Procedures & Policies

FOR PARENTS & STUDENTS

2019-2021

Updated August 2020

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The Safe School Hotline is an ANONYMOUS hotline to report crime. A CASH REWARD is offered up to $2,500 (depending on the crime) for crime tips.

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ACKNOWLEDGMENT

JEFFERSON PARISH SCHOOLS
PARISH-WIDE
PROCEDURES AND POLICIES
FOR PARENTS AND STUDENTS

We hereby acknowledge that we have access to and have read the Procedures and Policies for Parents and Students. This agreement is listed on the district and school website and also the district APP.

We agree that _____
NAME OF STUDENT
should be held accountable for these rules and regulations.

Policies and procedures are subject to change following the printing of this document.

(CUT ALONG THIS LINE)

_____ _____
Student Signature Date

_____ _____
Parent/Guardian Signature Date

NOTE: STUDENT **MUST** RETURN THIS FORM TO SCHOOL PROPERLY SIGNED.

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PARISH-WIDE PROCEDURES AND POLICIES

This student handbook provides policies established by state law, the School Board, and the school system administration. These are parish-wide policies which are uniformly applicable to all schools.

Each individual school, however, has the right to formulate and to enforce school policies as long as these are not in conflict with state and parish school administration policies.

NOTICE

The Jefferson Parish Public School System is committed to ensuring that all of its services, programs and facilities are accessible to our students and the students' parents or guardians or any other persons who enter our facilities. We do not discriminate on the basis of age, color, disability or handicap in violation of section 504 of the Rehabilitation Act, national origin, race, religion, sex or sexual orientation in its programs and activities and provide equal access to the Boy Scouts and other designated youth groups. The above reflects the rights to which our students and their parents or guardians are entitled to under the following laws:

- Titles VI, and VII of the Civil Rights Act of 1964 - race color, national origin
- The Age Discrimination in Employment Act of 1967
- The Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972 (Title IX) - sex
- Section 504 of the Rehabilitation Act of 1973 (Section 504) - disability
- The Americans with Disabilities Act of 1990 and the ADA amendments act of 2008 (ADA) - disability
- The Boy Scouts of America Equal Access Act

Inquiries concerning the Department's compliance with Title IX and other civil rights laws or complaints about possible discrimination under any of the above statutes may be directed to the:

Title IX Coordinator
Initial Contact:
Gretchen Williams (Gretchen.Williams@jpschools.org)
501 Manhattan Boulevard, Harvey, LA 70058
504-365-5309

Section 504/ADA Coordinator
Initial Contact:
Edna.Metcalf@jpschools.org
501 Manhattan Boulevard, Harvey, LA 70058
504 736-7390

Information about the federal civil rights laws that apply to the Jefferson Parish Public School System and other educational institutions is available on the website of the Office for Civil Rights, U.S. Department of Education at http://www.ed.gov/about/offices/list/ocr/. Inquiries about Title IX and other federal civil rights laws may be directed to the Office for Civil Rights, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810.

Revised: July, 2014

Student Support

Accidents/Injuries Insurance

The school system makes available a student insurance plan which may be purchased from a contracted company which the school system allows to do business with the student body. All transactions are carried on between the student and the company. Enrollment in the plan is not compulsory.

As soon as there is an injury, a student must immediately secure a claim form from the account clerk in the school office.

Admission

The School Board shall grant admission or remediation to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Is at least 6 years old on or before September 30th of the calendar year in which the school year begins.
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

Age Requirements

1. **Pre-kindergarten**
   The youngest age at which a child may enter pre-kindergarten shall be two (2) years younger than the age required for that child to enter first grade. A child must be four (4) years old on or before September 30 of the calendar year in which the school year begins.
2. **Kindergarten**
   The youngest age at which a child may enter kindergarten shall be one (1) year younger than the age required for that child to enter first grade. A child must be five (5) years old on or before September 30 of the calendar year in which the school year begins. Upon enrollment in kindergarten all attendance rules apply.
3. **First Grade**
   As a prerequisite to enrollment in any first grade of a public school, a child shall have attended at least a full-day public or private kindergarten for a full school year, or shall have satisfactorily passed an academic readiness screening prior to enrollment to the first grade. A child must be six (6) years old on or before September 30 of the calendar year in which the school year begins.
4. **Elementary School, Middle School, and High School Attendance; Compulsory Ages (La.R.S.17:221)**
   Every parent, tutor, or other person residing within the state of Louisiana, having control or charge of any child from that child's seventh 7th birthday until his/her eighteenth (18th) birthday shall send that child to a public or private day school, unless the child graduates from high school prior to his/her eighteenth (18th) birthday.
5. **Special Education**
   Special Education shall be provided for children with disabilities aged three (3) through twenty-one (21). The school system has the option of providing special education to children under three (3) years of age.

Admission Requirements

The following items are required for admission to Jefferson Parish Schools:

1. Birth Certificate (Students born in Louisiana have 15 days to submit a birth certificate, students not born in Louisiana have 30 days to submit a birth certificate)
2. Current state of LOUISIANA UNIVERSAL CERTIFICATE OF IMMUNIZATION
3. Custody paper **(if applicable – Provisional Custody by Mandate and notarized letters are not accepted as documentation of custody. The school registrar should contact Compliance for guidance when these forms of documentation are submitted.**
4. Final report card from the previous year (except Kindergarten)
5. Proofs of Residence

Proof of Residence Requirements

The parent/legal guardian of any student whose current legal address has not been verified, or its validity has come into question to the Compliance Office, must provide proof of residence within the school attendance district zone to the appropriate school principal.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. Acceptable documents (minimum of two 2) include, but are not limited to, the following:

a. lease agreement;

b. current utility bill or deposit;

c. copy of an agreement to purchase or an act of sale for completed dwelling;

d. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the student, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot, said completion date not to exceed ninety (90) calendar days;

e. legal document issued by or approved by the Civil District Court for the Parish of Jefferson giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is (16) years of age or under;

f. legal certified documents verifying student's emancipation and/or legal proof of residence as required;

g. legal document issued by or approved by the U.S. Office of Immigration and Naturalization;

If none of these documents can be provided, the school principal or designee will contact the Compliance Office for guidance and will give the parent/legal guardian or student(s) fifteen (15) school days to produce acceptable documents to prove residence. The

student must be enrolled and attend class. Married students who enroll in school are required to conform to regular admission standards.

Admission of Married Students

Married students who enroll in school are required to conform to regular admission standards.

Admission of Temporarily Disabled Students

All students with temporary disabilities are allowed to attend regular school, providing that a medical doctor licensed to practice in Louisiana and the student's parent/legal guardian present a signed, written statement to the school concerning:

1. the nature of the disability, the student's ability to function normally within the school environment
2. the student's ability to ride a school bus to and from school,
3. and any limitations regarding physical education or other school activities. (See section on Disabilities)

Admission With Loss or Damage to School Property

A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of schools. If the property damaged is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full or arrangement of payment has been made for such damage or until directed by the Superintendent of schools. Authority for such actions on the part of the School Board is found in La.R.S. 17:416A(3)(d).

Attendance

Compulsory School Attendance/Compulsory Ages/Duty of Parent-Legal Guardian/Consent to Withdraw

In compliance with the Louisiana Revised Statute 17:221, the policy of Jefferson Parish Schools requires that every parent/legal guardian residing within Jefferson Parish, having control or charge of any child from that child's seventh (7) birthday until his/her eighteenth (18) birthday, shall send such child to a public or private day school, or have him/her enrolled in an approved home study program, unless the child graduates from high school prior to his/her eighteenth (18) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be subject to compulsory attendance provisions. Every parent/legal guardian responsible for sending a child to a public or private day school under provisions of this section shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board.

Marriage of minors under the age of eighteen (18) years results in their emancipation; hence there is no person in charge or control of them and no method or procedure by which their attendance in school can be compelled.

Types of Absences

A. Exempted and Excused: The student is allowed to make up missed work and the absence is not counted against attendance requirements. Examples are extended illness documented by a doctor or to celebrate religious holidays.

B. Non-Exempted and Excused: The student is allowed to make up missed work but the absence is counted against the attendance requirement.

C. Unexcused: The student is not allowed to miss work and the absence is counted against the attendance requirement. An example is skipping school

D. Out of school suspensions: The student is allowed to make up missed work but the absence is counted against the attendance requirement.

Attendance Requirements to Receive Carnegie Credit and Eligibility for Promotion

Elementary/Middle Schools:

According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on the 2019-2020 school calendar and a standard 375 minute instructional day, a student can miss no more than 14 days of school to be eligible for promotion.

High School Students:

In order to receive grades for a semester/year, high school students must be in attendance for a minimum of 30,060 minutes in a semester or 60,120 minutes in a year for schools not operating on a semester system.

Based on a standard 375 minute instructional day, this means that students in a high school on a semester system can miss no more than 7 days in the 90-day first semester and 7 days in the 93-day second semester. Students in schools not on a semester system can miss no more than 14 days to be eligible for promotion Carnegie units based on minutes.

Attendance Requirements – Carnegie Credit

In addition to meeting overall attendance requirements, middle and high school students must also meet certain attendance requirements to receive Carnegie Credit for individual classes.

Because schools in Jefferson Parish operate on different course calendars, students and parents are advised to check with their principal if they are concerned about the impact of absences on the ability to earn Carnegie Credit.

Book Bag Policy (Grades 6-12)

Only clear, see-through, or mesh book bags, tote bags, backpacks, or any similar articles are permitted.

Buses

Students Riding School Buses

"Safety Guidelines for Students Riding School Buses" in Jefferson Parish are listed below. These "Guidelines," which may not cover every conceivable situation that may occur, are designed to create a safe environment for school bus students. It is requested that you read the "Guidelines" and retain them for future reference.

Throughout this document the term "school bus" will mean a school bus owned by, contracted to, or jointly owned by Jefferson Parish Schools.

Safety Guidelines for Students Riding School Buses

COVID-19 Emergency Response Policy

To ensure the safety of our students and employees on buses, students who are experiencing an illness or any of the following symptoms, shortness of breath, fever (100.4/99.4), persistent cough, new loss of taste or smell may not report to the bus stop. Parents should keep their child(ren) home, and contact the school to inform the principal of the child's illness. The parents must follow attendance guidelines regarding students returning to school after an illness. The student's absence will be recorded and the student will be allowed to make-up all missed assignments or tests. As always, parents should immediately call 911 for medical emergencies. Students that exhibit the following COVID-19 symptoms should be kept at home and may not return to school until they are fever free for 72 hours (3 days) without the use of fever reducing medications and 10 days have passed from the onset of symptoms: fever of 100.4 F (99.4F with infrared thermometer), shortness of breath, persistent cough, new loss of taste; or, a combination of two or more of the following symptoms: headache, generalized rash, chills, muscle pain, sore throat, vomiting, diarrhea. Students who test positive for COVID-19 will be excluded from school for the same period of time as listed above, and will require written medical clearance from a licensed medical provider in order to return.

The school bus driver is assigned one of the most important roles in the school system: transporting our students safely to school and then home. The school bus driver must constantly observe what is taking place as well as inside the school bus. Anticipating the movement of other vehicles and pedestrians, listening for sounds that may signal mechanical problems with the school bus, and protecting all passengers from danger caused by improper behavior on the school bus are part of the school bus drivers' daily responsibilities.

As a trained professional, the school bus driver is the person in charge of the students he/she transports and is responsible for taking appropriate action to protect persons and property from injury and damage.

Parents/legal guardians can assist the school bus driver by periodically reviewing with their children behavior and safety standards, by supporting the school bus driver when a child misbehaves, by helping keep the neighborhood safe for school buses, and by supervising children at school bus stops. Parents/legal guardians should take the time to check their children's clothing to make sure it is SAFE. Certain types of clothing can create a hazard as children get off the school bus. Especially dangerous are: long dangling jackets, sweatshirt drawstring, long backpack straps, long scarves, or other loose clothing. Such clothing can be caught in the school bus handrail, door, or other equipment as children get off the school bus.

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards. The following guidelines, if followed by everyone, will make the daily school bus ride both safe and enjoyable:

1. Remain home when you have a contagious disease.
2. Leave home at a time appropriate for arriving no more than fifteen (15) minutes and no less than ten (10) minutes before the scheduled pick-up time.
3. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on- coming traffic.
4. Proceed to the assigned school bus stop.
5. Stand off the road at least ten (10) feet when waiting for the school bus. If a student is transported to the bus stop in a personal vehicle, he/she must exit the vehicle with ample time to wait at the stop prior to the bus' arrival. He/she must not wait to exit the vehicle until the bus arrives at the stop, with the exception of inclement weather.
6. While at the school bus stop, do not play, run, or talk loudly. Conduct yourself in an orderly manner, avoiding damage to private property and safe-guarding against injury to yourself and others.
7. If necessary to wait across the street from the school bus stop, await the school bus drivers' signal before crossing, and cross only in front of the school bus.
8. Board the school bus only when the school bus driver is seated at the controls.
9. Board the school bus in single file and promptly proceed to the assigned seat.
10. Store band instruments and school bags under the seat or where designated by the school bus driver, but never in the aisle, the entrance, or the exit.
11. Remain seated at all times when the school bus is in motion. This will minimize injury in case of emergency stops or collisions.
12. Sit straight in your seat with both feet on the floor in front of your seat.
13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity, loud talking and shouting may distract the school bus driver.
15. Avoid unnecessary conversations with the school bus driver.
16. Abstain from eating, drinking, or smoking on the school bus.
17. Keep arms and head inside the school bus at all times.
18. Refrain from using profanity.
19. Avoid littering at the school bus stop and/or in the school bus. Never throw objects inside or outside the school bus.
20. Respect pedestrians and motorists at all times.
21. Report to the school bus driver, as you leave the school bus any damage you notice, because parents/legal guardians shall be required to pay for

damages caused by students.

22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures practiced once each semester as explained by the school bus driver.
23. Never ask the school bus driver to permit you to get off at any stop other than your designated stop.
24. Any student who must cross the street after exiting from the school bus should wait for the school bus driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the school bus, never behind it.
25. Students should go home immediately after reaching the "home school bus stop" location after school.
26. All pencils, pens, and/or any other sharp objects shall be stored in the student's book bag while riding on the school bus.
27. Any student sustaining an injury while riding on the school bus should report this injury to the school bus driver immediately.
28. The following items are not allowed on the school bus: tobacco, alcohol, drugs, pets, glass objects (except eye glasses), weapons of any kind, and objects too large to be held in the student's lap or placed under a seat.
29. Students with temporary disabilities or pregnant students must present an initial letter from the attending physician confirming the disability/condition and stating the student's physical capabilities and limitations as far as riding the school bus is concerned. A monthly report from the physician must be submitted certifying the student's ability to continue to ride on the school bus.
30. Report to the school bus driver anyone who is sleeping or is sick on the school bus.
31. Once the child has boarded the school bus and has left the school bus stop in the A.M., a parent/legal guardian cannot remove the child from the school bus. (The parent/legal guardian must go to school to formally check the child out of school.) In the P.M., the parent/legal guardian must wait until the child reaches the assigned bus stop.
32. If a child is late and missed the school bus in the A.M. at the assigned stop, the school bus driver will not allow the child to board the school bus at another school bus stop. (Parents/legal guardians should not chase or block the school bus with their vehicle or body.) A parent/legal guardian must take the child all the way to school.
33. If you have requested that your school bus driver deliver your child to a location other than the assigned stop in order for the child to go to a day care center, it is the parent's/legal guardian's responsibility to notify the school's administrator if the day care center will not be able to accept the child that day.

Communications Devices
Use, Possession, or Operation of Electronic Telecommunication Devices

Students are allowed to possess electronic devices on campus. However, all electronic devices must be **COMPLETELY OFF** and must not be visible or audible while students are on the school grounds or on the school bus except under the conditions described below.

Electronic devices may be used as part of the instructional process only with prior permission of the principal or his/her designee. Individual school principals will establish and communicate guidelines involving electronic device use after school hours for students who participate in field trips, extracurricular activities, athletic events, or any other school sponsored activity.

Electronic devices must be stored in a secure location. Students shall be personally and solely responsible for the security of their telecommunications devices. Jefferson Parish Schools shall not assume any responsibility for theft, loss, or damage of an electronic device or unauthorized calls made on a cell phone.

Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies.

The possession of electronic devices is strictly prohibited during testing situations or other forms of student assessment. School personnel may collect such devices before students are administered an assessment. (The electronic device will be returned to the student after the assessment has concluded.) If a student is found in possession of an electronic device during an assessment, the assessment will cease, the device will be confiscated, and the student's assessment will be invalidated. Additional disciplinary action may be taken by the school administration.

