, subpoena, warrant, summons or similar process
 - To identify or locate a suspect, fugitive, material witness, or missing person
 - About the victim of a crime if, under certain limited circumstances, we are unable to obtain the victim's agreement
 - About a death we suspect may be the result of criminal conduct
 - About criminal conduct at the St. Martin Parish School-Based Health Centers
 - 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 circumstances. 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.
 - **Timeliness in Providing Access**
In providing access to the individual, a covered entity must provide access to the PHI requested, in whole, or in part (if certain access may be denied as explained below), no

later than 30 calendar days from receiving the individual's request. See 45 CFR 164.524(b)(2).

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 reasonably 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:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical information kept by or for the St. Martin Parish School-Based Health Centers;
- Is not part of the information which you would be permitted to inspect and copy; or
- 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)909-3040. 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)909-3040. 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)909-3040 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. Updated May 13, 2022.

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:

Meals should be nutritious and comparable to the ones served in the facility.

No commercial labeling on noncompliant food. For example: Drinks which are allowable are 100% full strength juice, both plain and flavored milk, and non-flavored noncarbonated water. Place all other drink choices in a thermos container or wrap the container with foil or napkin.

No food shall be brought in from outside in fast food containers.

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.

No consumption of competitive foods will be allowed during meal service.

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.

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.

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.

STUDENT TECHNOLOGY ACCEPTABLE USE AND INTERNET SAFETY

The St. Martin Parish School Board offers Internet access 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 Internet is available through school only with permission of the principal or his or her designee and the student's parent(s). 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 *Student Technology and Internet Acceptable Use* policy.

It is the policy of the St. Martin Parish School Board to:

1. Prevent user access over its technology network to, or transmission of, inappropriate material via any forms of communications;
2. Prevent unauthorized access and other unlawful online activity, network activity and/or use of technology resources and systems;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. 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 Board's Discipline policies.

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* (CIPA), 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 bona fide 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 (CIPA)*, prevention of inappropriate network usage includes:

Unauthorized access, including so-called 'hacking,' and other unlawful activities
Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all St. Martin Parish School Board personnel 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 (CIPA)*.

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 School Board, or access to online services of a newspaper 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
3. Harmful to minors.

PERMISSIBLE USES

Access to the Internet shall enable students to explore thousands of libraries, databases, museums, and

other repositories of information. Families should be aware that the school and District websites 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, School Board personnel shall make every effort to filter, screen, and research links for appropriateness. St. Martin Parish School Board is not responsible for the content in the linked site, any link contained within the linked site, or any changes or updates to the linked site that changes its appropriateness.

The St. Martin Parish School Board believes 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.

This policy also grants the following:

- Permission for students to access the Internet at school
- Permission to access and use a safe, District-approved, monitored electronic communication and learning resource account (if permitted by teacher and school administrator) [grades 3-12 only]
- Permission for student's name, schoolwork, pictures/videos of child to be published to the classroom, school, or district website [Personal information (i.e. address, phone number, social security number) about the student shall not be included in a webpage]
- Permission for student 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 student to receive electronic communication from club sponsors, coaches, etc. (i.e. email, text messages, phone call)

Any parent wishing to revoke/suspend/or deny student permission(s) must opt out in writing.

EXPECTATIONS

- Students shall comply with District standards and the specific rules set forth below.
- Students shall display appropriate behavior on the school's computers and network
- Each student shall be personally responsible for his/her actions in accessing and utilizing the school's computer resources.
- Students shall be 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.

- Students shall be provided training, annually, on St. Martin Parish District CIPA policies. Training shall address key issues such as cyberbullying, social networking dangers, Internet/digital safety, and emerging technologies which may endanger children while using the Internet
- In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:
 - Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
 - Visual examples of possible threats.
 - The process for reporting potential threats, which shall be in accordance with the procedures referenced in policy *EBBB, School and Student Safety*.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school.

