

ST. CHARLES PARISH PUBLIC SCHOOLS

Eual J. Landry, Sr.

EDUCATIONAL PROGRAMS CENTER

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HANDBOOK

**Student Code
of Conduct:**

**2023
2024**

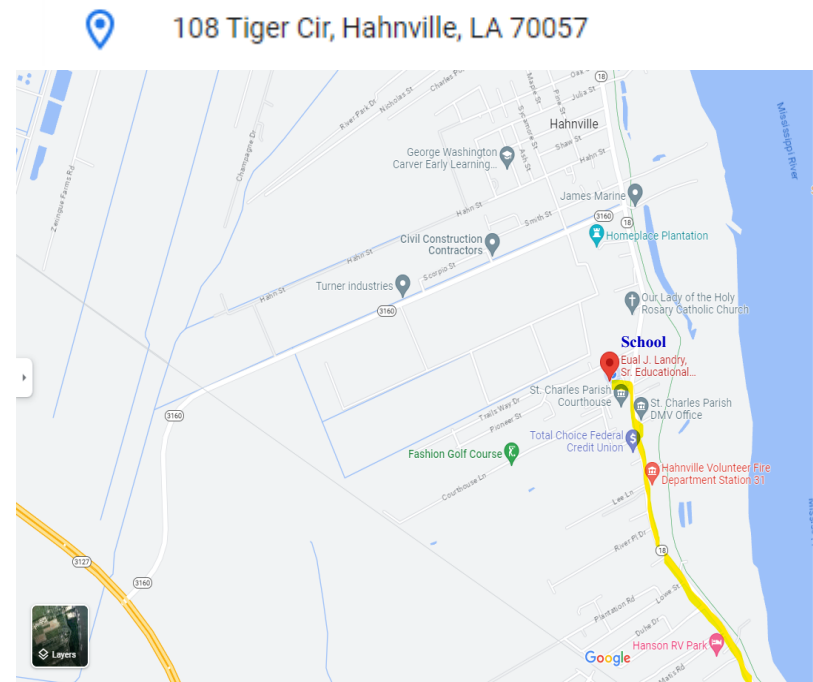
EUAL J. LANDRY EDUCATIONAL PROGRAMS CENTER



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School Mission Statement

To provide an environment whereby all students can function successfully at their home base school and within their community.

School Vision Statement

To inspire **ALL** students to be better than they thought possible.

Belief Statements

- We believe each student is a valued individual with unique physical, social, and intellectual needs.
- We believe students are responsible and accountable for their behavior and academic progress.
- We believe students are able to overcome challenges.
- We believe equity is a lens in which all decisions should be made.
- We believe a safe and structured environment promotes student learning.

INTRODUCTION

The St. Charles Parish Public Schools System, Sheriff's Office, and Judicial System will create an environment that addresses the social, emotional, and academic needs of students assigned to Landry Programs.

The St. Charles Parish Public Schools System is responsible for the instruction of the students, as well as the management and coordination of Landry Programs.

The St. Charles Parish Sheriff's Office will provide a deputy. The role of the deputy is to enforce the law while assisting in the enforcement of the discipline code of Landry's Programs. The deputy will act as a liaison between the Judicial System and St. Charles Parish Public Schools System.

The judges of the St. Charles Parish Judicial System will be provided reports, upon request, by the Landry School and stats upon request. Also, we provide information to other agencies including the St. Charles Parish District Attorney's Office and Catholic Charities (in accordance with IEPs).

COMPONENTS OF THE PROGRAM

ACADEMIC ASSIGNMENTS

Teachers will follow the assignments provided by the home-base school. The student is responsible for completing these assignments. **Landry's teachers may provide supplemental assignments that the student will be required to complete.**

CURRICULUM

Students will receive instruction in the regular education curriculum and participate in daily physical exercise/activity.

Even though a student may not be enrolled in a physical education class at his/her home-base school, every student will be expected to participate daily in physical education while enrolled at Landry. To be excused from participating in physical education, the student must meet district guidelines as described on page 13 of this handbook.

Students will be given access to technology to complete class assignments as needed. If a student misuses technology, then appropriate consequences will be given. Please see the discipline ladder on page 19.

SUPPORT SERVICES

Students receiving special education or 504 services will continue to receive services. The IEP will be followed for each student receiving special education services in accordance with the law. Students receiving special education services will be screened for ESY services in accordance with their IEP. Students will be provided the accommodations and/or modifications stipulated in their IEP or IAPs.

COUNSELING

Individual and group counseling will be provided for students every week. Students will be required to participate in group and individual counseling sessions. Students who receive counseling services through Catholic Charities will continue to receive these services while enrolled in Landry Programs.

SOCIAL SKILLS

Every student assigned to Landry is expected to display appropriate social skills. Even though this is a very disciplined and structured environment, rules will be enforced in a non-threatening and respectful manner. The importance of making proper choices will be emphasized throughout the student's stay at Landry.