Each school will establish and communicate consequences for violating its electronic device policy. Violations could result in one or more of the following: temporary confiscation of the device, detention(s) not lasting more than one hour, punish work, In-school Suspension of no more than two days, and out of school suspension.

Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence.

No person, including students, shall be prohibited from using or operating any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, in the event of an emergency. "Emergency" means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Cooperative Endeavor/Law Enforcement

It is the policy of Jefferson Parish Schools to provide a safe school environment for students and employees. Therefore, there exists a cooperative endeavor among these agencies: law enforcement, juvenile justice, the district attorney, parish administration, human services authority, and Jefferson Parish Schools. The goal of the cooperative endeavor is to keep the schools in the parish safe from drugs, weapons, and criminal acts of personal violence.

As soon as a criminal act perpetrated by a student is detected, the appropriate law enforcement agency shall be called.

The responding deputy or police officer will come to the school, arrest the student if the investigation warrants, and secure the evidence. Initial notification of the parent/legal guardian of the juvenile's arrest will be made by a school official , unless otherwise instructed by law enforcement. The school official will instruct the parent/legal guardian that the juvenile has been arrested and taken to Rivarde Detention Center.

The juvenile will not be released from detention until a hearing on the matter is held before a judge in Juvenile Court.

Counseling

It is the policy of Jefferson Parish Schools that a planned comprehensive and developmental guidance and counseling program be provided in the school through an interdisciplinary approach. Individual and group guidance services shall be provided to students at all levels. Immediate assistance shall be provided for students who experience problems and long range services shall be made available when necessary. Long range services shall include, but not be limited to, providing educational information, career/occupational information, personal/social services, referral services, orientation, testing, placement, and follow-up.

Early Intervention Specialists are available in every elementary and middle school to provide individual and group counseling as well as classroom guidance to assist with school adjustment and to address any behavioral, social or emotional difficulties the student may be experiencing. Special education social work services are provided to special education students in all schools who qualified for said services as a related service under Bulletin 1508.

Damage to Property

It is the policy of Jefferson Parish Schools that a student found guilty or responsible for damage or loss to any property belonging to Jefferson Parish Schools, another student, a school system employee, or school bus driver shall be held accountable for making restitution for said damage. Any student who is suspended for such an act shall not be re- admitted or transported until arrangements for payment in full have been made for said damage.

Detention

Before or after-school detentions of an hour or less or Saturday detentions may be assigned either by the teacher or administrator.

The parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served.

The parent/legal guardian can legally refuse to allow the student to serve detentions. However, the student will be subject to suspension from school.

Disabilities

Temporary Disability Policies and Procedures

A student returning to school or requesting accommodations based upon temporary disability must provide documentation from a Louisiana licensed physician qualified in the diagnosis of the condition. The documentation must be updated monthly and verify the current nature of the student's condition, the expected duration of the temporary disability, physical abilities and/or restrictions including, but limited to, date of return to school, physical education activities, school bus transportation and other related activities. The parent/legal guardian must also present a signed statement releasing the school system and school bus driver from the responsibilities of injuries incurred which relate to the student's disabilities.

If a student is, or is suspected to be, a student with a disability under the IDEA or Section 504, the student will not be excluded from school solely on the basis of that disability and the parent/guardian will have the option of obtaining a medical evaluation through the district upon request.

Chronic Disability Procedures

Students with chronic illness and conditions must present written certification from their doctor on an annual basis, and renewed at the second semester.

Discipline

It is the policy of Jefferson Parish Schools that discipline be defined as essential to the orderly operation of any school and the maintenance of an environment conducive to quality education. Discipline is behavior in accord with rules of conduct. A student is required to conduct himself/herself properly while under school supervision and to comply with all policies and regulations declared to govern pupil conduct. Each student shall be held strictly accountable for any disorderly conduct in school buildings, on school premises, on school buses, and at school-sanctioned events. Any violations of the code of conduct should be reported to the school administration.

School-wide Positive Behavior Intervention Supports (SWPBIS) – SWPBIS is a research-based framework that can help schools design, implement and evaluate their approach to school discipline. Since every school is unique, SWPBIS does not prescribe a specific program or curriculum, **but** rather sets out a process and key criteria for schools to follow. Under the SWPBIS framework, schools must: 1) use **discipline** data to make decisions and solve problems, 2) focus on both prevention of problem behavior and positive interventions, such as counseling, mediation, restorative practices and other interventions that focus on building positive relationships, 3) model and teach behavior expectations and positive skills among students, and 4) continuously monitor implementation and adjust approaches as necessary. SWPBIS uses a three- tiered approach to preventing and intervening in problem behavior. Tier 1 focuses

on supports for all students in the classroom and school-wide to prevent problem behavior. Tier 2 focuses on "specialized" supports tailored to target groups of students who engage in misbehavior. Tier 3 provides highly individualized responses for those students who continue to face disciplinary problems despite the presence of Tier 1 and 2 supports. SWPBIS is meant to work collaboratively with specific practices such as restorative justice practices to promote positive behavior in classrooms and on school campuses.

Restorative Justice – A theory of justice that emphasizes repairing the harm caused or revealed by misconduct rather than punishment by:

a. Identifying the misconduct and attempting to repair the damage;

b. Including all people impacted by a conflict in the process of responding to conflict; and

c. Creating a process that promotes healing, reconciliation and the rebuilding of relationships to build mutual responsibility and constructive responses to wrongdoing within our schools.

Restorative Practices – A framework for a broad range of restorative justice approaches based on cooperation, mutual understanding and trust and respect that pro-actively build a school community by implementing solution based conflict responses intended to restore relationships and repair the harm done to the school community. These practices can be used to implement positive behavior in classrooms and on school campuses consistent with the framework set forth in SWPBIS.

Bullying

Statement of Policy:

The Jefferson Parish School Board ("Board") strictly prohibits bullying and/or harassment, as defined herein. The Board shall take reasonable steps to end bullying/harassment, to prevent its future recurrence and to prevent retaliation against any individual who reports allegations of bullying/harassment or cooperates in the investigation of an alleged violation of this policy. This policy applies to students on school grounds, while traveling to and from school, or a school-sponsored activity, and during school-sponsored events.

Definition:

Bullying/Harassment: Bullying and harassment may take many forms, including, but not limited to the following:

1. Hurtful name-calling, teasing, gossiping, threats, intimidation, humiliation, making rude noises or gestures, or spreading hurtful rumors.
2. Written, electronic, or verbal communication such as name-calling, threatening harm, taunting, malicious teasing, or spreading rumors.
3. Physical acts such as hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Purposefully shunning or excluding from activities.

Bullying/harassment need not include intent to harm, be directed at a specific target, or involve repeated incidents. Bullying/harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. When bullying or harassment is based on race, religion, gender, age, national origin, color, disability, genetics, marital status, or sexual orientation, such conduct violates the victim's civil rights and District anti-discrimination policy.

Bullying Prevention:

1. Students in grades 3-12 must receive and acknowledge receipt of age appropriate Anti-Bullying Training by October 31 of each school year.
   a. Student training shall consist of a total of one (1) hour of training conducted by the school. The training shall include defining bullying, skills to prevent bullying, reporting bullying, and overcoming bullying.
2. JPS will acknowledge October of each school year as National Bullying Prevention Month. Schools must have at least one school-wide activity educating students, parents, and employees on bullying prevention strategies. Parents will receive Bullying Prevention Strategies via school and district newsletters.
3. All schools with grades 6-12 must have a designated area on campus for anonymous reporting of bullying allegations.

Complaint Procedures

Reports of bullying/harassment by the victim, a witness or anyone else who has credible information that an act of bullying/harassment has occurred shall be handled in accordance with these procedures.

1. Conduct in violation of this policy must be promptly reported to the school principal or designee, preferably in writing. Verbal reports will be recorded by the receiving official at the time of the report.
2. All school employees and parents chaperoning or supervising school sponsored functions and events are required to report alleged violations of this policy to the principal/designee.
3. The principal/designee shall initiate a prompt, thorough and impartial investigation which shall include: a. Interview of the reporter, the alleged victim(s), the alleged offender(s) and all witnesses or others with relevant information. b. The interviews will be reduced to writing, signed and dated by the interviewee and interviewer. c. Collection and review of any physical evidence such as photographs or audio-visual evidence. All bullying allegations must be documented in the district's Student Information System.
4. The parent or legal guardian of the alleged victim(s) and alleged offender(s) must be notified and given the opportunity to attend the interview. Notification shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
5. Interviews shall be conducted privately, separately, and confidentially. At no time will the alleged offender and victim be interviewed together.
6. The parents or legal guardian of the alleged victim(s) and alleged offender(s) shall be informed of the potential consequences, penalties, or other remedial actions that the school may take.
7. The principal/designee will make reasonable efforts to complete the investigation promptly after receiving notice of the harassment/bullying, and shall take interim measures as necessary while the investigation is pending to prevent further harassment/bullying. Resolution of the Investigation
   A. Upon completion of the investigation, the principal/designee shall complete an investigation report which shall include pertinent facts,

findings and recommended remedial action, if any.

B. If there is finding of a disciplinary code violation, school officials shall take prompt and appropriate disciplinary action pursuant to La. R.S. 17:416 and 17:416.1. Criminal conduct will be reported to law enforcement.

C. The school may take other remedial action, as deemed appropriate under the circumstances, to end prohibited conduct and prevent its recurrence. The appropriate remedial action will depend on the particular circumstances, but may include the following:

a. Taking steps to end bullying/harassment such as separating the accused harasser and the target, providing counseling for the target and/or harasser, or taking disciplinary action against the harasser.

b. Provide training or other interventions to ensure that students, their families, and school staff can recognize harassment/bullying if it occurs and know how to respond.

c. Provide additional services to the victim in order to address the effects of the bullying or harassment.

d. Issuance of new policies prohibiting harassment/bullying and new procedures by which students, parents, and employees may report allegations of harassment/bullying.

e. Dissemination of existing policies and procedure and notice of the District's Title IX and Section 504/Title II coordinators.

D. The principal/designee shall notify the complainant, victim and offender of the findings and remedial action, to the extent allowed under FERPA. After completion of the investigation, the school shall continue to take steps to prevent further bullying or harassment and to prevent any retaliation against the complainant or any person who cooperated in the investigation of a complaint.

Consequences for students found guilty of bullying:

1. **1st offense** - Parent Conference or Detention- as determined by Principal. The student must also complete a consultation with the counselor or social worker on campus.
2. **2nd offense** - 2 day In-School Suspension (character education and assessment completed) and student must attend Bullying and Violence Prevention Program*

. * Students in grades 4-12 who are guilty of bullying for a second time as determined by the school administrators will be required to undergo conflict resolution training with the parent/legal guardian before being readmitted to school. The student shall not be allowed to participate in any sports or extra-curricular activities during the suspension period. The student shall be required to complete four (4) hours of community service. The four (4) hours of community service will be scheduled and supervised by an administrator/teacher at the designated school site. The four (4) hour conflict resolution session is held on Saturdays at a designated site. The student or parent/legal guardian will pay $75.00 for the cost of the Bullying and Violence Prevention Program at the time of enrollment in the program. Cash or money order only will be accepted. The student must attend the Bullying and Violence Prevention Program in his/her full school uniform. Failure to complete all components of the Bullying and Violence Prevention Program may result in a referral to Juvenile Court.

3. **3rd offense** - 3 day In-School Suspension (character education and assessment completed) and student must attend Bullying and Violence Prevention Program*

. IF the bullying act is against the same person(s), student may be reassigned to another JPPSS school for the remainder of the school year. (All district, state, and federal Special Education regulations will be followed)

4. **4th offense** - Off-site Suspension recommended (grades 4-12). Length of stay determined by the district's Hearing Officer.

Hazing

"Hazing is defined as 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 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."

Jefferson Parish Schools is committed to maintaining a safe, orderly, civil, and positive learning environment to insure that no student feels threatened while in school, on the school bus, and/or when participating in school-related activities. While some forms of initiation for membership in student clubs and organizations constitute acceptable behavior, the hazing of students may degenerate into a dangerous form of intimidation and degradation; therefore, hazing in any form will not be tolerated.

Hazing is hereby prohibited in all public elementary, middle, and high schools in Jefferson Parish Schools 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 high, middle, or elementary school, whether such behavior is planned or occurs on or off school property, including any school bus or school bus stop. No student may solicit, ask, or request another to do an act forbidden under the definition of hazing given below. No student may aid, help, assist, or abet another in the hazing of a student. No student may consent to be the subject nor hazing, or may the fact that a student consented to hazing serve as a defense for the student guilty of hazing.

All teachers and other school employees shall take reasonable measures within the scope of their individual authority to prevent violations of the policy. All students will be responsible to report any acts of hazing they witness to the staff of their school under the following procedures.

Any student, teacher, or other school employee who observes or is the object of hazing will report the hazing to a teacher, staff member or any school administrator. The administration of the school will conduct an investigation into any complaint of hazing. Jefferson Parish Schools' policies and procedures for violations of school discipline policies will be effective for any violation of this policy. Any act of hazing which might be in violation of the criminal laws of the State of Louisiana, the Parish of Jefferson or the municipality wherein the school is located, if appropriate, will be reported to the appropriate law enforcement agency.

"Hazing" does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program. However, adult-directed and school-sanctioned athletic and military practices or events must not engage or encourage any practice or direct students/athletes/cadets to engage in any practice/regimen/conduct witch endangers the health or safety of any student athlete/JROTC cadet/participant under the guise of practice or training.

Complaint Procedures

Reports of bullying/harassment by the victim, a witness or anyone else who has credible information that an act of bullying/harassment has occurred shall be handled in accordance with these procedures.

1. Conduct in violation of this policy must be promptly reported to the school principal or designee, preferably in writing. Verbal reports will be recorded by the receiving official at the time of the report.
2. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal/designee.
3. The principal/designee shall initiate a prompt, thorough and impartial investigation. The School based mental health professional will not be involved in any bullying investigations but can assist with counseling students who as the result of the principal or designated administrators investigation have been determined to have been bullied or have bullied. which shall include:
   a. Interview of the reporter, the alleged victim(s), the alleged offender(s) and all witnesses or others with relevant information.
   b. The interviews will be reduced to writing, signed and dated by the interviewee and interviewer.
   c. Collection and review of any physical evidence such as photographs or audio-visual evidence.
4. The parent or legal guardian of the alleged victim(s) and alleged offender(s) must be notified and given the opportunity to attend the interview. Notification shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
5. Interviews shall be conducted privately, separately, and confidentially. At no time will the alleged offender and victim be interviewed together.
6. The parents or legal guardian of the alleged victim(s) and alleged offender(s) shall be informed of the potential consequences, penalties, or other remedial actions that the school may take.
7. The principal/designee will make reasonable efforts to complete the investigation promptly after receiving notice of the harassment/bullying, and shall take interim measures as necessary while the investigation is pending to prevent further harassment/bullying.

Resolution of the Investigation

1. Upon completion of the investigation, the principal/designee shall complete an investigation report which shall include pertinent facts, findings and recommended remedial action, if any.
2. If there is finding of a disciplinary code violation, school officials shall take prompt and appropriate disciplinary action pursuant to La. R.S. 17:416 and 17:416.1. Criminal conduct will be reported to law enforcement.
3. The school may take other remedial action, as deemed appropriate under the circumstances, to end prohibited conduct and prevent its recurrence. The appropriate remedial action will depend on the particular circumstances, but may include the following:
   a. Taking steps to end bullying/harassment such as separating the accused harasser and the target, providing counseling for the target and/or harasser, or taking disciplinary action against the harasser.
   b. Provide training or other interventions to ensure that students, their families, and school staff can recognize harassment/bullying if it occurs and know how to respond.
   c. Provide additional services to the victim in order to address the effects of the bullying or harassment.
   d. Issuance of new policies prohibiting harassment/bullying and new procedures by which students, parents, and employees may report allegations of harassment/bullying.
   e. Dissemination of existing policies and procedure and notice of the District's Title IX and Section 504/Title II coordinators.
4. The principal/designee shall notify the complainant, victim and offender of the findings and remedial action, to the extent allowed under FERPA.

After completion of the investigation, the school shall continue to take steps to prevent further bullying or harassment and to prevent any retaliation against the complainant or any person who cooperated in the investigation of a complaint.

Code of Conduct

SWPBIS is used to promote positive school climates that foster healthy and productive school relationships. Through this multi-tiered approach, restorative practices can be put into action to build school community based on cooperation, mutual understanding, trust and respect.

