

# St. Bernard Parish Public School System

## District Mandatory Forms Packet

2024-2025 School Year



**Please read each attached document carefully**

**Return all forms in this packet to school by**

**Friday, August 16, 2024**



**Forms in this packet are being completed for:**

Student's Full Name:	
Student's School:	
Student's Homeroom Teacher:	
Parent/Guardian's Name:	

## Notice of Electronic Guide to Student Conduct

The St. Bernard Parish Public School System's Parent & Family Handbook including our Guide to Student Conduct is available online by visiting the [district website](#) or by scanning the QR code below. Students and parents may request a hard copy of the Handbook by contacting the school's front office. The handbook is available in multiple languages both online and in hard copy upon request.

If you have any questions or if you do not understand the information in the handbook, please contact your student's principal for assistance.

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El Manual para Padres y Familias del Sistema de Escuelas Públicas de la Parroquia de St. Bernard, que incluye nuestra Guía de Conducta Estudiantil, está disponible en línea visitando el sitio web del distrito o escaneando el código QR a continuación. Los estudiantes y los padres pueden solicitar una copia impresa del Manual comunicándose con la oficina principal de la escuela. El manual está disponible en varios idiomas tanto en línea como en copia impresa previa solicitud.

Si tiene alguna pregunta o si no comprende la información en el manual, comuníquese con el director de su estudiante para obtener ayuda.

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يمكن للطلاب وأولياء الأمور طلب نسخة ورقية من الكتيب عن St. يتوفر دليل الوالدين والأسرة لنظام المدارس الحكومية في طريق الاتصال بالمكتب الأمامي للمدرسة. الكتيب متاح بعدة لغات عبر الإنترنت وفي نسخة ورقية عند الطلب.

إذا كانت لديك أي أسئلة أو إذا كنت لا تفهم المعلومات الواردة في الكتيب ، فيرجى الاتصال بمدير الطالب للحصول على المساعدة.

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Sổ tay Gia đình & Phụ huynh của Hệ thống Trường Công lập St. Bernard Parish bao gồm Hướng dẫn về Hành vi của Học sinh của chúng tôi có sẵn trực tuyến bằng cách truy cập trang web của học khu hoặc bằng cách quét mã QR bên dưới. Học sinh và phụ huynh có thể yêu cầu bản in ra giấy của Sổ tay bằng cách liên hệ với văn phòng chính của trường. Cuốn sổ tay có sẵn bằng nhiều ngôn ngữ cả trực tuyến và bản in ra giấy theo yêu cầu.

Nếu bạn có bất kỳ câu hỏi nào hoặc nếu bạn không hiểu thông tin trong sổ tay, vui lòng liên hệ với hiệu trưởng của học sinh của bạn để được hỗ trợ.

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O Manual para Pais e Famílias do Sistema de Escolas Públicas da Paróquia de St. Bernard, incluindo nosso Guia de Conduta do Aluno, está disponível online visitando o site do distrito ou digitalizando o código QR abaixo. Alunos e pais podem solicitar uma cópia impressa do Manual entrando em contato com a secretaria da escola. O manual está disponível em vários idiomas on-line e em cópia impressa mediante solicitação.

Se você tiver alguma dúvida ou se não entender as informações do manual, entre em contato com o diretor do seu aluno para obter assistência.

## Statement of Compliance for the 2024-2025 School Year

My child and I have read the Student and Family Handbook including the Guide to Student Conduct. We are aware of the **discipline code**, **attendance requirements**, and **district policies**. We understand the consequences for violations of the discipline code and for failure to meet attendance requirements.

I further attest:

My child, \_\_\_\_\_ (student's name), is committed to:

1. Attending school daily, except when absent for reasons due to illness or other excused absence,
2. Arriving at school on time each day,
3. Demonstrating significant effort toward completing all required classwork and homework assignments,
4. Following school and classroom rules, and
5. Participating in completing educational surveys, to include those from the U.S. and State Department of Education\*

In addition, I am committed to the following:

1. Ensuring that my child attends school daily, except for reasons due to illness or other excused absence,
2. Ensuring my child arrives at school on time each day,
3. Ensuring that my child completes all required homework assignments, and
4. Attending all required parent and teacher or principal conferences.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\*Upon written request, parents may inspect such surveys and/or request an exemption from such surveys.