If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

RULES

Privacy

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

- The student shall 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 Board's technology system, the student shall not agree to meet with someone they have met online.
- The student shall 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 shall not use the School Board's technology network and equipment to download, send, receive, view, or create obscene or pornographic or harmful to minors images or

files

- The student shall 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 shall adhere to all copyright laws. Violations include, but shall not be 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)
- The student shall not attempt to gain unauthorized access to the St. Martin Parish School Board's technology system (i.e. Forum, JCampus, OnCourse, etc.) or to any other computer system via the School Board'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 shall 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 shall 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 shall not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.
- The student shall not use the School Board's technology 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 shall not use the School Board's technology system or network to play non-educational, student-initiated games.
- The student shall not use the School Board's technology system or network to conduct plagiarism. *Plagiarism* is using another person's ideas or writings and presenting them as one's own.
- The student shall not use the School Board's technology system to commit the act of cyberbullying. *Cyberbullying*, 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 shall 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 Board's computer system is considered a limited forum, similar to the school newspaper, therefore the School Board 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 teaming management sites (i.e. Google Classroom, Class Flow, Schoology, etc.)
- The student shall 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 shall 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 shall not engage in personal attacks, including prejudicial or discriminatory attacks, even if made in a joking manner.
- The student shall 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 shall do so immediately.
- The student shall not knowingly or recklessly post false or defamatory information about a person or organization.
- The student shall 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.

Electronic Communication and Learning Resource Accounts

- Students shall not use or access unapproved personal email or electronic communication accounts at school. (i.e. Yahoo, Hotmail, Google)
- Students shall only be allowed to access and use a District-approved school electronic communication and learning resource account which is managed, monitored, and

filtered.

- Students shall not be allowed to correspond with others beyond restrictions set by the teacher.
- Student electronic communication and learning resource accounts shall be restricted by district and/or teacher limits.
- Unsolicited communication (i.e. spam) shall be filtered and restricted.

Mobile Devices and Expectations

The term *mobile device*, for the purpose of this policy, refers to, but is not limited to, handheld devices provided by the St. Martin Parish School Board and allowed in the school system and on the St. Martin Parish School Board's network for educational purposes. Some examples are: iPads, iPods, Tablets, Chromebooks, etc. Said mobile devices are property of St. Martin Parish School Board and must be used in accordance with St. Martin Parish School Board's *Acceptable Use* policy, procedures, and all applicable laws. Only District-issued mobile devices shall be allowed in the schools and on SMPBSB's network. All others shall be prohibited. The mobile devices shall remain at school at all times, unless duly checked out through the proper procedures set forth by St. Martin Parish School Board.

- The mobile device is School Board property and all users shall follow the *Technology Acceptable Use and Internet Safety* policy.
- The mobile device shall be used in a responsible and ethical manner.
- Passwords shall not be changed or altered on the device.
- Devices shall be housed in a secure designated area at all times.
- All software/applications shall be District approved.
- All downloading/syncing shall be done in accordance with District procedures.
- Mobile devices shall always be within the protective case provided, if applicable.
- The St. Martin Parish School Board shall have the right to review items for appropriateness and to limit or revoke access to mobile devices at any time for any reason.

MISUSE

The student shall use the St. Martin Parish School Board's technology system only for educational and career development activities and limited, high-quality, self-discovery activities.

- The student shall not download files and/or stream music.
- The student shall not 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 Board'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 Board'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 Board 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

For students who are full virtual and violate the technology agreement, the following consequences will be implemented:

1st offense – Parent conference and Edgenuity assignment on cyber safety

2nd offense – Referral to school or school based health center counselor

Parent conference and 2 day Edgenuity/Google Classroom suspension

3rd offense – 5 day Edgenuity/Google Classroom suspension. The student

maybe assigned his/her assignments via paper/pencil or required to return to in person learning.

LIMITATION OF LIABILITY

Although the St. Martin Parish School Board 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 School Board shall not be responsible for damages suffered, including but not limited to, loss of data or interruptions of service. The School Board shall not be responsible for

the accuracy or quality of the information obtained through its services or stored on its system. The School Board shall not be responsible for any costs or liabilities arising from the unauthorized use of the system.

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.

JUVENILE 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.

STUDENT FROM ST. MARTIN REQUESTING ATTENDANCE 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.

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 home visit 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 Manager 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:

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.

Serious illness in the family that warrants a change of residence.

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 requests 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 to the Supervisor of Child Welfare and Attendance by the end of the day on May 1st of each year.

DECISION OF TRANSFER REVIEW COMMITTEE FINAL

All decisions granting or denying a request for transfer by the Transfer Review Committee are final.

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 by the end of the day on May 1st of each year.

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:

Voter registration data, utility deposit receipts, homestead exemption receipts, 911 addresses, home rental receipts, and home visit by a school official, or 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 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 determine 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.

APPENDIX

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