It is the goal of Jefferson Parish Schools that every student will be free of drugs and violence, be offered a disciplined environment conducive to learning, and develop competence in those areas of life which are essential to individual and group living.

The competence areas which are considered essential education goals are communication, computation, reasoning, responsibility, arts and humanities, physical and mental well-being, and learning to learn.

In providing an atmosphere conducive to learning, it is essential that students gain confidence in their own abilities and talents, learn to control and discipline their own desires, actions, and habits, become aware of their own potential, character, and abilities, learn to rely on their own judgments and abilities, and form accurate perceptions of themselves and others.

The following code of student conduct is hereby adopted to further those objectives.

1. Each student shall learn to control and discipline his/her own desires, actions, and habits in order to develop competence in areas of life considered essential to educational goals.
2. Each student shall learn that his/her behavior at school reflects the choices he/she makes in how to conduct himself or herself in school buildings, on school premises, on school buses, and at school-sanctioned events.
3. A student shall be accountable for, and shall accept responsibility for, his/her behavior during classroom instruction, in school buildings, on school premises, on school buses, at school-sanctioned events.
4. A student shall attend school and report to school and to scheduled classes on time.
5. A student shall remain in his/her assigned area during the entire class period, unless he/she has permission to leave the area.
6. A student shall behave during classroom activities in a non-disruptive manner that allows for order in the class-room, and is conducive to the educational process for both himself or herself and other students.
7. A student shall conduct himself or herself in such a manner that he/she does not interfere with the instruction of other students.
8. A student shall be courteous to other students and to all employees of the school system.
9. A student shall speak politely to other students and to all employees of the school system. A student shall refrain from the use of foul or abusive language or threats directed at others. When speaking with school system employees, the student shall address and respond to the school system employee respectfully.
10. A student will not belittle, ridicule, mock, taunt, laugh at, or otherwise engage in any such language or activity toward another student or school employee due to the other person's gender, age, size, race, religion or ethnicity.
11. A student shall comply with all school rules and regulations.
12. While under school supervision, a student when requested shall provide his/her name to any employee of the school system.
13. A student shall follow traffic and safety regulations at school, on school

buses (boarding and disembarking from the school bus at the assigned stop), and at school-sanctioned events.

14. A student shall resolve problems, differences of opinion, and disagreements, whether they are with a school employee or another student, through nonviolent measures. A student shall refrain from instigating or participating in fights and/or threats, and will seek the assistance of others, when appropriate, to resolve such disputes by nonviolent means. Such means may include, but not be limited to, conflict resolution, peer mediation, and counseling sessions.
15. A student shall not engage in behavior or conduct that causes injury or harm to, or poses an immediate threat to the safety or physical wellbeing of any other student or to any school employee.
16. A student shall not throw anything that may injure or cause harm to another student or any school system employee.
17. A student shall treat the property of others, as well as school property and school buses, with respect. A student shall refrain from cutting, defacing, or damaging property belonging to another student, to a school system employee, or to the school, and shall not write profane or obscene words or draw obscene pictures in or on any such property.
18. A student shall be truthful and refrain from making false or unfounded charges against another student or any school system employee.
19. A student shall not use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system, or beeper in school buildings, on school premises, on school buses, or at school-sanctioned events. (Emergencies are exceptions see page 6)
20. A student shall not smoke, chew, or otherwise consume any tobacco product or carry, use, have, possess, distribute, sell, give, or lend any tobacco or tobacco product, smokeless tobacco, cigar, cigarette, pipe, e-cigarette, vape, or any other form of smoking object or device, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
21. A student shall not be under the influence of, use, or otherwise consume, or carry, have, possess, distribute, sell, give, or lend any alcoholic beverage, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
22. A student shall not be under the influence of, use, have, possess, distribute, sell, give, or lend drug paraphernalia, mood altering drugs, illegal narcotics, drugs, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, or any substance that looks like or is designed to represent such a drug, in school buildings, on school premises, on school buses, or at school-sanctioned events.
23. A student shall not communicate or cause the communication of false information or threats of arson, attempted arson, bomb threats, or threats involving fake explosive devices by any means of communication, including but not limited to, use of the mail, telephone, telegraph, word of mouth, or other means of communication.
24. A student shall not carry, possess, use, or project lasers or laser devices, the careless use of which might inflict harm or injury on, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, on school buses, or at school-sanctioned events.
25. A student shall not have, possess, ignite and/or discharge fireworks in any form in school buildings, on school premises, on school buses, or at school-sanctioned events.
26. A student shall not have, carry, use, or threaten to use a firearm, bomb, knife, or other implement that can be used as a weapon, the careless use of which might inflict harm or injury on others in school buildings, on school premises, on school buses, or at school-sanctioned events.
27. A student is accountable for, and will accept responsibility for, his/her personal hygiene and physical appearance during classroom instruction, in school buildings, on school grounds, on school buses, or at school-sanctioned events. A student will comply with all rules and regulations related to the student dress code and uniform policy for his/her school.

ANY VIOLATION OF A CODE OF CONDUCT ARTICLE MAY RESULT IN DISCIPLINARY ACTIONS

Individual School Rules and Regulations

It is the policy of Jefferson Parish Schools that teachers, principals, and administrators may employ, subject to any rules as may be adopted by the parish or city school board, reasonable disciplinary and corrective measures to maintain order, provided, that nothing in this section shall be construed as superseding the provisions of Section 416 of Title 17 of the Louisiana Revised Statutes of 1950 relative to the disciplining of students, suspensions, and expulsions.

All such rules shall be published and distributed to students and parents/legal guardians.

In-School Suspension

In-School Suspension (ISS) is designed to provide academic and counseling services to middle/high school students (grades 6-12) who have been suspended with the exception of offenses for drugs, guns/weapons, arson, bodily harm, and indecent exposure. ISS allows students to remain under the school's supervision during the suspension, to receive counseling related to specific behaviors, and to work on academic skills by completing assignments and/or general academic packets. After successfully completing the ISS, the student may return to the regular school/schedule and will be eligible to complete all missed assignments. The absence(s), according to state guidelines, is an excused absence.

Students eligible for ISS are those students in grades 6-12 who are housed on regular middle/high school campuses. Students will be assigned to ISSP by the principal/designee.

Causes for Suspension/Expulsion

It is the policy of Jefferson Parish Schools that the school principal/designee may suspend from school and/or from riding a school bus any pupil who commits any of the following offenses:

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, school board member, or employee of Jefferson Parish Schools;
3. Makes an unfounded charge against any teacher, principal, superintendent, school board member, or employee of Jefferson Parish Schools;
4. Uses unchaste or profane language;
5. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates;
6. Leaves the classroom or designated area during class hours or detention without permission;
7. Leaves the school premises without permission;
8. Gets off the school bus (other than at regular stop) without permission;
9. Is habitually tardy;
10. Violates any rules adopted by the School Board;
11. Violates traffic and safety regulations;
12. Refuses, while under school supervision, to provide upon request his/her name to a Jefferson Parish Schools employee or who provides such employee with a false name and/or does not go to the administrative

area when so directed;

13. Disturbs the school or habitually violates any rule;
14. Posts or responds to posts on a social media site and creates a substantial and material disruption on a school campus, regardless of time or location while posting.
15. Disrupts and/or interferes with the orderly conduct of the affairs of the school, school activities, or the rights of other students through the distribution of any or all materials, the posting of signs, and the wearing of imprinted apparel that is deem to be disruptive;
16. Participates in an unauthorized demonstration in Jefferson Parish Schools buildings, on Jefferson Parish Schools premises, on any school bus, including those owned by, contracted to, or jointly owned by Jefferson Parish Schools, or during any school-sanctioned event;
17. Initiates or participates in any threat which disrupts the school day operations, including, but not limited to, bomb threats or threats involving fake explosive devices, threats of aggravated or simple arson, etc. by the use of the mail, telephone, telegraph, word of mouth, or other means of communication;
18. Cuts, defaces, or injures any part of school buildings, school premises, or school buses;
19. Writes any profane or obscene language or draws obscene pictures in or on any school material, on school buildings, on school premises, or on school buses;
20. Throws missiles or other objects liable to injure other persons while in school buildings, on school premises, in school buses, or at school-sanctioned events;
21. Instigates or participates in fights while under school supervision;
22. Abuses a teacher, any school personnel, or school bus driver either physically or verbally;
23. Possesses and/or ignites and/or discharges fireworks in school buildings, on school premises, on school buses, or at school- sanctioned events;
24. Is found carrying or possessing firearms, knives or other implements which can be used as weapons, the care-less use of which might inflict harm or injury, in school buildings, on school premises, at school sanctioned events, or on school buses;
25. Uses or possesses tobacco, alcoholic beverages, mood altering chemicals, drug paraphernalia, any controlled dangerous substance, governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;
26. Possesses, distributes, sells, gives, or lends and/or is found to have knowledge of and/or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, alcoholic beverages, mood altering chemicals, drug paraphernalia, other controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school- sanctioned events, or on school buses;
27. Carries, possesses, uses, or projects lasers or laser devices, the careless use of which might inflict harm or injury, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, at school sanctioned events, or on school buses;
28. Is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony;
29. Is in possession of or uses mace/pepper spray.
30. Participates in a group/gang fight (more than 2 people).
31. Instigates or participates in any form of bullying;
32. Commits any other serious offense.

Parent/Legal Guardian Information on Suspension or Expulsion

In instances when the parent/legal guardian seeks information about the student who may have inflicted injury or damage to their child, the principal/designee shall follow policies outlining release of information as provided in the Family Rights and Privacy Act of 1974.

If the parent/legal guardian is not satisfied with the information which is provided, the parent/legal guardian of the injured child may seek redress through legal action under civil law.

Suspension Policies/Extended Expulsion

It is the policy of Jefferson Parish Schools that a student may be suspended for the first, second or third time:

1. Until a parent/guardian returns with the student to school (At the middle/high school levels, following the second and third suspensions the administrator shall schedule a conference for the student with a counselor.) NOTE: Does not apply to special education students
2. For a period not to exceed three (3) school days (Parent/legal guardian conference shall follow.)
3. For a period of time determined by the principal/designee not to exceed nine (9) school days after notifying the school's designated Hearing Officer (Parent/legal guardian conference shall be conducted within three (3) school days of the suspension.)
4. For the remainder of the school year, depending upon the seriousness of the offense (Parental/legal guardian conference shall follow.)

It is the policy of Jefferson Parish Schools that a student shall be recommended for a remainder of the school year suspension by the principal on the fourth suspension. Alternatively educational programs will be provided in only those cases required by law.

It is the policy of Jefferson Parish Schools that a student may be expelled for a period of time that extends beyond the present school year upon the recommendation of the principal and the concurrence of the Executive Director of Special Programs for the serious offenses listed below:

1. The possession or use of any implement which may be used as a weapon or that may result in bodily harm to an individual.
2. Any malicious act which results in serious bodily harm to an individual.
3. Commits any other serious offense or creates any serious disruption of a school education process.
4. Distributing, manufacturing, intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals, or any substances designed to look like or presented to be such a drug in school buildings, on school premises, on school buses, or at school-sanctioned events.

Suspension Policies/Extended Suspensions for Weapons/Drugs

Any student found guilty of being in possession of a dangerous weapon/firearm, or in possession/distributing/manufacturing/intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals or any substance

designed to look like or represented to be such a drug in school buildings, on school buses, on school premises, or at school-sanctioned events shall be susceptible to district approved disciplinary consequences. A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represent to others as a prohibited substance. Consequences follow below.

1. If sixteen (16) years of age or older, be expelled from Jefferson Parish Schools for the maximum period of time allowable under state and federal law for a minimum period of four (4) complete semesters for drugs;
2. If under sixteen (16) years of age and a middle/high school student shall be expelled from Jefferson Parish Schools for a minimum period of two (2) complete semesters;
3. For weapons, grades 6-12, expelled for TWO (2) complete semesters;
4. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.

All individuals affected by this resolution shall receive all legal due process rights provided for under the law. Alternative education programs will be provided only in those cases where required by law.

No student expelled under items 1, 2, or 3 shall be allowed to return to a Jefferson Parish public school without the express approval of the Jefferson Parish School Board.

Illegal carrying, possession or use of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the laws of the State of Louisiana. A person found guilty of the offense of illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, may be subject to criminal penalties including fines and/or imprisonment with or without hard labor under the provision of L.S.A. 14:95.2, L.S.A. 14:95 and other applicable law.

Possession of a Starter Gun, Stun Gun and/or Facsimile

If any student is found guilty, the following shall occur.

1. Students, in grades seven (7) through twelve (12), shall be expelled from the school system.
2. Students in kindergarten through grade six (6) may be expelled from the school system unless other corrective or disciplinary action is recommended by the superintendent or his/her designee.

Suspension Make Up Work

Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for ten days or less shall be assigned school work missed and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student's teacher.

Due Process

Suspension: Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.

Expulsion: A student recommended for expulsion shall have a right to a hearing and review by the School Board in accordance with Board Policy JDE.

Offensive Student Conduct at End of Year or During Summer Months

a. Non-Graduating Students

   Any student who commits offenses during the last ten (10) days of the school year which result in recommendation for suspension and/or expulsion shall serve the suspension and or expulsion in the next school year.

b. Graduation Students

   1. Any senior committing a school-related serious offense (i.e., alcohol/drug/indecent act/inappropriate behavior, graffiti, damage/theft to property, criminal act, etc.) after the last day for seniors, may be excluded from year-end activities. This specifically includes, but is not limited to, participation in graduation exercises.
   2. When a senior is prohibited from participating in graduation exercises, the diploma may be given or mailed to the student at the end of the school year.

Diseases: Communicable and/or Contagious

Jefferson Parish Schools will work cooperatively with the Louisiana Department of Education, the Louisiana Department of Health and Hospitals, and the Center for Disease Control for the prevention, control and containment of communicable diseases in schools. Students suspected of having a communicable disease based on the most current guidelines provided by the above agencies, may be excluded from school or riding the school bus until reliable evidence from a public health officer or physician is presented in writing that his/her condition is not or no longer contagious.

For the safety of all students, school employees, and visitors, parents are asked to immediately notify the school if their child has been diagnosed with the flu, chicken pox, whooping cough, mumps, measles, or any other contagious disease.

Dress Code

The student dress code is established to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruption in the educational environment, to avoid safety hazards, and to teach students respect for themselves and others.