NOTE: All should be aware that addenda to this handbook may be written. The latest version of this handbook will be found on the school district's website.

If you have any questions or you do not understand the information in the handbook, please contact your child's principal for assistance.

## St. Bernard Parish School System Attendance Policy

Every parent, tutor, or other person residing within the state of Louisiana, having charge of any child from that child's fifth birthday until his eighteenth birthday, shall send such child to a public or private school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of five who legally enrolls in school shall also be subject to the provisions of these statutes.

The parent (legal guardian) of a student shall enforce the attendance of the student at the school to which the student is assigned.

### **HABITUAL ABSENCES AND TRUANCY**

**A student shall be habitually absent or habitually tardy after the fifth (5<sup>th</sup>) unexcused absence or fifth (5<sup>th</sup>) unexcused occurrence of being tardy within any school semester and when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition.**

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisor of Child Welfare and Attendance to the juvenile court of St. Bernard Parish as a truant child there to be dealt with in such manner as the court may determine such as being fined, performance of community service, and/or incarceration.

**PENALTY- THE PARENT (LEGAL GUARDIAN) CAN BE CHARGED UP TO \$15.00 PER DAY FOR EACH DAY THE CHILD DOESN'T ATTEND SCHOOL AND MAY BE REQUIRED TO PERFORM COMMUNITY SERVICE.**

Under the truancy laws, a parent (legal guardian) may be summoned to Court to answer a charge of contempt if:

1. He fails to send his child to school as required by law. (Excessive absences without a valid reason are grounds for contempt.)
2. He fails to attend a required conference before the child can reenter school after a school suspension. If a parent (legal guardian) is found in contempt, the penalties for truancy as stated above may be imposed by the Courts.

### **STUDENTS NOT ELIGIBLE TO RECEIVE CREDIT (NE) FOR COURSE WORK DUE TO UNEXCUSED/EXCESSIVE ABSENTEEISM**

In order to be eligible to receive grades (credit)

(1) Elementary and middle school students cannot be absent more than **14 days per school year.**

(2) High school students cannot be absent more than **7 days per semester.**

The only exceptions to the attendance regulation shall be extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit. These extenuating circumstances which are listed in the Louisiana Handbook for School Administrators – Bulletin 741, Section 1103 (J-M) can be found on page 7-8 of the Guide to Student Conduct.

I am aware of the St. Bernard Parish Attendance Policy and consequences:

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Student Technology Acceptable Use Policy

Acceptable Uses of Technology	Unacceptable Uses of Technology
<ol style="list-style-type: none"><li>1. Communicating with others using respectful language</li><li>2. Respecting the privacy and property of others</li><li>3. Treating technology with care</li><li>4. Utilizing the district provided network during the school day as authorized by administration</li><li>5. Using technology as directed by the teacher</li><li>6. Protecting your password in order to ensure personal security and that of the district's technology</li></ol>	<ol style="list-style-type: none"><li>1. Use of personal devices such as cell phones or smart watches while on school property unless authorized by school principal</li><li>2. Filming or recording of incidents in the classroom or on campus on personal devices without permission from the teacher or principal</li><li>3. The use of personal network (internet access) is prohibited during school hours</li><li>4. Accessing, displaying, or sending messages and materials that use language or images that are inappropriate (e.g. obscene, threatening, disrespectful) in the educational setting or disruptive to the educational process</li><li>5. Unwanted and repeated written, verbal, or displays of physical behavior, including any threatening, insulting, or dehumanizing gesture (cyberbullying)</li><li>6. Violating copyright laws by copying information from the district's technology systems and handing it in as original work (plagiarizing)</li><li>7. Placing unlawful and/or unauthorized information on the district's technology system</li><li>8. Tampering with, damaging, or modifying computers, computer systems, computer networks, school district system software, hardware, or wiring, or taking any action to jeopardize or violate the school district's technology system's security</li><li>9. Disregarding established safeguards of technology in order to comply with the Children's Internet Protection Act and Louisiana R.S.17:100.6</li><li>10. Using the school district system or personal devices in such a way as to disrupt the use of the system by other users</li><li>11. Violating privacy rights by providing home address, telephone number, or other personal information about myself, my family, or others</li><li>12. Wasting consumables and/or resources (paper, ink, storage devices, bandwidth)</li><li>13. Spreading computer viruses</li><li>14. Installing or running a program which damages or places an excessive load on the district's technology</li><li>15. Using another's password or sharing passwords with others</li><li>16. Using the district's technology systems for commercial use</li><li>17. Using technology to gain unauthorized access to information resources or accessing, changing, deleting, or damaging another person's materials, information, or files</li><li>18. Using technology illegally or in any ways that violate district policy and/or local, state, or federal laws and statutes</li></ol>

**District Forms: DUE by August 16, 2024**

**Limitations on School District Liability**

- A. The school district will not be responsible for financial obligations arising through inappropriate use of the district's technology.
- B. The school district is NOT responsible for damages to, loss of, or theft of personal devices.
- C. The school district, in compliance with the Children's Internet Protection Act, will use its best efforts to prevent access to harmful material and restrict usage of the internet to areas of educational value.
- D. It should be understood that no matter how much supervision and monitoring the district provides, there will always be the possibility of a user coming into contact with inappropriate materials.

**Consequences**

Students' inappropriate use of technology as outlined above and/or in the discipline policy section of this document will result in disciplinary action ranging from parent conference to suspension or expulsion depending on the severity of the offense. Please note, **ALL technology offenses may result in the confiscation of personal devices.**

**I have read and understand the Acceptable Use of Technology Policies. I agree to follow the district's rules and procedures and understand that failure to do so will result in disciplinary action. I also understand that use of a personal device on school premises may result in its confiscation.**

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **2024-2025 Device Loaner Agreement**

A district-owned Chromebook and power adapter are being loaned to each student to be used as an important learning tool for educational purposes only. It is the student's responsibility to care for the equipment and ensure it is cared for in a safe environment.

- This device is the property of St. Bernard Parish Public Schools. This device must be returned upon the student's exit from St. Bernard Parish Public Schools or when instructed by St. Bernard Parish Public Schools.
- Misuse or negligent treatment of the device will result in disciplinary action and/or additional fees for repair.
- If the device is not returned, the family is responsible for the full cost of the device (\$330). If the device is stolen, the family must provide a police report.
- If the power adapter is not returned, the family is responsible for the cost to replace the adapter (\$50).
- If the keyboard or screen is broken, the family is responsible for the cost to repair the keyboard (\$50) and screen (\$125).
- It is understood that the intentional failure to return the computing device to the school may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device for profit, will be reported to the Sheriff's Office.

### **Parent/Guardian Responsibilities**

Your child has been issued technology equipment owned by St. Bernard Parish Public Schools to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the technology equipment.

Therefore, I agree to:

1. Supervise my child's use of the loaner technology equipment at home.
2. Discuss my family's expectations regarding the use of the internet at home.
3. Supervise my child's use of the internet on the Chromebook.
4. Report to the school any problems with the Chromebook.
5. Ensure my child recharges the battery each night.
6. Return the technology equipment to school when requested or upon my child's withdrawal from St. Bernard Parish Public Schools.
7. Keep the Chromebook clean – power off the device and use a soft towel dampened with a safe cleanser to gently rub the keyboard, trackpad, and case of the device; only a screen cleaner designed for electronic devices may be used on the screen.
8. Not attempt to repair the Chromebook.
9. Not allow my child to leave the Chromebook in a vehicle.

**District Forms: DUE by August 16, 2024**

**Student Responsibilities**

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, you must be willing to accept the following responsibilities.

Therefore, I agree to:

1. Use the device only to access school assigned learning activities.
2. Abide by the Student Code of Conduct, the Technology Acceptable Use Guidelines, and all local, state, and federal laws.
3. Treat the Chromebook and accessories with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
4. Use for appropriate, legitimate, and responsible communication.
5. Keep all accounts and passwords assigned to me secure and not share these with any other person.
6. Recharge the Chromebook every night.
7. Bring the Chromebook with me to school every day.
8. Return the Chromebook when requested or upon my withdrawal from a school
9. Provide the Chromebook as requested by any staff member to be inspected at any time.
10. Not attempt to bypass the school's mobile (internet) filter.
11. Not use this device in a way that could be personally or physically harmful.
12. Not attempt to find inappropriate images or content.
13. Not engage in cyberbullying, harassment, or disrespectful conduct toward others.
14. Not use language online that would be unacceptable in the classroom.
15. Not attempt to hack or access sites, servers, or content that isn't intended for student use.
16. Not attempt to repair or alter the Chromebook in any way.
17. Not leave the Chromebook in a vehicle.
18. Not share personal information, including phone number, address, social security number, birthday, or financial information over the internet without parental permission. Do not use the Chromebook to take photographs or videos of other people, except if required for an educational assignment.
19. Not write, draw, place stickers, labels, or deface the Chromebook or its accessories.
20. Not lend the Chromebook to anyone.