1. Each student will have good personal hygiene, including but not limited to having clean combed hair, clean teeth, a clean body, and clean clothing.
2. A student will show, through his/her actions, personal hygiene, and physical appearance, a respect for himself or herself and others.
3. A student will dress appropriately for school, extracurricular, and co-curricular activities.
   a. A student's clothing, mask or face covering, jewelry, accessories, personal hygiene, and manner of grooming:
      i. will not present a physical safety hazard or create a health hazard to either the student or others;
      ii. will not cause or have the potential to cause, a disruption to or interference with the orderly operation of the school, school activities, and/or educational objectives;
      iii. will not identify, symbolize or infer gang membership or affiliation through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
      iv. will not identify, symbolize or imply membership or affiliation of any group or organization that the school system has not authorized to legally assemble on school grounds through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
      v. will not depict violence, drugs, alcohol, tobacco, or obscene subject matter through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
      vi. will not depict or convey a suggestive sexual or provocative message or slogan through writing, drawings, paintings, photographs, designs, emblems, tattoos or any other means; and
      vii. will not be designed to encourage actions or activities that present a disruption or distraction.
   b. A student will wear shoes. No specific color shoe is required. A student will not wear shoes that present a safety hazard such as shoes without backs, shoes with excessively high heels or platform soles, wheels, or shoes that by virtue of their construction or condition may pose a safety risk.
   c. A student will wear appropriate undergarments.
   d. A student's clothing for school and school-sponsored activities will be hemmed.
   e. A student's clothing for school and school-sponsored activities will be worn at an appropriate length.
      i. All students will be allowed to wear knee-length shorts (color of their school pants).
      ii. Skirts, pants, slacks, and shorts, when allowed, will be worn at the student's waistline.
      iii. Dresses, skirts, pants, slacks, and shorts, when allowed, will not be excessively long or baggy so as to create a safety hazard.
      iv. Dresses, skirts, and shorts, when allowed, will not be excessively short so as to create a disruption or distraction.
   f. A student's clothing for school and school-sponsored activities will be modest in appearance and style so that it does not cause or have the potential of creating a safety hazard and/or a disruption or distraction for others in the educational environment.
      i. A student will not wear clothing that is tight fitting, including but not limited to bike pants, leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts or blouses which are tight fitting.
      ii. A student will not wear clothing with holes in it.
      iii. A student will not wear see-through or fishnet clothing unless proper opaque undergarments are worn so that the student's torso is not visible.
      iv. A student will not wear clothing that exposes the student's back, chest or midriff.
      v. Dress styles should be appropriate for student participation in a school-sponsored formal event.
      vi. Notification of the guidelines should be provided within the first two weeks of school to the senior class and on a regular basis thereafter through venues that could include newsletters, parent meetings, fashion shows, class meetings, sample pictures, etc.
      vii. If a dress is questionable, students will be encouraged to provide the school with front and back pictures of the student in the dress for review well in advance of the prom.
      viii. The dress review at the prom will adhere to the Board approved procedure of at least two out of three chaperons/sponsors making a recommendation to the administrator in charge/on duty who makes the final determination.
      ix. Every effort will be made by the school to provide remediation for a dress problem prior to denying a student entrance into the prom.
      x. Specifics for dresses:
         01. The back of a dress must be at or above the waistline.
         02. Sides and midriffs are to be covered.
         03. Slits should be no higher than mid-thigh.
         04. Dress shoes only - no tennis shoes, slippers, etc.
         05. Modern dress styles including halter tops, strapless, one shoulder, and spaghetti straps may be worn; however, excessively revealing cleavage will not be allowed.
      xi. A student in middle/high school will not wear sweat pants and warm up suits on campus.
      xii. A student will not wear a hat, cap, or hooded garment to school.
      xiii. A student will not wear jewelry or accessories that create a distraction or a safety hazard. Except for pierced earrings worn in the ear lobe, a student will not wear body piercing studs, rings, or hoops. When pierced earrings are permitted, a student will not wear earrings that present a safety hazard.
      xiv. A student will not bring to or have accessories at school that may be used or converted to use as a weapon.
      xv. A student will use appropriate grooming that does not present a safety hazard or have the potential of creating a disruption to or interference with the orderly operation of the school environment, school activities, and/or educational objectives.
         001. A student will wear his/her hair in a style that does not impair his/her eye sight.
         002. A student will not wear hair rollers, shower caps, etc. to school, extracurricular and co-curricular activities.
   g. In response to the COVID-19 pandemic and following guidance from the Centers for Disease Control and Prevention (CDC), students are required to wear a mask or face covering while on the bus, in classrooms, and common areas. Coverings must be worn over the nose and mouth and secured under the chin. Bandana scarfs may not be worn as a mask or face covering. *Ski masks are never allowed on campuses.*

Student violations of the dress code will result in disciplinary actions. On the first offense, the student will be subject to a detention. On the second offense, the student will be subject to an in-school suspension. On the third and subsequent offenses, the student will be subject to suspension in accordance with the school system's suspension policies; except that a student enrolled in grades Pre-K through grade 5 shall not be suspended from school for a uniform violation.

Drugs

Substance Abuse Policy and Procedures

The possession, use, delivery, transfer, or sale of tobacco, alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden. A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance.

1. **Manufacture/Possession/Distribution (Drug Related)**
   When the principal/designee has reasonable cause to believe that a student has manufactured, distributed, or possessed with intent to distribute alcohol, controlled dangerous substances, any mood-altering chemicals, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school according to the following procedures:
   a. If sixteen (16) years of age or older, the student shall be expelled from Jefferson Parish Schools for the maximum period of time allowable under state and federal law for a minimum period of four (4) complete semesters;
   b. If under sixteen (16) years of age and a middle/high school student shall be expelled from Jefferson Parish Schools for a minimum period of two (2) complete semesters;
   c. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.
   d. No student expelled under items a, b, or c shall be allowed to return back to a Jefferson Parish public school without the expressed approval of the Jefferson Parish School Board.
2. **First Offense (Drug Related)**
   When the principal/designee has reasonable cause to believe that a student is in possession of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug or is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the, Director of Safety and Discipline their Executive Director's of Principal Performance office, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for nine (9) school days and be ineligible for participation in all extra-curricular activities for a period of nine (9) school weeks provided:
   a. The student is assessed by a Jefferson Parish Schools approved community agency prior to returning to school.
   b. The student and at least one (1) parent/legal guardian must participate in a three (3) hour educational program presented by an agency approved by Jefferson Parish Schools.
   c. The student will complete a hair/drug test at approved agency.
   d. The student is referred to the school counselor/social worker.
   e. Failure to comply with these procedures shall result in a suspension from school for the remainder of the school year. Compliance with all provisions must be met before returning to school.
3. **Second Offense (Drug Related)**
   When the principal/designee has reasonable cause to believe that a student is in possession of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug or is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the, Director of Safety and Discipline their Executive Director of Principal Performance, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for the remainder of the school year.
4. **Drug Paraphernalia**
   When a student is found to be in possession of materials used as drug paraphernalia, including but not limited to rolling papers, roach clips, stones, bongs, etc., the student shall be suspended according to the school suspension policy. The student shall also be referred to the school counselor or social worker.
5. **Tobacco Products**
   Possession or use of tobacco products/e-cigarettes, vapes while in school buildings, on school premises, on school buses, or at school-sanctioned events shall be handled according to the number of offenses. If the school has reason to suspect the contents of a vaping device has an illegal substance contained therein, the school must follow the guidelines set forth for suspicion of drug possession.
   a. First Violation - When a student is found to be in possession of or using tobacco products, the student shall receive a three (3) day detention. Failure to serve the detention shall result in a suspension.
   b. Second or Subsequent Violations - When a student is found to be in possession of or using tobacco products, the student shall be suspended from school according to the school suspension policy.

Educational Records: Access/Hearings, Privacy Rights (of Parents/Legal Guardians and Students), Directory Information

Privacy Rights

In accordance with the Federal Family Educational Rights and Privacy Act of 1974, it is the policy of Jefferson Parish Schools not to deny access to student educational records to any custodial or non-custodial parent/legal guardian of a child unless it is stated in the court ruling granting custody that the non-custodial parent is not to have access to the child's educational records. In such cases, a certified copy of judgment/court ruling the papers should be on file at the school and the instructions of the court followed.

Educational institutions shall not release educational records or personally identifiable information without the written consent of the parent/legal guardian or eligible student except to the individual school's authorized professional staff to further a legitimate educational purpose, and to other schools or school systems in which the student seeks or intends to enroll, upon condition that the parent/legal guardian or eligible student receive a copy of the records if desired.

Directory Information

Unless directed in writing otherwise by a student's parent, legal guardian or a student who has reached the age of majority, the Jefferson Parish School Board approves a person employed in a school or authorized by the Superintendent to provide access to certain personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. Sec. 17:3914 as follows:

1. Information to facilitate a student's participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information around school facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered "Directory Information", to the extent allowed by FERPA.

In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for the names, addresses and phone numbers of high school students, unless parents/guardians have specified that such information should not be provided.

A parent/guardian may "opt out" of some, or all, of these disclosures by filling out the appropriate form at the school.

Educational Records: Access/Hearing Procedures

Educational records as defined by law are those records which are directly related to a student and are maintained by an educational agency or institution. A parent, legal guardian or eligible student (18 years of age or older) shall be provided the opportunity to inspect education records upon written request to the school principal responsible for maintenance of the records. Only information pertaining to the student who is the subject of the request shall be made available. The education records shall be made available within a reasonable time, but no longer than ten (10) days, for inspection and/or reproduction. There will be a charge for copies. If a parent, legal guardian or eligible student believes that information contained in the education record is inaccurate, misleading or in violation of the student's right to privacy, s/he may submit a written request to amend specific information contained in the record along with an explanation as to why the requester believes that the record should be amended. The right to request amendment of an education record may not be used to dispute grades and does not afford any party the right to a hearing with respect to disputed grades. Within a reasonable time, the principal will inform the parent/legal guardian or eligible student, in writing, as to whether the record will, or will not, be amended, along with an explanation of the reason(s) for the decision. If the decision is not to amend the record, the requester will also be informed of his/her right to request a hearing before the Executive Director of School Support (EDSS), who shall function as the hearing officer and the Superintendent's designee for purposes of this appeal process.

The parent/legal guardian or eligible student may request a hearing by contacting the office of the EDSS and completing a "Request for Hearing to amend records" form. The parent/legal guardian or eligible student will be provided written notice of the date, time and location of the hearing. The hearing shall be held within a reasonable time after receipt of the request. The parent/legal guardian or student is entitled to be assisted or represented, at his/her own expense by a individual of his/her own choosing, including an attorney. The parent/legal guardian or eligible student may present evidence at the hearing. Upon completion of the hearing, the EDSS shall communicate his/her decision to the parent/guardian or student within ten (10) working days following the date of the hearing. If the EDSS decides not to amend the record, the requester may submit a statement, to be included in the education record, as to why he/she disagrees with the decision regarding amendment of the record.

Emergency Situations

Emergency Card Information

It is the policy of Jefferson Parish Schools that upon registration and every year thereafter, the principal/designee will secure information necessary to complete the Emergency Card. It is the responsibility of the parent/legal guardian to notify the school if changes occur during the school year. Falsification of information on the Emergency Card by a student may result in disciplinary action.

Emergency Care for Students

It is the policy of Jefferson Parish Schools to act in a responsible manner in the event of any emergency/accident/incident.

Procedures for Handling Emergency Care of Students

In the event of an injury, or serious illness, which necessitates immediate removal of a student to a hospital for emergency treatment, the following procedures may be implemented:

1. An ambulance is to be called by contacting the appropriate police agency at 911.
2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed on the Emergency Card, even after school hours.
3. It is the policy of the ambulance company to transport the patient to the nearest hospital for emergency treatment. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.
4. If the school is unable to reach the parent/legal guardian listed on the Emergency Card, an ambulance shall be called. An adult staff/faculty

member carrying a copy of the student's Emergency Card and most current Health Information Form on file shall be dispatched immediately to the destination of the ambulance. Efforts shall continue to reach the student's parent/legal guardian listed on the Emergency Card. The employee must remain until parent/legal guardian arrives.

5. The ambulance service fee is payable through student or family insurance where applicable. In cases where the student is uninsured, the parent/legal guardian of the patient will be billed by the ambulance service provider. The parent is responsible to contact the ambulance service to see if the fees will be waived if indigence is the basis of nonpayment.
6. If emergency treatment is necessary at the hospital and attempts have been unsuccessful to secure the parent/legal guardian's approval to cover the costs of emergency treatment, the superintendent's office may be contacted for a recommendation.

Emergency Procedures

At times during the school year it may be necessary to dismiss students early for various emergencies which sometimes occurs. Any decision regarding the early dismissal or emergency closing of schools will be made by the Superintendent based upon recommendations from staff members.

In the event of emergency closing of schools or early dismissal of students in schools, announcements will be made to the news media regarding this decision, as well as posted on the districts website www.jpschools.org , on the district's facebook page and twitter.

Depending upon the existing weather conditions, a decision will be made as to whether students should be kept at school or released. If the decision is to hold students at school, all students, including walkers, will be held. Of course, the parent/legal guardian may come to the school at any time to pick up their children. In some emergencies, such as heating problems, etc., attempts will be made to house kindergarten and elementary age students at alternate sites in order to avoid sending students home earlier than regular dismissal time. The school will be able to provide the parent/legal guardian with information regarding housing for the child in an emergency. However, if problems exist with telephone communications at the school, the parent/legal guardian may call the

Executive Director of Principal Performance office for information. There will be times when there is no other alternative than to dismiss students early. The parent/legal guardian should instruct their child that if he/she is dismissed from school at a time that is earlier than the regular dismissal and no one will be home, he/she should go to a neighbor's or relative's home until the parent/legal guardian is able to get home.

Evacuation of Buildings

Procedures for quick and orderly evacuation of school buildings have been established by each school and are posted in classrooms and other rooms.

Alternate off campus re-unification locations may be used. Notification to student's parents/guardians will be completed by phone, text and/or email when possible by information provided on the Student Progress Center.

Students are to familiarize themselves with these procedures for evacuation and to obey instructions of teachers in all situations. Because the orderly and rapid evacuation of buildings in an emergency is a serious and urgent necessity, student misbehavior during evacuations may result in disciplinary action.

Fire Alarms, Discharge of Fire Extinguishers

Triggering a fire alarm in a school at any time is a serious act which interrupts the instructional program and could result in student injury.

Students guilty of triggering a fire alarm may be subject to suspension for the remainder of the school year.

The discharging of a fire extinguisher by a student, except in the case of a fire, is also an act which has serious consequences and could result in appropriate disciplinary action (see Damage to Property).

Fire Drills/Bomb Threats

Fire drills are held at regular intervals. The signal for a fire drill is the sounding of a loud buzzer. When this signal is given, students will leave the classroom in a quiet and orderly manner.

When evacuating the classroom students are to:

1. Form a single line. (Students will be led from the building by the teacher.)
2. Leave books behind. (Girls, however, should take their purses.)
3. Proceed as a class to the designated area.
4. Remain with the teacher throughout the drill.
5. When the ALL CLEAR signal is given, students will return to their classrooms with their teachers to await further instructions over the P. A. system.
6. Under no circumstances are students to yell, run, or create general disorder during a fire drill.
7. The above procedure will also be used during a bomb threat.

Hall Passes

Each school establishes its own system of hall passes for the orderly control of student movement during the instructional day. The specific system of hall passes in effect at each school is presented in the individual school policies parent-student handbook.

Head Lice (Pediculosis/Infestation)

It is the policy of Jefferson Parish Schools that any student who is present at school with head lice/nits shall be excluded from school and from riding the school bus until that student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is free of all nits as verified by visual inspection by the parent/legal guardian and submission of written certification by the parent/legal guardian of treatment of the child and household as per instructions. The school reserves the right to check any student for head lice/nits upon return to school.

Health Conditions

Parents are responsible for notifying the school of any diagnosed health conditions, allergies, or diet restrictions the student may have by filling out and submitting a Jefferson Parish Schools Health Information Form every school year. A Meal Modification form completed and signed by the student's physician must also be submitted to the school for any diagnosed food allergies or diet restrictions and submitted to the school nurse.

Physician orders and additional forms are required for students that need special health procedures during the school day. Parents should contact the school nurse directly for further information.

Health Screenings - Vision and Hearing

In accordance with LA R.S. 17:2112, and the American Academy of Pediatric s, Jefferson Parish Schools, during the first semester of the school year, will conduct vision and hearing screenings on all students in grades PK, K, 1, 3, 5, 7 and 9, except for those students whose parents or guardians may object to such screenings. Students may also be screened upon referral or requests of teachers and/or parents.

A record of such examination shall be kept on file in the student's health record. The school will notify the parents/guardians of each student found to have any defect of sight or hearing.

Homeless/Foster-Care/Neglected & Delinquent Student(s)

Children and youth experiencing homelessness or foster-care will be immediately enrolled in school as per McKinney Vento Homeless Assistance Act and Fostering Connection Act.

even if lacking paperwork normally required for enrollment; or

even if having missed application or enrollment deadlines during any period of homelessness or foster care placement.

For additional support contact JPS's Coordinator of Homeless, Foster Care, Neglected and Deliquent: duwanna.burse@jpschools.org or 504-365-5331.

Identification Cards (High Schools)

All high school students shall wear a picture ID card over the chest area at all times. The ID must be worn over the outer garment. These cards shall be purchased at the beginning of the school year, or when entering or registering late. A student ID card is necessary when attending student functions other than athletic contests. Students shall present an ID card upon checking out library books. Failure to comply with this regulation shall result in disciplinary action.

Illness

Students that exhibit the following COVID-19 symptoms should be kept at home and may not return to school until they are fever free for 72 hours (3 days) without the use of fever reducing medications and 10 days have passed from the onset of symptoms: fever of 100.4 F (99.4F with infrared thermometer), shortness of breath, persistent cough, new loss of taste; or, a combination of two or more of the following symptoms: headache, generalized rash, chills, muscle pain, sore throat, vomiting, diarrhea. Students who test positive for COVID-19 will be excluded from school for the same period of time as listed above, and will require written medical clearance from a licensed medical provider in order to return. Students who live with or had close contact with someone who has tested positive for COVID-19 in the past 14 days must be kept at home and quarantined per the current CDC guidelines. Students who are travelling from another state or country will be subject to a quarantine period at home per the current CDC guidelines.

Please see the section titled Diseases for further information in illnesses of suspected contagiousness or communicable disease.

Students who become ill during the school day should notify their teacher or a responsible staff member immediately. Prompt action will be taken in accordance with procedures established by the individual school. No student will be permitted to go home due to illness until the parent or legal guardian has been contacted.

It is recommended that parents keep their child(ren) home and contact a physician for the following until symptoms have been absent for at least 24 hours without the aid of medication: A rash or open sore that has not been evaluated by the doctor, elevated temperature of 100.4 or higher, vomiting 2 or more times within 24 hours, diarrhea, sore throat or persistent cough, redness with itching and or drainage to one or both eyes, active lice in hair or on scalp and cold or flu-like symptoms.

Immunization Requirements

1. In accordance with Louisiana law, it is the policy of Jefferson Parish Schools that students registering for Pre-K, Kindergarten and students entering any public school system of the state for the first time, at the time of registration, shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, rubella, measles, mumps, meningitis, Hepatitis B, and Varicella (chicken pox) or shall present evidence of an immunization program in progress.
2. The State of Louisiana Universal Certificate of Immunizations is required to verify immunizations. If the student has not been immunized, or an immunization program is not in progress, and no written statement has been provided by a physician stating that the immunization procedure is contraindicated for medical reasons or by the parent/legal guardian dissenting, the student shall be denied registration by the principal.
3. A student transferring from another school system in the State of Louisiana must show evidence of immunization.
4. If booster injections are advised by Jefferson Parish Schools nursing department, such booster injections shall be administered before the student enters school. If such injections are required during the school year, the student shall be given five (5) school days from notification to obtain the required injection. If not obtained within the allotted five (5) school days, the student shall be excluded from school until the required immunization is administered.
5. No student shall be required to comply with provisions of the Louisiana Revised Statute 17:170, if the student or parent/legal guardian submits the Jefferson Parish Schools Annual Statement of Immunization Dissent completed by a physician for medical reasons, or from the parent/legal guardian presented in person to the school.
6. If there is an outbreak of a communicable disease for which student is not immunized, he/she will be excluded as directed by DHHS.

Lost and Found Articles

Students finding articles on the school campus or on the school bus are obligated to turn in such articles to the administrative office, to the teacher, or to the bus driver in accordance with the established policies and procedures of the individual school.

Failure to turn in such articles as required by school policy may result in disciplinary action.

Students losing books or personal articles are expected to report such losses to the teacher or administrative office in accordance with established school policies.

After a school year ends schools will retain all unclaimed items for a minimum of five 5 days before disposing them.

Medicaid Consent

The Louisiana Department of Health (LDH) Medicaid program allows school districts to request reimbursement for costs associated with provision of certain IEP and IHP related services to student with Medicaid. These services include occupational and physical therapy, speech pathology, behavioral health services, nursing services, and special transportation. Schools are required to provide notice and to obtain consent from a parent before accessing a child's Medicaid benefits and sharing personally identifiable information related to Medicaid.

Jefferson Parish Schools seek parental consent from every student in order to access this reimbursement. Parents have the right to deny or withdraw this consent at any time without penalty to the services rendered in school.

Medication Policy

NOTE: If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours. Only oral, aerosol/inhalant medication in pre-measured dosages, topical ointment for diaper rash, and emergency medications shall be administered by school-based personnel, unless otherwise provided for in this policy. Jefferson Parish Public School employees are not allowed to alter medication or administer any medication that exceeds the recommended dosages. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for emergency medication (i.e., asthma inhaler, epinephrine, etc.) and after consultation between the parent/legal guardian, designated school staff, and the school nurse.

Jefferson Parish Schools, in compliance with the most current Medication Policy for Louisiana Public Schools adopted by the State Board of Elementary and Secondary Education, will provide for administration of medication to a student after the following procedures and responsibilities have been implemented:

Parent/Legal Guardian Responsibility

1. All medication (prescription and non-prescription), MUST be accompanied by a physician's medication order, which includes the date, the name of the medication, dosage, time to be given at school, route of administration, and any special instructions.
2. All medication must be in a container properly labeled by a registered pharmacist or the physician. The label must agree with the physician's orders as to the medication, dosage, time, and route of administration. The label must be unaltered. The Louisiana Department of Education requires that the parent/legal guardian use the State of Louisiana Medication Order Form.
3. The parent/legal guardian is to consult with a Jefferson Parish Schools nurse in the medication office. The above mentioned forms and medication must be reviewed and the student must be assessed by the school nurse at that time. Please contact the Health Services Department at 504-736-7386 if you have further questions.
4. The parent/legal guardian shall arrange for the safe delivery of the medication to and from school by a responsible adult. That

adult will also assist the school personnel with the counting of the medication. If the student is at an alternative educational site, it is the responsibility of the parent/legal guardian to see that any necessary medication be delivered to the site in accordance with the school system's medication policy. Copies of all forms must accompany the medication to be administered at the alternative site.

5. The parent/legal guardian must supply all necessary items needed for the administration of the medication (i.e., cups, measuring implements, etc.)
6. The parent/legal guardian is also:
   a. to administer the first dose of medication at home and observe the student for possible side effects;
   b. to provide no more than a 35-school day supply of medication to be kept at school;
   c. to comply with written and verbal communication regarding school policies;
   d. to provide unit dose packaging of the student's medication, whenever possible.
7. Medication orders must be renewed annually and each time the physician changes the medication, dosage, route of administration, or time of administration during the school year. New orders dated before July 1st of that school year will not be accepted.
8. During overnight field trips, Jefferson Parish Schools's medication policy is to be followed for all medications, including over the counter medications, to be administered during a 24-hour period.

School Responsibility

1. School personnel will not provide any medication.
2. A Jefferson Parish Schools nurse will consult with the parent/legal guardian, review the required forms and medication, assess the student, and initiate a Medication Administration Plan prior to medication administration.
3. A Jefferson Parish Schools nurse will monitor the student's health status and consult with the parent/legal guardian, physician, and school staff, as necessary during the school year.
4. A medication log form will be maintained by school personnel for each medication required by the student.
5. A principal will designate at least two (2) employees to receive training in medication administration and to be available to assist the students in securing the prescribed medication.
6. The designated, trained employee will keep all medication in a locked secure place.
7. All medications will be disposed of seven (7) days after the physician's recommended date to discontinue, if not claimed by the parent/legal guardian.
8. The school may send home a Medication Refill Request form when the student is nearing the end of the supply of medication.

Injections - Additional Procedures

1. The parent/legal guardian will be required to come to school and administer injections to his/her child except in the case of emergency medication for a life threatening situation.
   a. The above policy shall not apply to students diagnosed with Insulin Dependent Diabetes Mellitus who do not self administer and may require insulin during the school day.
   b. The parent/legal guardian is responsible for providing the insulin and necessary supplies.
2. If an emergency, injectable medication is to be kept at a school for a student, then:
   a. previously stated medication policy is to be followed;
   b. designated school personnel will be trained by the school nurse after the nurse has consulted with the parent/legal guardian and completed an assessment of the student's health status in the school setting.
3. Students who will be responsible for administering their own injections must keep the necessary supplies in a secure place as designated by the principal. The student will be responsible for securing the prescribed dosage. The parent/legal guardian is responsible for providing the necessary supplies.

Inhalers and Aerosol Treatments

1. Previously stated medication policy is to be followed.
2. Emergency medication may only be carried by a student when, then the physician's written orders so state.
3. Students must carry inhalers in a case or pocket, on their person.

Sunscreen

In accordance with LA R.S. 17:436.1 as of 6 2018, sunscreen shall not be considered medication and a student may possess and self-apply any non-aerosol sunscreen at school, on a school bus, or at a school-sponsored function; or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student only if the student's parent or legal guardian has provided written consent for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

Pregnant Student (Procedures and Policies)

Pregnancy shall not affect the rights and privileges of students to receive a public education nor to take part in any extracurricular activity offered by the schools.

It is the recommendation of Jefferson Parish Schools that a student who becomes pregnant notify the school nurse or guidance counselor immediately upon knowledge of the condition. In order to provide the safest and least restrictive learning environment for the expectant mother, pregnant students are asked to provide a physician's statement indicating the expected due date, and any restrictions including, but not limited to, physical education activities, bus transportation, extracurricular activities, and diet. Should

the physician determine that the student is unable to attend school for a prolonged period of time, she may be eligible for the District's Homebound Instruction program until released by her physician to return to regular classes.

After delivery, the student shall be permitted to return to school as soon as she is physically able, upon certification by her physician.

The school shall not be held responsible for any medical problems that may arise with a pregnant pupil while she is in school.

Problem Resolution

If a parent has a problem, the following procedures should be followed:

1. If the problem concerns the child, call the school and make an appointment to see the teacher.
2. If the problem concerns the school, call the school principal. He/she will answer your questions or schedule an appointment, if necessary.
3. If you are not satisfied after discussing the matter with the principal call the designated Executive Director of Principal Performance for that school. The contact number for the Executive Directors of Principal Performance is 504-365-5335.

Recess/Free Play

All students in grades K-5 shall have recess or free play each day during the last 15 minutes of PE or a 15 minute time period designated by the principal.

Protection of School Employees

Any individual, including any parent/legal guardian of any student attending school in Jefferson Parish Schools, who physically assaults or threatens harm to any teacher, staff member, or employee of Jefferson Parish Schools will not be allowed to enter the campus of any Jefferson Parish school or the grounds of any other facility owned and operated by Jefferson Parish Schools without prior approval of the principal of the school or the individual in charge of the facility if not a school.

Searches

Inspection of School Board Property and Search for Illegal Objects

It is the policy of Jefferson Parish Schools to reserve the right to inspect all school board property at any time for weapons, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the state and/or parish school board policy when articulable facts lead to reasonable belief that the items sought will be found. School board property shall include, but not be limited to, buildings, desks, lockers, area, computers and grounds.

Searches With Metal Detectors

Jefferson Parish Schools shall authorize searches with a hand-held or stationary metal detector, of school board property, of students and non-students and of any bags, parcels, purses, containers, etc., that they bring on to school board property or to school-sponsored activities.

Searches Using Canines

Jefferson Parish Schools shall authorize searches of school board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband (drugs) have been established.

Sign Out Procedures/Check Out Procedures

All students shall be signed out by an individual listed on the Emergency Card in the designated area before leaving the campus for any reason prior to the end of each school day.

For cases in which a person, not listed on the emergency card is sent to pick up the student, such person must deliver to the principal/designee a note from the parent/legal guardian requesting a release of the student. The principal/designee shall verify the request by telephoning the parent/legal guardian. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school.

If such written authorization is not presented and the parent/legal guardian telephones giving oral permission for the student to depart the campus with such unauthorized person, the principal/designee shall verify by telephoning the parent/legal guardian at the telephone number listed on the student Emergency Card. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school.

In some cases, it will be necessary to send a taxi for the child. The parent/legal guardian shall call the cab company to provide transportation. The parent/legal guardian shall give the school the name of the company and give verbal permission to release the child. The taxi driver shall sign the checkout book and list the number of his/her cab.

If the principal/designee feels that the parent/legal guardian cannot afford the cab fare, the cab fare shall be paid out of the school's account, and reimbursed by the school system's general fund.

The parent/legal guardian may give the principal/designee oral or written permission allowing the student whatever conveyance the parent/legal guardian authorizes.

Emancipated students do not need parental consent to sign out.

Suicide (Threats or Attempts)

Suicide Procedures

1. Any suicide attempt, threat or gesture shall be reported to the office immediately. The student should remain in constant sight of a caring adult. Part I of the Suicide Referral (Form S.S. 80) will immediately be completed by the person with first hand information and given to the principal/designated administrator.
2. The principal/designated administrator will refer the student to a licensed school based mental health professional (MHP) which may include a special education social worker, counselor, Early Intervention counselor or social worker or any other licensed counselor or social worker employed by the district, who will conduct a risk assessment and complete Part II of the Suicide Referral form. Those conducting risk assessment shall be trained/ experienced in suicide assessment. If there is no licensed MHP on campus that someone from the Buddy list should be contacted to complete the assessment. If unable to each anyone then Jefferson Parish Mobile Crisis can be contacted at 504 832-5123 for possible assistance. It is recommended that the mental health evaluator or administrator not be involved in any current conflict with the child/adolescent. It is also recommended that the evaluation take place twenty (20-30) minutes after an initial statement is made to allow time for a child/adolescent to regulate emotional distress.

   As part of this assessment, the mental health professional will gather as much information as possible from parents/legal guardians and others who know the student's condition and threat.

   The following information is essential to collect:

   - Exact dates and times of any written or verbal material discussing a threat of suicide or self-harm
   - Does the child have a plan to harm self, intent to harm self, or means to harm self
   - Identify all triggers precipitating these events, including social circumstances, conflict between child and peers, teachers or family members, current grudges, mental health and substance use history.
3. If the mental health professional determines that no risk is posed he/she will contact the parent/guardian and advise them of the situation and provide any necessary recommendations/ suggestions. If the school based MHP determines that the threat was serious and that the student is at high risk for suicide then part 3 of the Suicide referral form will be completed and will include parent contact made and to where the student has been referred for further assessment/evaluation. As in any case of emergency where the student's safety and well-being are concerned, the mental health professional and principal designee will contact the parent/legal guardian, convey information regarding the severity of the student's condition and inquire about ongoing mental health treatment. If the student is under the care of a mental health professional, the parent/ legal guardian will contact the mental health professional and arrange for an emergency assessment. If the student is not under the care of a mental health professional, the school mental health professional will require the parent to come to the school and may refer the family directly to a hospital ER and request an emergency evaluation.

   The school will forward all copies to the crisis team or the child's mental health professional.
4. If the evaluation results in hospitalization, the parent/guardian will be encouraged to communicate openly with the principal or a designee and to share the results of the evaluation, as well as recommendations of the student's mental health providers, in order to avoid future crisis.
5. If further action is taken, use a second Suicide Referral Form and complete Parts I and III. Forward copies as indicated.

Tardiness

Tardiness Procedures

1. The following procedures for student tardiness in ELEMENTARY SCHOOLS shall be followed prior to the suspension of a student for excessive unexcused tardiness, a minimum of the following actions shall be taken by the principal/designee:
   a. contact the parent/legal guardian;
   b. assign punish work (optional);
   c. detention;
   d. conference with parent/legal guardian or an attempt to have a conference;
   e. another type of disciplinary action, or repeating of detention;
   f. if these actions do not result in improved punctuality on the part of the student, the student may be suspended until the parent/legal guardian visits the school for a conference. Continued unexcused tardiness may result in suspension, other disciplinary action, or a referral to the Juvenile Court system.
2. These procedures shall be followed for student tardiness in MIDDLE/ HIGH SCHOOLS. Actions for excessive unexcused tardiness of students shall be:
   a. 1st and 2nd tardy in each semester - Verbal warning to students with signature of student on the Late Arrival Card.
   b. 3rd tardy in each semester - A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor.
   c. 4th and 5th tardy in each semester - school detentions of one hour or other disciplinary action.
   d. 6th or more tardies in each semester - In-school Suspension.

Transfer Procedures

Students residing on the east side of the Mississippi River enrolled in schools operated by the School District shall be assigned to attend schools situated on the east side of the river. Students residing on the west side of the Mississippi River shall be assigned to attend schools situated on the west side of the river.

Students must reside with the biological/custodial parents or a legal guardian within the Jefferson Parish boundaries to be eligible for admission and/or transfer within Jefferson Parish Schools. Court documents regarding legal guardianship or court appointed guardians must be approved by Compliance through the Principal or designee during registration. Provisional Custody by Mandate and notarized letters are not accepted as documentation of custody. The school registrar should contact Compliance for guidance when any forms of custody documentation are submitted.

NOTE: The Compliance Office respects the Court's decision or Judgment; however, the court documents presented at registration are not the controlling factor in deciding the residency status of a student.

Other than transfer of custody/guardianship from one parent to another, custody/guardianship, relates to people who have had children awarded to them due to compelling reasons. As a result, the registrar will forward the submitted information via fax or email to the school's designated Compliance Office Administrative Assistant to verify the information. The school and the student's legal custodian/guardian will be contacted regarding a decision. Filing a petition for a change of custody in juvenile court for a non-compelling reason is viewed as an attempt to circumvent the policy and procedures of JP Schools.

Transfer requests should be made to the Compliance Office: 501 Manhattan Blvd., Harvey, LA 70058. Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. All other admission requirements must be met. (See ADMISSION REQUIREMENTS)

Advanced Studies Academy (ASA)

- The transfer policies and procedures for the Advanced Studies Academies can be found at www. jpschools.org/asa/
- Advanced Study Transfer Request Forms are ONLY available at advanced study schools.
- The parent(s)/legal guardian(s) of students who have been newly accepted into an Advanced Studies Academy for 2016-2017 must complete an Advanced Studies Academy Transfer Form at the registration process held at the advanced study school to which your child has been accepted.