By signing below, I acknowledge I have read the forgoing agreement and agree to be bound by the terms and conditions set forth therein.

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Acknowledgement: SBPSB Virtual Discipline Policy

The SBPSB Virtual Discipline Policy is made available to all students, parents, and guardians and can be reviewed in the [St. Bernard Parish School Board Parent & Student Handbook](#). Our Handbook is located on our website or a hard copy of the policy can be requested at your student's school.

By signing below, you acknowledge that you have read and reviewed the St. Bernard Parish School Board virtual Discipline Policy. You also acknowledge you now have access to this policy and other procedures as outlined in the [St. Bernard Parish School Board Parent & Student Handbook](#).

\_\_\_\_\_  
Parent/Guardian Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Parental Consent Form for Universal Social, Emotional and Behavioral Screener

All students enrolled in public schools in Louisiana are afforded protection of student records under the Family Education Right to Privacy Act (FERPA) and La. R.S. 17:3914. Every public school district is required to implement processes to protect the privacy of personally identifiable student information and restrict sharing of that information. LEAs are only able to share personally identifiable information about students with others as long as the data sharing meets one of the law's limited exceptions as described in the Policy Guidance. In accordance with the legislation, LEAs: (1) are prohibited from requiring the collection of non-academic data about students such as political affiliation and religious practices; (2) are permitted to share personally identifiable information under specific circumstances (e.g. LEA officials with a legitimate educational interest; Specified officials for audit or evaluation purposes; to appropriate officials in cases of health and safety emergencies.); (3) are prohibited from allowing anyone to access student information that is stored by schools or LEAs except authorized stakeholders such as parents, teachers, principals, superintendents, or a person authorized by the state to audit student records.

### Louisiana School Well-Being Support Services

All Louisiana schools have been asked to administer a universal social, emotional and behavioral screener to all students in order to assess the impact, if any, of the COVID-19 pandemic on the well-being of students and to provide appropriate interventions and referral to external services. Universal social, emotional and behavioral screeners are informational and not diagnostic. The data that will be collected will include screening results and personal information, such as age, gender, and race/ethnicity. All information will be kept confidential and in accordance with student safeguards defined by the Family Educational Rights and Privacy Act (FERPA) and LA

**District Forms: DUE by August 16, 2024**

Revised Statute 17:3914. Your permission is required, pursuant to the Protection of Pupil Rights Amendment (PPRA), to begin the screening process (see attached Permission page). You also have the right to inspect, upon request, the screening instrument and any questionnaires before they are administered or distributed to your child. You may choose to allow your child to be administered a screener or not and may choose to withdraw your permission at any time. For the purposes of administering a universal social, emotional and behavioral screener, data collection is defined as questionnaires, interviews with your child's teachers or other educators, and direct observations in the classroom or other school setting. Your agreement to participate or your refusal to participate in the screening and/or data collection will in no way impact the services your child receives at school.

As part of the universal social, emotional and behavioral screening and referral process, your child might be asked to complete questionnaires and interviews by qualified professionals, or the school staff will complete a screener to identify any potential social, emotional or behavioral issues. If social, emotional or behavioral needs are identified, you will be notified by the school. You must give informed written permission before your child may be provided social, emotional or behavioral services at the school. If necessary, the school will also link you and your child to external behavioral health services in the area.

If your child is involved in the criminal justice system, the court may require us to report to it about his/her participation or progress with consequences if he/she does not follow the court requirement. These risks will be minimized by providing a person for your child to talk to if he/she becomes uncomfortable or experiences any negative consequences from being administered a screener. If you do not wish for your child to continue being supported with social, emotional and behavioral services, you have the right to withdraw him/her from the services without penalty, at any time.