Extraordinary Circumstance (General and Special Education)

- Anyone attending a school outside of their attendance zone with an approved Extraordinary Circumstance Transfer ("extraordinary circumstance") or an approved Special Education Extraordinary Circumstance Transfer ("extraordinary circumstance") waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- In the presence of a perceived extraordinary circumstance, a parent/guardian may submit an Extraordinary Circumstance Transfer Request on behalf of their child/children to be considered for an approved transfer.
- An extraordinary circumstance transfer request may be granted at any time during a school year upon written application of the student's parent(s)/legal guardian(s) where the reason for the transfer is described in writing and submitted to the Compliance Office of Jefferson Parish Schools prior to the effective date of the transfer and the transfer request is thereafter approved by the Compliance Officer.
- Each extraordinary circumstance transfer request must be accompanied by supporting documentation provided by a non-related person such as a treating physician, social worker, or other person unrelated to the person submitting the request and the student on whose behalf the request is made.
- An extraordinary circumstance transfer may be approved to allow a sibling to enroll in the same school of their sibling who is receiving severe handicap services when such services are not available at the severely handicapped student's attendance zone school.
- Students residing on the east side of the Mississippi River enrolled in schools operated by the School District shall be assigned to attend schools situated on the east side of the river. Students residing on the west side of the Mississippi River shall be assigned to attend schools situated on the west side of the river.
- An extraordinary circumstance transfer is only valid for the school year in which it is approved. Students seeking an extraordinary circumstance transfer in any subsequent school year must reapply.
- No Extraordinary Circumstance Transfer shall be approved where the reason in support of the transfer is exclusively based upon pre- and/or post-school child care considerations.
- The Extraordinary Circumstance Transfer can be requested for high school approved academic programs not available at attendance zone schools.

Inter-District Transfer & Permission Form

- Anyone attending a school outside of their attendance zone with an approved Inter-District Transfer waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- Students who live in another Parish and attended a Jefferson Parish School in 2015-2016 who wish to continue attending that school may complete an Inter-District Transfer Request and Permission Form for 2016-2017. Inter-district transfers are subject to the following conditions:
  - An Inter-District transfer request must first be approved by the School Superintendent of the Parish where the student lives before it can be approved by JP Schools Compliance Office.
  - It is the parent's responsibility to bring the request to the office of the School Superintendent of the Parish where the student lives, with a written explanation or justification of the request and any supporting documentation.

- Once a parent receives confirmation of the approved transfer and permission form, both documents should be hand delivered to the Compliance Office of JP Schools.
- Students with previously approved Inter-district Transfers may remain at their current school until the terminal, or last grade of the school in which they are enrolled, as long as the Inter-District Transfer is approved by the School Superintendent of the Parish where the student lives.
- Any applicable state law requirements have been met for inter-district student transfers between JP Schools and the sending school district.
- No new Inter-district transfers will be approved.
- Students who move to other parishes will have to attend schools within the parish in which they move.

Magnet Schools/Magnet Programs

Arts Integration

- Incorporates the arts into core content classes to deepen and broaden students understanding.
- Offers dance, drama, music and art integration for students who are interested in those fields of study
- Provides a framework for improving academics and behavioral outcomes
- Arts Integration is available at the following schools:
  - Lincoln Elementary School for the Arts
  - Clancy-Maggiore Elementary School for the Arts

Dual Language Immersion ("DLI") – French & Spanish

- Develop student proficiency through integration of second language learning and content-area instruction.
- 90% to 50% of core content instruction is taught in the target language depending on the instructional model chosen by the school.
- Includes language arts, mathematics, social studies, science, health, physical education and cultural arts
- DLI is available at the following schools:
  - **Boudreaux Elementary** • Spanish • K-7 (K-8 2020-2021)
  - **Pittman Elementary** • French • (Phasing out one grade level per year)
  - **Ellis Elementary** • Spanish & French • (French is phasing out one grade level per year)

International Baccalaureate Organization (IBO) Programs

- International Baccalaureate Organization (IBO) programs develop the whole student intellectually, socially, aesthetically and culturally through inquiry and action based on global challenges.
- Includes science, humanities, languages, mathematics, technology and the arts
- Promotes environmental awareness & cultural responsibility
- Fosters a sense of responsibility towards others and the environment.
- IBO programs also give students an awareness and understanding of their own culture and of other cultures, values and ways of life.
- IBO programs are available at the following schools:
  - Ehret High
  - Riverdale High

Science, Technology, Engineering and Mathematics Programs (STEM)

Students learn through inquiry-based projects based on real-world problems with an emphasis on cross-curricular activities. Schools engage with partners from the STEM Community (business and industries, local colleges and universities, and community organizations). Students behave as scientists: recording observations, carrying out experiments, conducting their own research. Lessons are guided by the engineering design process and include rigorous math and science content. Lessons allow for multiple correct answers and reframe failure as a necessary part of learning.

The schools offering specialized STEM Magnet programming schools include:

- Judge Lionel Collins Elementary
- Washington Elementary

For additional information on Magnet Programs please visit http://www.jpschools.org/magnet-programs to review the Magnet Programs FAQs and Guidelines.

Tag-Along

- Transportation to and from school for an approved Tag-Along Transfer ("Tag-Along") shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
- Children of principals, assistant principals, guidance counselors, teachers, coaches and other certified school employees, and classified employees regularly assigned to or employed on a full time basis at a school in grades kindergarten through twelve may attend the regular school in which their parent(s)/legal guardian(s) is so assigned or employed.

Translation/Interpretation Services

Translation Services

With a diverse multicultural population speaking dozens of languages, Jefferson Parish Schools takes steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and career/technical preparation programs. The Translation Services Department provides written translations and oral interpretation services in Arabic, Spanish, and Vietnamese to help support the common foreign languages spoken by students attending JP Schools and their families. Translation Services accommodates other foreign languages on an "as-needed basis."

To assist with your language needs, included but not limited to Translation Services (written translations & interpretations at school meetings and events); Special Education (Interpretation for Special Needs Students (i.e. IEP meetings) - Please contact: (504) 349-7971.

Servicios de Traducción

Con una población multiculturalmente diversa que habla una docena de idiomas, el Sistema de Escuelas Públicas de la Parroquia de Jefferson tomará medidas para asegurarse que la falta de conocimiento del idioma Inglés no sea una berrera para la admisión y participación en todos los programas de preparación educativa y profesional/técnico. El Departamento de Servicios de Traducción ofrecerá traducciones escritas y servicios de interpretación oral en Árabe, Español, y Vietnamés para ayudar a apoyar los idiomas más comunes hablados por los estudiantes que asisten a las escuelas de JP Schools y familias. El Servicio de Traducción dará servicio a otras lenguas extranjeras "según su necesidad."

Para asistir con sus necesidades de idioma, incluimos pero no limitamos los servicios de traducción (traducciones escritas, interpretaciones en las reuniones y eventos de las escuelas); Educación Especial (interpretación para estudiantes con necesidades especiales (i.e. reuniones de IEP) – Por favor contacte: (504) 349-7971.

Văn phòng phiên dịch

Để hướng về nền văn hóa đa dạng của các dân tộc khác nhau với nhiều ngôn ngữ khác nhau, Ty học chánh quận Jefferson từng bước chắc chắn rằng kỹ năng ngôn ngữ Anh văn bị giới hạn sẽ không là rào cản trong việc hội nhập và tham gia vào tất cả các chương trình giáo dục, nghề nghiệp / kỷ thuật đã được đề xuất. Bộ phận phiên dịch căn bản cung cấp các tài liệu bằng văn bản, hoặc đối thoại trong cùng các ngôn ngữ như: tiếng Tây ban nha, tiếng Ả rập, tiếng Việt nam nhằm hổ trợ cho các học sinh & gia đình có con em đang theo học trong hệ thống của Ty học Chánh quận Jefferson. Căn bản của văn phòng phiên dịch là "as-needed basis".

Để hộ trợ quý vị trong nhu cầu cần thiết văn phòng phiên dịch không giới hạn cung ứng ngôn ngữ bao gồm: (văn bản, thông dịch viên tại trường trong các buổi họp và lễ hội); Giáo dục đặc biệt (thông dịch cho các học sinh đặc biệt (hội họp của i.e.IEP) Vui lòng liên lạc với bộ phận: (504) 349-7971

خدمات الترجمة انظر للتنوع الثقافي الذي تتميز به المنطقة واستعمال السلامة للعشرات من اللغات المختلفة، اتخذت مجمع مدارس Jefferson Parish للتعليم العمومي خطوات عملية حتى تضمن ألا يكون عدم اتقان اللغة الانجليزية عائقا أمام المشاركة والاسهام في البرامج المهنية والتقنية. يوفر قسم خدمات الترجمة ترجمة مكتوبة وترجمة فورية في اللغة العربية والاسبانية والفيتنامية للمساعدة في دعم اللغات الأجنبية المعروفة والمستعملة من قبل طلبة مدارس JP Schools وعائلاتهم. تشمل خدمات الترجمة لغات أجنبية أخرى "بحسب الحاجة".

للمساعدة في ما تحتاجه بلغتك الأم من خدمات الترجمة (الترجمة المكتوبة والترجمة الفورية خلال اجتماعات المدرسية والمناسبات التي تنظمها المدرسة): التعليم الخاص (الترجمة الفورية للطلبة ذوي الاحتياجات الخاصة (مثال اجتماعات IEP) – يرجى التواصل بالقسم التالي:

(504) 349-7971

Truancy
(Not Reporting to School/Cutting Class/Leaving Campus Without Permission)

A child within the compulsory attendance age who is absent from school during regular school hours when there is no valid reason is considered truant. La.R.S. 17:0. The term "truant" includes students within compulsory attendance age who are not enrolled in school, are absent from school without a valid reason, leave campus without permission, do not report for or leave class during regular school hours without permission or a valid reason.

A. When no valid reason is found for a child's non-enrollment or un-excused absence from school or class, the parent/legal guardian, or other person having control or charge of a child within the compulsory attendance age range will be given notice, either in person or by registered mail, requiring the child's enrollment or attendance in school within three (3) days from the date of notice. (La.R.S. 17:230)

B. When a student is truant, the designated Hearing Officer or the school principal/designee may conduct a counseling session or conference at the school with the child's parent/legal guardian related to school attendance and discipline.

   1. The school principal/designee will notify the child's parent/legal guardian in writing or by telephone of the conference.

      a. The willful failure of the child's parent/legal guardian to attend a meeting with the child's teacher, school principal, or other appropriate school employee to discuss the child's repeated truancy may be grounds for a Family in Need of Services Referral/Complaint. (La. Ch.C.Art. 730)

      b. The FINS COMPLAINT/REFERRAL TO JUVENILE COURT (Form FINS 1, Appendix pg A-1) may be used.

   2. When it is determined that the student has been truant, the student may be disciplined in accordance with the school system's discipline policy. Progressive discipline will be used.

      a. The student will disciplined by detention or other measures prior to being suspended.

      b. When a student is truant more than once, the principal/designee may follow the above procedure or may suspend the student according to the school system's discipline policy.

      c. Where the student is returned to the school by a law

enforcement officer, and it is the student's first truancy offense, the principal/designee will follow the procedures set out in this policy.

C. The trained principal/designee will make a Families in Need of Services (FINS) referral to Juvenile Court when the school has established that a student is truant or has willfully and repeatedly violated lawful school rules. (La.Ch.C.Art.730)

D. Deviations from this policy shall be approved by the designated Executive Director of Principal Performance /designee.

Violence Policy

Threats of Violence or Terrorism

1. Definitions
   a. "Threat of violence" means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.
   b. "Threat of terrorism" means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.
2. All threats of violence/terrorism must be taken seriously. Any person who hears or observes a threat of violence or terrorism must report the conduct to the principal or to a designated school administrator ("principal's designee") immediately and shall complete Part 1 of the Threat of Violence Referral Form (TOV form).
3. The principal or the principal's designee shall conduct a preliminary investigation which may include, but not be limited to, interviews of the student who engaged in threatening behavior, the person who reported the conduct and other eye witnesses, as well as the target of the threat, if appropriate, and consideration of the student's history or other information deemed relevant under the circumstances.
   a. The principal or the principal's designee should wait for 20 to 30 minutes to interview any student, including the student who engaged in threatening conduct, who may be having difficulty regulating his or her emotions.
   b. The student who engaged in threatening conduct must remain under the supervision of a caring adult at all times. Do not leave the student alone.
4. Upon completion of the initial investigation, the principal or the principal's designee shall complete the Key Observations Form and make a determination, in consultation with the school based mental health professional (MHP), as to whether the student has made a credible threat to commit an act of violence or terrorism, as defined herein.
5. If the principal or the principal's designee determines, in consultation with the school based MHP, that there is a credible threat of violence, the principal shall assign a school based (MHP) to conduct an immediate assessment. If the school based MHP is not available, the principal or designee will contact an MHP listed on the school based MHP's "Buddy List". If the principal or designee is unable to secure an MHP to conduct the assessment in a timely manner, the principal/designee should immediately contact the Director of Family and Social Services or the Executive Director of Health and Related Services.
6. If, and only if, the MHP concludes that the threat is credible and imminent, the principal or the principal's designee shall immediately report the threat to the appropriate law enforcement agency and to the Director of Student Safety. The MHP will be responsible for completing Parts 2 and 3 of the TOV form. The Director of Student Safety will be responsible for providing timely notice to designated district personnel, and for coordinating with law enforcement and legal counsel with respect to any related legal proceedings. The law enforcement agency will conduct an investigation and may seek to compel a formal mental health examination in accordance with the provisions of La. Rev. Stat. §§17:409.1 through 409.5 (Threats of Violence/Terrorism), prior to the student's readmission to school.
   a. Any student excluded from school under this provision will be afforded state and federal due process protections, and students with disabilities will continue to have the protections afforded under the IDEA and §504.
7. The student's parent/guardian will be called in to meet with the MHP and principal or the principal's designee as soon as possible. Even if the matter has not been referred to law enforcement, the student may, nonetheless, be referred for further mental health evaluation and treatment by an outside mental health provider. The MHP may provide referrals, if needed. The parent/guardian shall be asked to review and sign the TOV form.
8. The parent/guardian will be provided a copy of the TOV form for the outside mental health provider to review and complete. The parent/guardian will return the completed TOV form with the outside mental health providers assessment and recommendations when the student returns to school.
9. If a student has been referred to law enforcement, or recommended for further evaluation by an outside mental health provider, the student and his or her parent/guardian, shall be required to meet with the principal, the MHP and other school staff, as deemed appropriate under the circumstances, to develop a "Return to School Plan" prior to returning to class.

Violence and Bullying Prevention Program

School principals will have the authority to call the appropriate law enforcement authorities if students are involved in a serious fight and recommend one of the following actions:

a. the student will be disciplined;
b. release the student to a parent/legal guardian with the agreement that both will appear in Juvenile Court; or
c. arrest the student.

All students involved in a fight at school will be subject to suspension or expulsion.

Students in grades 4-12 school level who are suspended for fighting as determined by the school administrators will be required to undergo conflict resolution training with the parent/legal guardian before being readmitted to school. The student shall not be allowed to participate in any sports or extra-curricular activities during the suspension period.

The four (4) hours of community service will be scheduled and supervised by the administrator at the designated school site. The parent/legal guardian will be required to attend the four (4) hour conflict resolution session on Saturday with the student for each offense as part of the Violence Prevention Program. The student or parent/legal guardian will pay $75.00 for the cost of the Violence Prevention Program at the time of enrollment in the program. Cash or money order only will be accepted. The student must attend the Violence Prevention Program in his/her full school uniform.

Failure to complete all components of the Violence Prevention Program may result in a referral to Juvenile Court.

Tips for Resolving Problems Peacefully

a. Accept responsibility for your actions and apologize
b. Choose to talk calmly and reasonably with the person
c. Take deep breaths
d. Count to ten
e. Move away from the person, do not stand too close
f. Choose to walk away from the situation
g. Ignore further attempts to provoke
h. Do not let friends push you into a fight
i. Do not let your ego or pride control your judgement and decision making
j. Talk to the peer mediators as available at your school to help resolve the conflict
k. It is the student's responsibility to alert a staff member of any hostile attempt directed towards them

Visitors

All visitors must report to the main office and sign in before receiving a visitor's pass. At no time may students have guests in the class with them. JP Schools will adhere to ACT 581 which prohibits smoking, as provided in present law, within 200 feet of the entrances, exits, or outdoor areas of any public elementary or secondary school.

Weapons

See Suspension Policies/Extended Suspension for Weapons/Drugs.

Withdrawals From School

If for any reason a student must withdraw from school, the parent/legal guardian shall authorize a withdrawal form from the school. This form shall be signed by all of the student's teachers, counselor (if applicable), and administrator/designee. In order that the office complete the form in sufficient time to prepare for students withdrawing from school, seventy-two (72) hours advance notice shall be given to the school. A re-entry will be listed if the student returns to the school system.

Work Permits

It is the policy of Jefferson Parish Schools to require minors in Jefferson Parish between the ages of fourteen (14) and seventeen (17) to obtain permits prior to becoming employed.

Obtaining Work Permit Procedures

1. To obtain a work permit:
   a. Students enrolled in public schools may obtain work permits at their respective schools.
   b. Students enrolled in adult programs may obtain work permits at the Adult Education Centers.
   c. Individuals not enrolled in public schools may obtain work permits at 501 Manhattan Blvd., Harvey, LA 70058.
2. Minors aged fourteen (14) through seventeen (17) MUST come in person with the following completed items in order to obtain a work permit:
   a. Intention to Employ Form - form approved by parent.
   b. Birth Certificate, Driver's License, Baptismal Certificate, or Passport.

ACADEMICS

Academic Eligibility – Participation Criteria

All full - time students are eligible to participate in all school activities.

Any Jefferson Parish student in middle or senior high school who participates in extra-curricular activities must meet the criteria. This criteria shall apply to all participants and to ancillary persons, such as managers, equipment personnel, etc. Students who participate in school-based or school-sponsored activities that do not meet after school, throughout the year, or on a regular basis, must meet eligibility requirements as implemented by the school principal.

More detailed information is available through the schools' Athletic Directors.

Act 833

IEP teams may establish individual performance requirements for a student that are aligned to the grade level standards for the specific course(s) of enrollment and shall be incorporated by the teacher of record when awarding course credit.

Advanced Programs (High Schools)

Advanced Placement (AP)

High school students may take AP courses that focus intensively on a particular subject. Upon completion of the course, students take an AP Exam administered through the College Board. A student may have the opportunity, depending on their score, to earn college credit or advanced standing at most of the nation's colleges and universities. Please check with the school counselor or school administrator to determine which AP courses are offered at the school level.

College Level Examination Program (CLEP)

CLEP offers 33 exams in five subject areas, covering material taught in courses that students may generally take in their first two years of college. By passing a CLEP exam, students can earn three (3) or more college credits. Please check with the school counselor or school administrator for more information.

Dual Enrollment

Dual Enrollment (DE) is the enrollment of a high school student in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record. A college course offered for Dual Enrollment is: (1) an on-site or online college course taught by the postsecondary institution, or (2) a specially scheduled college course taught at the high school. Postsecondary institutions adhere to Board of Regents Policy and must comply with all accreditation requirements for awarding credit.

Students interested in dual enrollment courses must contact the school's counselor for permission to register. Students must receive approval from the high school for the course(s) prior to taking the course.

The dual enrollment grade may be different than the high school grade, according to the course requirements as outlined in the course syllabus. Should a student choose to drop or withdraw from a dual enrollment course, permission of the school designee must be obtained.

Visit the link below for more information on dual enrollment.https://www.louisianabelieves.com/courses/dual-enrollment

International Baccalaureate (IB)

Students take a standard set of courses and corresponding assessments in the rigorous two-year program, which they complete during in their junior and senior years. IB courses culminate in an exam, and depending on the score, students may earn college credit. Please check with the school counselor or school administrator to determine which IB courses are offered at the school.

Athletic Events - Guidelines for Conduct (Middle/High Schools)

The purposes of an athletic event are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort.

The following code of conduct will be expected from all persons in attendance at all Jefferson Parish Schools athletic events:

1. The qualities of good sportsmanship shall be exhibited by all spectators and participants at all athletic events.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
   a. using or possessing unlawful drugs or articles which may be injurious to self or others
   b. consuming, possessing, or being under the influence of any alcoholic beverage

c. using or displaying obscenities
d. damaging public or private property
e. entering restricted areas without proper authorization
f. loitering in entrances, exits, dressing rooms, press box, etc.
g. fighting
h. throwing objects
i. any other act of harassing spectators, participants, and game officials

Breakfast and Lunch (Child Nutrition Program)

A breakfast and lunch program is available to students each day. Breakfast and lunch will be served at no charge to all students except for students attending traditional middle schools (grades 6-8 schools), traditional high schools (grades 9-12 schools), and schools with a grade 6-12 configuration. Students attending traditional middle schools, traditional high schools, and grades 6-12 configured schools may receive breakfast and lunch free or at a reduced price if determined to be eligible under Federal guidelines.

Special meals will be provided at no extra charge to students with dietary restrictions as documented by a doctor.

The breakfast and lunch programs are available to everyone regardless of race, color, national origin, age, sex, or disability.

Schools that have been selected to participate in the USDA Community Eligibility Provision Program will receive breakfast and lunch at no charge. The CEP designation will be made at the beginning of each school year.

Celebration of Champions (Middle/High Schools)

The eligibility for students attending the breakfast is as follows:

- In Carnegie unit courses, the student must have earned an "A" in each course taken and no lower than a "B" in honors courses during each of the nine weeks prior to the Breakfast of Champions event, including physical education.
- In middle school courses, the student must have earned an "A" in each course taken and no lower than a "B" in honors courses during each of the nine weeks prior to the Celebration of Champions event.
  - 8th grade: For students entering 8th grade in the 2017-2018 school year, the Celebration of Champions eligibility requirements will exclude physical education.
  - 6th/7th grade: For students entering 6th/7th grade during the 2017-2018 school year, the Celebration of Champions eligibility requirements WILL include physical education.
- Students must be a full time or dual-enrolled student to be eligible for Celebration of Champions.
- Honors courses must be designated as honors on the student's schedule. Advanced Placement courses are automatically considered honors courses.
- Students must be eligible to take the LEAP 2025 or LEAP 2025/ EOC assessment.

A JP Schools Academic Excellence award is presented to seniors who meet the Celebration of Champions eligibility criteria all 9 weeks since 6th grade for the seven (7) year award or since 1st grade for the twelve (12) year award. These awards will be recognized during the Celebration of Champions event in their senior year of high school.

Child Find

Child Find is an ongoing effort of the public school system to locate and identify children 3-21 years who are in need of special services in order to benefit from an appropriate education. Under federal legislation, educators are required to find and evaluate children who have special needs. Any individual, between the ages of 3-21 years, who has a disability or who is suspected of having a disability and is currently not receiving special educational services, or any individual who may be gifted and/or talented grades K-12 or age 5 may be referred for an evaluation and offered placement in an appropriate program. Referrals of children already in the public school system should be made to the school they attend. All other children may be referred to the Area Special Education office at 349-8658.

Children with Exceptionalities

It is the responsibility of Jefferson Parish Schools (JP Schools) to implement all federal and state regulations pertaining to the education of children with exceptionalities.

It shall be the responsibility of the IEP team to create the educational program for a student with a disability, including the determination as to appropriate supports and staffing.

Please refer to Regulations for Implementation of the Children with Exceptionalities Act (R.S. 17: 1941 et seq.) - Title 28 Part XLIII, Bulletin 1706, Subpart A - Regulations for Students with Disabilities, Louisiana Department of Education. Subpart B - Regulations for Gifted/Talented Students.

Cuillier Career Center

Cuillier Career Center in Marrero serves Westbank high schools by offering a variety of career and technical training programs. Students attend their home-based school for three (3) hours of academic course work and Cuillier for three (3) hours of skill training daily. Students earn Carnegie units for each course per semester. Students complete applications to attend Cuillier at their home-based schools where they are reviewed by their counselors.

Please call Cuillier Career Center at 504.340.6963, visit http://cuillier.jpschools.org, or contact a counselor at the student's home-based school for more information.

Field Trips

Field trips are a valuable part of the school curriculum and arrangement for such trips are made by the teachers and approved by the principal well in advance of the field trip. Parents/guardians will be notified of the date, time, destination, and cost. Students will receive a permission slip that must be signed by the parent/guardian and returned to the school by a specified date. If the field trip permission slip is not signed and returned to the classroom teacher, the student will not be allowed to attend the field trip. Additionally, parents/guardians will be given a specified date by which admission fees, transportation, lunch, etc. must be paid. In the event the student has paid to attend a field trip and the student is unable to attend, money can be refunded only if the school has not yet paid for the cost of the activity. Chaperones are approved by the principal.

No student/minor shall be allowed to participate in the school sponsored field trip unless he/she is student at the school and is eligible to participate in the field trip.

If, while attending a field trip, including and overnight trip, a student displays unacceptable behavior, he/she may not be allowed to attend the next field trip for which he/she might otherwise be eligible to participate AND a parent/guardian may be called to pick up his/her child from the field trip at the parent/guardian's expense.

Students must make arrangements with subject matter teachers to make up work missed while attending the field trip or other school activity.

JP Schools medication policy must be followed during all field trips or other school activity.

Fund Raising

Fundraising activities at all schools are restricted by guidelines established by the School Board. This includes fundraising projects of student and parent organizations. The principal must provide prior approval before the initiation of any fundraising project.

Grade Appeals

If a grade of any kind is to be appealed by a student and/or parent/guardian, it must be done within 15 school days of the issuance of that grade. Before meeting with the principal, every effort must be made between the student and/or parent/guardian and the teacher to resolve the matter. If the matter is not resolved between the student and/or parent/guardian and the teacher, and appeal conference will be held in which the student, parent/guardian, teacher and principal will be present. The appeal will be heard by the principal whose decision is final.

LEAP Testing (Formerly EOC)

LEAP/EOC assessments measure the knowledge and skills a student should have mastered by the end of a course. The results of the LEAP/EOC assessments help to ensure that all Louisiana students have access to a rigorous curriculum that meets high academic standards.

Students must meet the assessment requirements below to earn a standard diploma:

Incoming sophomores, juniors, and/or seniors in fall of 2017 must pass three (3) LEAP/EOC assessments in the following categories:

- English II or English III
- Algebra I or Geometry
- Biology or American History

Incoming freshman in fall of 2017 must pass three (3) LEAP/EOC assessments in the following categories:

- English I or English II
- Algebra I or Geometry
- Biology or American History

A student's score on an LEAP/EOC assessment will count 25% towards a student's final course grade. For students with disabilities who are working on an ACT 833 Diploma,, a student's score on an LEAP/EOC assessment will count 5% towards a student's final course grade.

For students with disabilities who have passed two of the three required LEAP/EOC assessments and have exhausted all opportunities available through the end of the 12th grade to pass the required LEAP/EOC assessment, a waiver may be requested to the Louisiana Department of Education (LDOE). The LDOE will determine the student's eligibility and if the student's disability significantly impacted his/her ability to pass the EOC assessment.

Grade Point Average

Policy for Ranking: After all GPA's have been calculated to the 4th decimal point, class members will be ranked from highest to lowest. All students, regardless of graduating date, are to be ranked at the end of the school year. Fifth or sixth year students who are considered midterm graduates must be ranked with spring graduates. All courses attempted, with the exception of those pass/fail courses for which a student earned a "P" or "F" will be included in the determination of class rank.

Graduation/Senior Information

Tuition Opportunity Program for Students (TOPS)

In order for a student to qualify for college benefits through Louisiana TOPS, specific requirements must be fulfilled. Parents/guardians should consult the TOPS website for requirements and possible changes to the program.

Parents/guardians must sign the appropriate Privacy Act form before a student's educational record will be released.

Participation in the Graduation Ceremony

In order to participate in a school's graduation ceremony, students enrolled in a curriculum that leads to a diploma must meet all graduation requirements set forth by the Board of Elementary and Secondary Education, this includes but is not limited to passing all required courses and meeting all End of Course (LEAP 25) requirements (http://www.louisianabelieves.com/courses/graduation-requirements) and meet the following criteria:

1. Students must purchase and wear the cap and gown designated by the principal
2. Students must be cleared of all financial obligations by the principal
3. Students must be cleared of all disciplinary consequences by the principal
4. Students enrolled in the flex program and/or virtual school at Strehle Community School may participate in the graduation ceremony at the home-based school.

Honor Graduates

A student must have earned a cumulative grade point average of 3.5 or above in Carnegie unit bearing courses to be considered an honor graduate.

Transcripts (High Schools)

Upon written request from the student or parent/guardian, the school will send the student's transcript to specified location. Transcripts are sent at the end of the year after all senior grades are recorded.

Students who transfer to another school must request that the receiving school contact the original school for a transcript.

Student Notification

Students will be provided with written information and policies about concurrent enrollment, correspondence courses, honors courses, proficiency examinations, graduation requirements, and the policy for valedictorian/salutatorian. Once a student has earned at least one Carnegie unit, the school will provide that student with an annual, printed cumulative record of all Carnegie unit courses taken, grades received, and grade point average.

Valedictorian/Salutatorian

To be eligible for the honor of valedictorian and salutatorian, students must be enrolled for the last four semesters in the high school from which they are to be graduated. In addition, all students classified as juniors who wish to graduate and compete for the honor of valedictorian and salutatorian must declare their intent to graduate no later than the 15th student attendance day of the school year in which they plan to graduate; failure to declare their intent to graduate by this deadline will result in their disqualification from eligibility for the honor of valedictorian and/or salutatorian.

Students enrolled in a Jefferson Parish online virtual school are ineligible for the distinction of valedictorian and/or salutatorian.

Ranking for Valedictorian/Salutatorian

1. All students are ranked by grade point average. Courses for which a "P" (pass) is earned are not included in the calculation of one's grade point average. Pass-Fail courses for which an "F" (fail) is earned are not included in the calculation of one's grade point average. No quality points are given for Pass-Fail courses.
2. After all grade point averages have been calculated to the fourth decimal point, class members will be ranked from highest to lowest by grade point average. All students, regardless of graduating date, are to be ranked at the end of the school year. Fifth or sixth year students who are considered midterm graduates must be ranked with spring graduates. All courses attempted, with the exception of Pass-Fail courses for which a student earned a "P" or "F", will be included in the determination of class rank.
3. The top student is declared valedictorian; the second highest student is the salutatorian.

*If there is a tie for 1st place after the grade point average is figured to the fourth decimal point, then multiple valedictorians will be named. In the case of multiple valedictorians, no salutatorian will be named.

Fall Graduation

A fall graduation is planned for those students who were enrolled in a Jefferson Parish Public high school in the spring and completed their graduation requirements during the summer.

In order for a student to qualify for college benefits through the TOPS program (Louisiana Tuition Opportunity Program for Students), certain specific requirements must be fulfilled. Students should remain in contact with their counselor for TOPS requirements and possible changes to the program.

Individual Graduation Plan

Act 1124, the Career Options Law, requires six (6) career awareness activities for students in grades 6-8 and it requires completion of an Individual Graduation Plan (IGP) (formerly 5-Year Plan) at the end of 8th grade. Starting in grade 9, students will receive a printed copy of the IGP and transcript annually.

Interim Reports

During the 5th week of each marking period, an Interim Report will be issued to all students in grades 1-12. After receiving interim reports, students in grades 1-5 must return the report signed by a parent/guardian. Students in grades 6-12 must sign for their copy of the interim report. The signed copy is kept in school files.

Internet Usage

Contact the school's office to view a copy of the Internet Usage Policy and/or the Student Responsibilities in Usage Policy. These policies are also found on the district's website (jpschools.org).

Lost and/or Damaged Textbooks

If a student loses or damages a textbook, novel, workbook, or a library book during the school year, the student's parent/guardian will be responsible for making arrangements for payment. Should the student transfer to another Jefferson Parish school, his/her financial obligations shall be forwarded to the receiving school.

New Orleans Center for Creative Arts (N.O.C.C.A.)

NOCCA Riverfront in New Orleans became the state agency in July 2000 and provides professional instruction in dance, music, theatre arts, visual arts, creative writing, and media arts, as well as interdisciplinary training in musical theatre and theatre design. The program is tuition-free to all Louisiana students who meet audition requirements. Please contact the school's counselor for permission to register. Students must receive approval from their home-based principal/counselor for course(s) prior to taking the course(s) in order for the course(s) to be accepted for credit at the home-based school.

Parent/Academic Conferences

Parent conferences are encouraged whenever the teacher or the parent/guardian feels that such a conference is needed. A parent/guardian may request a conference by calling the school and arranging a particular time and date. Since teachers and administrators are assigned many tasks throughout the school day, it is advised that appointments are made in advance, before arriving at the school.

The district designates two parent/guardian conference days per year. Parents/guardians are encouraged to attend district parent/teacher conference days; however, parents/guardians may request an appointment with a teacher at any time throughout the year.