**PERMISSION TO PARTICIPATE IN PROGRAM & DATA COLLECTION**

By my signature below, I am confirming that I have read the accompanying two pages and have been informed of my rights under PPRA and FERPA.

Please check the appropriate statement, sign and return this form to your child's Homeroom teacher.

- I give permission for my child to participate in the universal social, emotional and behavioral screening process and data collection.
- I do not give permission for my child to participate in the universal social, emotional and behavioral screening process.
- I understand that I will be notified and will be required to provide written informed consent prior to any intervention or other social, emotional and behavioral services are provided for my child.

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

# OPTIONAL FORMS

## Initial Notice and Consent Regarding Medicaid Reimbursement |2024-2025

(Required for Students Who Are Eligible to Receive Medicaid Services)

Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needs to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid. With your permission, the school district will be able to seek partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. Each year, the district will provide you with notification regarding your permission; you do not need to sign a form every year.

The school district cannot share information about your child with Louisiana Medicaid without your permission. As you consider giving permission, please be advised of the following:

1. The school district cannot require you to sign up for Louisiana Medicaid in order for your child to receive the health related and/or special education services to which your child is entitled.
2. The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services.
3. If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:
  - a. This will not affect your child's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit your own family's use of Louisiana Medicaid benefits outside of school.
  - b. Your permission will not affect your child's special education services or IEP rights in any way, if your child is eligible to receive them.
  - c. Your permission will not lead to any changes in your child's Louisiana Medicaid rights; and
  - d. Your permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. If you give permission, you have the right to change your mind and withdraw your permission at any time.
5. If you withdraw your permission or refuse to allow the school district to share your child's records and information with Louisiana Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

I have read the notice and understand it. Any questions I had were answered. I give permission for the school district to share with Louisiana Department of Health (LDH) records and information concerning my child and their health-related services, as necessary. I understand that this will help my child's school seek partial reimbursement for Louisiana Medicaid covered services.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Child's Date of Birth

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# OPTIONAL FORMS

## Military Affiliation – ONLY students with a parent/guardian with military affiliation

The federal Every Student Succeeds Act (ESSA) requires school districts to report to the state of Louisiana if a student has military affiliation. If a student's parent or guardian is active duty military, active duty military reserves, or retired military, the student should be reported as having military affiliation.

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Parent/Guardian's Name with Military Affiliation: \_\_\_\_\_

The above parent/guardian is:

Active duty military

Active duty military reserves

Retired military (doesn't apply to ONLY completed tours)

## Release of Personally Identifiable Information

By signing below, parent/guardian is requesting to **withhold** directory information, which is defined by the St. Bernard Parish School Board as a student's name, address, date and place of birth, telephone number (if it is listed), grade level, electronic mailing address, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, participation in official school- sponsored activities, and most recent previous educational agency or institution attended.

The primary purpose of the directory information is to allow the district to include information from your child's educational records in certain school publications. Directory information can also be disclosed to outside organizations without a parent's/guardian's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or yearbooks, colleges and post-secondary institutions, and military recruiters.

By signing below, parent/guardian is requesting to **WITHHOLD** directory information in accordance with the Family Education Rights and Privacy Act (FERPA). By signing, your student's name will be removed from all school related publications including playbills, graduation announcements, athletic rosters, yearbooks, and honor roll lists. Your student's name will also not be shared with outside agencies for purposes such as recruiting and scholarships.

Parent/Guardian Name (Print): \_\_\_\_\_

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

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# OPTIONAL FORMS

District Media Release – Sign ONLY if you **DO NOT WANT**

St. Bernard Parish School District utilizes the benefits of modern media and technology. Your child's image may appear in videos, television programs, commercials, websites, social media, audiotapes, pictures, brochures, and/or newspapers. By NOT signing below, you jointly and generally forever release, discharge, acquit, and forgive the St. Bernard Parish School Board and its employees from any and all claims, suits, agreements, liabilities, and proceedings of every nature and description both at law and in equity from the use of undersigned's image in any public medium.

Please sign below if you DO NOT WANT your child to appear in any videos, television programs, commercials, websites, social media posts, audiotapes, pictures, brochures, and/or newspapers.

Parent/Guardian Name (Print): \_\_\_\_\_

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