Parties

In elementary schools, parties are limited to ensure minimum interference with the instructional program of the school. Parties may be held on the last day prior to the start of the holiday period. Parties are not permitted in middle or high schools, and birthday parties are not permitted in any Jefferson Parish Public School.

Physical Education (Middle/High Schools)

All students enrolled in physical education classes must report to class prepared to dress out in the gym suit designated by the school principal. Only students with written requests from a physician or clergyman shall be allowed to participate in physical activities if they are not dressed in uniform.

In cases when gym suits must be replaced due to loss or theft, a student shall be given a maximum of one week in which to procure a new uniform. It is the responsibility of the student to have his/her gym suit cleaned regularly.

Placement Test/Proficiency Exam

Guidelines for Students Entering Grades 4-9

- Students entering grades 5 or 9 transferring to the public school system from home schooling or any Louisiana nonpublic and approved school must take and pass both parts of the Placement Test.
- Students entering grades 4, 6, 7, or 8 transferring to the public school system from home schooling or any non-approved private school must take and pass both parts of the Placement Test.

Guidelines for High School

High school students transferring to the public school system from home schooling or any non-approved private school must take and pass Proficiency exam/s in order to receive high school credit.

Promotional Policies

The Jefferson Parish School System's Promotional Policies are outlined each year in the district's Pupil Progression Plan. Visit www.jpschools.org for the updated plan.

Posting of the Top Ten Students

The following timeline has been established to require posting, in rank order, the names of the top ten students (the actual grade point average for these students will not be posted, only the rank order in which they are positioned at that time)

- At the end of the second marking period of the junior year, the names of the top ten students ranked in order will be posted; this ranking will be based on Carnegie units earned through the beginning of their junior year, inclusive of summer school.
- At the end of the junior year, a revised list of the top ten students in rank order will again be posted.
- No later than the 20th day in both fall and spring semester, a revised list of the top 10 students (inclusive of those who declared their intent to graduate and who have been moved into senior status under the conditions listed above reflective of all summer school work, will be posted.

Pupil Appraisal Services

Pupil appraisal services are an integral part of the total instructional program of the school system. The purpose of pupil appraisal services is to assist students who have learning problems, adjustment problems, or other special needs by providing services to students, parents, teachers, and other school personnel. Some examples are provided below.

1. assistance to teachers in the development and implementation of behavioral and/or instructional interventions
2. evaluation of students to determine whether they are exceptional and in need of special educational services
3. consultation with parents, students, teachers, and other personnel on topics such as instructional or behavioral modifications, exceptional students, and student development
4. staff development with school personnel on selected topics
5. interpretation of evaluation findings to school personnel and parents
6. direct support services to students with learning or behavioral problems related services to students with exceptionalities

Reviewing Grades Electronically

Jefferson Parish Schools allows parents/guardians to review their child's school information (district calendar, attendance, and grades) through the district's current student information system. Parents/guardians can also contact their child's teacher through this student information system. Additionally, students are able to access this information through their own account.

To gain access to this service, a parent/legal guardian must obtain a form from his/her child's school, complete it, and return it to the same school. If parents/guardians have students in multiple JP Schools schools, they only need to complete this form once. After the registration form is processed, users will receive an email with login instructions.

Contact the school's office to register.

User Expectations

The Internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred. Those changes are influencing instruction and student learning. Jefferson Parish Schools supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers.

Jefferson Parish Schools manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians with a secure connection over the Internet. All parents/guardians will comply with the Internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

A. **Rights and Responsibilities**
This access is a free service offered to all current and active parents/guardians and students of Jefferson Parish Schools. Access to student information from the Internet is a privilege, not a right. A parent/ guardian will be authorized to activate a web account only after a family has enrolled their child (ren) in Jefferson Parish Schools. Once a student withdraws or graduates from Jefferson Parish Schools, their access will be inactivated. Parents/guardians, students, and staff must understand and practice proper and ethical use.

B. **Information Accuracy Responsibilities**
Information accuracy is the joint responsibility between schools, parents/guardians, and students. The district will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, he/she will notify their school immediately and provide proof of the inaccurate information.

C. **Information Accessible**
Jefferson Parish Schools reserves the right to add, modify or delete functions viewed via the Internet site at any time without notice, including, but not limited to, the functions listed below.

1. **Attendance**
2. **Class Schedule**
3. **Grades**
4. **System Calendar**

D. **Electronic Web Access Agreement**
Each parent/guardian must complete and sign an Electronic Web Access Agreement for Viewing Student Information form. After verification of information on the form, the district will establish an account.

E. **Use of the System**
Parents/guardians are required to adhere to the following guidelines:

1. Parents/guardians will act in a responsible, ethical and legal manner.
2. Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.
3. Parents/guardians will not attempt to access information or any account assigned to another user.
4. Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
5. Parents/guardians who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
6. Parents/guardians will not share their password with anyone, including their own child(ren).
7. Parents/guardians will not set their computer to automatically login to the Internet site.
8. Parents/guardians identified as a security risk will be denied access to the site.

F. **Security Features**

1. Access is made available with a secure Internet site. Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/ electronic documentation generated from this site.
2. Three unsuccessful login attempts will disable the user's account. Until the school has verified the assigned user to the locked account, the account will remain locked. In order to use the account again the user will need to contact their child's school.
3. The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
4. The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from Jefferson Parish Schools, or a court action denies the parent/guardian access to the student's information.

G. **Limitation of School District Liability**
Jefferson Parish Schools will use reasonable measures to protect student information from unauthorized viewing. JP Schools will not be responsible for financial obligations arising through unauthorized use of the District's system or Internet. JP Schools does not promise any particular level or method of access to the Internet site for viewing student information. JP Schools will not be responsible for actions taken by the parent/guardian that would cause compromise of their student information. JP Schools reserves the right to limit or terminate the Internet site for viewing student information without notice.

All parents/guardians who use the parent portal to access their child(ren)'s information consent to electronic monitoring and understand that this is a private network used as an educational tool by Jefferson Parish Schools employees. Account activity is electronically recorded.

H. **Account Unlock Procedures**

1. Parents/Guardians must request unlocking their accounts in person at the school by presenting official photo identification.
2. Once the school has confirmed the parent/guardian identification, it will request an account reset via an email to technology staff. The technology staff will reset the password and notify the parent/guardian of the new password via email.

Scholastic Achievement Awards

Student eligible for the Scholastic Achievement Award in grades 6, 7, and 8 will receive a scholastic achievement certificate issued by the Jefferson Parish School System.

To be eligible, a student must have achieved an overall weighted 3.5 average. The average is determined by adding the quality points of the final grade for each subject and dividing by the total number of subjects.

Section 504 of the Rehabilitation Act (1973)

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that the child with a disability has equal access to an education. Under Section 504, an individual with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The student may receive accommodations and modifications which are set forth in an Individual Accommodation Plan (IAP). Please refer to Jefferson Parish Schools Section 504 Handbook for specific guidelines and criteria of eligibility. For assistance please contact Jefferson Parish Schools Coordinator of Section 504 at Sharon.P.allen@jpschools.org.

Substitutes

In the absence of a teacher, the substitute will relate the assignment that has been designated to the students. Lack of cooperation and respect on the part of the student will not be tolerated.

DISTRICT WIDE PARENT INVOLVEMENT POLICY

The Jefferson Parish Schools District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents of all of its schools with Title I, Part A programs, consistent with Section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parental involvement of policies meet the requirements of Section 1118(b) of the ESEA, and each include, as a component, a school- parent compact consistent with Section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under Section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- Jefferson Parish Schools, School Board and Superintendent recognizes that parental involvement must be a priority for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently parents are vital and necessary partners with the school system throughout their children's elementary and secondary school careers. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parental involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.
- It shall be the policy of the School Board and each public school in Jefferson Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

District Level Responsibilities

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
   a. Appointing to, and interacting with, each school's, School-wide/Leadership Team which is actively involved with assessing needs and addressing these needs in the school;
   b. Conducting open public workshops on major issues;
   c. Holding regular School Board meetings, with opportunities for the Board to receive public input and comments; these meetings are televised on Jefferson Parish Schools Cox Cable network with periodic replays for greater public exposure;
   d. Requiring each school to conduct open house meetings;
   e. Encourage school based parental organizations, such as PTA, PTO, etc.
2. Provide coordination of various programs that involve parents, technical assistance, and other support necessary to assist every public school in Jefferson Parish in planning and implementing effective parental involvement programs and strategies.
   a. Coordinate and integrate parental involvement programs with other programs and activities that promote parental involvement.
   b. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the use of components and strategies. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
   c. Distribute to parents information about the Jefferson Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional certifications of their children's class-room teachers.
   d. Submit the No Child Left Behind (NCLB) Consolidated Application plan to the Louisiana Department of Education including comments of parents of participating children who are not satisfied with components of the parental involvement program.
   e. Address parent outreach for potential direct student services options, such as public school choice and tutoring.
   f. Coordinate and integrate parental involvement programs among the Neglected and Delinquent and At-Risk Facilities,

the child's family and the LEA.

g. Distribute to parents of participating students the complaint procedure of the Louisiana Department of Education.

h. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

School Level Responsibilities

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Jefferson Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in planning, review, and improvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school wide parental involvement program plan.
4. Provide parents, especially those of participating children in NCLB programs:
   a. Timely information about educational and parental involvement programs:
   b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student's progress and the proficiency level students are expected to meet.
   c. If requested by the parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions in a timely manner.
5. To the extent feasible and appropriate, coordinate, and integrate parent involvement programs and activities with other outreach educational programs, such, ELL Instruction, Early Childhood Education, Academics, Student Support, IDEA, Achievement and Accountability, Technology, Safety and Discipline Head Start, Family and Social Services and other programs.

Shared Responsibilities

As part of the parental involvement program, to build a capacity for involvement, the School Board and each public school under its jurisdiction shall:

1. Provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Provide material and training to help parents work with their children in improving academic achievement, such as literacy training and using technology, as appropriate.
3. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in valuing the usefulness of their contributions. Also, reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as, ELL Instruction, Early Childhood Education, Academics, Student Support IDEA, Achievement and Accountability, Technology, Safety and Discipline Head Start, Family and Social Services and other programs.
5. Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
7. Provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or childcare costs, to enable parents to participate in school-related meetings and training sessions.
9. Train parents to enhance the involvement of other parents.
10. Arrange school meetings, at a variety of times and places, or conduct in-home conferences between teacher or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. Adopt and implement model approach for improving parental involvement.
12. Recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/ classroom support materials and services.
13. Establish a district wide parent advisory council to provide advice on all matters related to parental involvement in programs.
14. Develop appropriate roles for community-base organizations and businesses in parental involvement activities.
15. Provide such other reasonable support for parental involvement activities as parents may request.
16. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

Parent's Responsibilities

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

1. Make sure children attend school regularly and arrive at school on time.
2. Assure proper hygiene and daily cleanliness of their children.
3. Make sure children are dressed properly, in accordance with the uniform or dress code.
4. Make sure that children get adequate amounts of sleep nightly.
5. Visit and discuss their child's academic progress regularly with teachers
6. Discuss academic progress and school events regularly with their child.
7. Instill proper respect for parents, teachers, and other adults.
8. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.
9. Attend school-sponsored programs in which their child may participate.
10. Join and be active in parent/teacher organizations.

Statement Of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a Statement of Compliance, in accordance with state law. For students, the Statement of Compliance shall state that the student agrees to attend school regularly, arrive at school on time, and follow school and classroom rules. For parents, the Statement of Compliance shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, and attend all required parent/ teacher/principal conferences.

School-Parent Compact

Each school shall jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such com-pact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
   - Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
   - Frequent reports to parents on their children's progress;
   - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
   - Parental activities and/or contributions away from the school site that enhance academic achievement.

Other Programs

In conjunction with the district services rendered under the Board's Parental Involvement Program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, Jefferson Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Families Helping Families, Volunteers in Public Schools (VIPS), Partners in Education, District Parent/Teacher Association (PTA) and the West Bank and East Bank Parent Advisory Council. One of the primary goals of these groups is to support, supplement, and assist in improving the involvement of parents of children in Jefferson Parish Schools Schools.

GENERAL INFORMATION

Resolving School-Based Questions & Concerns

During the course of the school year, situations may arise that require the parents/guardians of our students to contact the proper employee(s) in order to resolve an issue. To assure a prompt response and encourage proactive communication between the schools and parents/guardians, the following protocol has been established to provide guidance as to whom parents/guardians should address their questions and/or concerns.

We respectfully ask that you follow the steps as outlined below. You need not contact every person listed on a particular diagram. It is our wish that the issue is resolved very early in the step-by-step process outlined below.

Concerns involving a teacher	**Concerns involving a school-based employee** (other than a teacher)	**Concerns involving a principal**
Contact Teacher	Contact Principal	Contact Principal
Contact Principal	Contact Executive Director of Principal Performance at 365-5335	Contact Executive Director of Principal Performance at 365-5335
Contact Executive Director of Principal Performance at 365-5335	Contact Compliance Officer at 365-5312 or gretchen.williams@jpschools.org	Contact Chief Academic Officer at 349-8904 or laura.roussel@jpschools.org
Contact Compliance Officer at 365-5312 or gretchen.williams@jpschools.org		

Contacting the District

If you need to contact a district department or office, please see the directory of services below or visit our website at jpschools.org/departments. Please note that contact information is subject to change throughout the school year. For the most up-to-date information, please refer to our website or call our general information line at 504-349-7600.

Advanced Study Academies
504-349-7792

Band, Gifted, and Talented Education Programs
504-365-5328

Charter Schools
504-349-7881

Compliance
504-365-5312

Driver's Education, Summer Camp & Child Care
504-365-5368

English Language Learners
504-349-7776

Food Services
504-349-8605

Foreign Language Proficiency
504-349-7776

Health & Related Services
504-736-7390

Home School
504-349-7604

Magnet Programs
504-349-7792

Physical Education and Athletics
504-349-8645

Pre-Kindergarten
504-349-7917

Special Education
504-349-7950

Teaching & Learning
504-349-1849

Testing
504-349-7604

Transportation
504-349-7729

Transcripts
504-349-7755

Contacting the School Board

The Jefferson Parish school board consists of nine members elected from districts by the citizens of Jefferson Parish. The superintendent is appointed by the school board to manage the administrative team of the Jefferson Parish Public Schools.

The public may contact the board secretary at 504-349-7803 with questions about the board. Contact information for individual board members, along with a list of the schools each board member oversees, can be found on the board member page of the district website at http://jpschools.org/school-board/board-members/.

Board Meetings

The school board schedules meetings once a month, with special meetings throughout the year as needed. All regular, special, or emergency school board meetings are open to the public, and parents and community members are encouraged to attend.

Regular meetings of the school board are held at the Administration Building (501 Manhattan Boulevard in Harvey) on the west bank or Bonnabel Magnet Academy High School (2801 Bruin Drive in Kenner) on the east bank. For the most up-to-date schedule of board meetings, locations, and agendas, visit our website at http://jpschools.org/school-board/board-meetings.

Speaking at Board Meetings

Anyone is welcome to speak at school board meetings. Members of the public who wish to address the Board are required to fill out a comment card and submit it to the board secretary before the meeting begins. Comment cards can be found in the entryway of the board room.

Anyone requiring the services of an interpreter at a school board meeting, must provide reasonable advance notice to JPS so an interpreter can be secured. Please contact Marcia.Cattles@jpschools.org to submit an interpreter request.

To download a copy of the School Board Meeting Guide, which includes basic information about how school board meetings are run and how the public may participate, visit http://jpschools.org/school-board/board-meetings/.

DEPARTMENT of EDUCATION
Louisiana Believes

BULLYING REPORT FORM

Instructions: Complete this form, responding only to the questions that you feel comfortable answering and are able to report accurately. Submit this form to the principal or other school employee. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

Person Reporting the Incident:	**Date of Report:**
Person Reporting the Incident: ○ **Student** ○ **Parent/Guardian** ○ **School Employee** ○ **Chaperone**	

Description of Incident (Include the names of those involved and as much detail as possible: what, where, when, how, etc.)

_____

_____

_____

_____

_____

_____

_____

_____

List the name(s) of any witnesses to the incident.

_____

_____

_____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Person Filing Report	**Date**

Received by :

Name	**Position**	**Date**

Dr. James Gray
Superintendent

Jefferson Parish School Board

Larry N. Dale, President ..... District 6

Tiffany Kuhn, Vice-President ..... District 3

Mark C. Morgan ..... District 1

Ricky Johnson, Sr. ..... District 2

Clay Moïse II ..... District 4

Simeon Dickerson ..... District 5

Billy North ..... District 7

Chad Nugent ..... District 8

Sandy Denapolis-Bosarge ..... District 9