DRUG SCREENING

Each student may be randomly drug tested. Parents or guardians will be responsible for the payment of any positive screens. The cost of a drug screening kit is \$ 9.00. **A positive drug screen may result in a referral to Families in Need of Services (FINS).**

GENERAL INFORMATION

CRITERIA FOR ENTRANCE

An intake conference is required for students assigned to Landry. The following individuals will be in attendance:

- Student
- Parent/Guardian
- Landry Teacher
- Landry Administrator/Designee
- Home-Base School Administrator/Designee (If Available)

If a parent or guardian fails to attend a scheduled intake conference, a referral will be initiated with Families in Need of Services (FINS) and transportation will be temporarily suspended until the conference is held.

The home-based school will be responsible for the following:

- Sending completed assignment log sheet and any accompanying documents.
- Sending assignments on the first day of the school week if course is not on the online program.
- Providing any medical information.
- Providing copies of the IEP/IAP/BIP.
- Scheduling the IEP meeting (students receiving special education services only).

ATTENDANCE

In conjunction with the St. Charles Parish Public Schools System Attendance Policy, the following attendance requirements will be followed.

Students must attend school at Landry on Court dates (St. Charles Parish Courthouse) until 30 minutes prior to the scheduled court time and return to school after court proceedings. If the student is dismissed from the court prior to 1:00 p.m., then the parent will transport the student from the Courthouse back to the campus. Failure to provide the required verification of court attendance documentation will result in the student being marked tardy or absent.

If a student will be tardy or absent from school the parent or guardian of a student is encouraged to phone **before 7:30 a.m.** The sign-in time for students not riding the bus is **7:30 a.m.** **Consequences will be given to students who arrive late.** Please see the discipline ladder on page 19.

TRANSPORTATION

All Landry students will be offered bus transportation. **Students must comply with the dress code policy, including wearing their IDs to board the bus. Any student not in compliance with this policy will not be allowed to board the**

school bus in the morning or afternoon. Students are not allowed to walk or drive a vehicle to or from campus. Students will only be picked up and dropped off at their designated stop. The bus operator, resource officer, or bus monitor will advise students of any schedule changes. **If a student does not ride the bus, he/she must be signed in by an adult. All car rider students must be dropped off and picked up from the side parking lot and NOT in the bus circle.**

Bus Rules

- Food and drinks are prohibited.
- Electronic devices including cell phones are prohibited.
- Book bags and purses are prohibited.
- Students must sit upright in their assigned seats at all times.
- Students must remain in proper dress code attire at all times.
- Students should not engage in behavior, including loud talking, that distracts the bus driver.

To ensure the safety of students, if deemed necessary, we reserve the right to search a student before boarding the school bus.

Any student who will not be riding the bus in the morning for any reason should notify the St. Charles Parish Transportation

Department @ 985-785-7205. If a student fails to ride the bus for three or more consecutive days, transportation will cease, unless the bus operator has been given prior notification. Transportation will not resume until a conference with administration is held.

The transporting of students to and from Landry is a privilege that can be revoked at any time for failure to comply with school and/or bus rules. Please see the discipline ladder on page 20.

MEALS

Lunches are not cooked at on site; they are transported from R. K. Smith Middle School. Therefore, students must arrive at school on time so lunch can be ordered. **Students arriving after 9:30 a.m. may be given an alternative lunch.** Students cannot bring any meals, edible items, or drinks to the Landry site. Students are allowed to bring an unopened water bottle to campus. If a physician's order states the need for frequent hydration, students will be allowed to go to the water fountain as needed. Students who pay for meals must have money in their school account. No child is allowed to charge a meal. **Each student can only order one breakfast.**

RESTROOM BREAKS

Students will be given a scheduled morning and afternoon restroom break. Also, students will be allowed to go to the restroom during physical education class and lunch.

Students going to the restroom at an unassigned time could be given a consequence unless a medical note is on file. If a medical condition exists that requires more frequent restroom breaks, then documentation from a physician must be provided.

MEDICATION

Medication brought to Landry, will be kept secured. When the student's stay in the program is completed, the remaining medication will be returned to the home-base school where it will be counted and signed in. If the student is starting a new medication while assigned at Landry, the parent must contact the school nurse and schedule to check-in the medication and ensure all paper work is completed. **A student must remain at home a full 24 hours after starting a new medication.**

TRANSITION

A transition meeting or an IEP meeting (for students receiving special education services) must be held prior to students returning to their home-base schools.

PROGRAM GUIDELINES

PROCEDURES

All St. Charles Parish Public School rules will apply at Landry. In addition, the following rules set forth for Landry will be enforced. These rules may be revised as needed by the administration of Eual J. Landry, Sr. Educational Programs Center.

- All students will be searched upon entering the building each day. **A parent or guardian will be contacted to pick up any student who does not comply with search procedures. See note on page 17.**
- Students will address adults in a respectful tone and manner.
- Students will follow the prescribed dress code at all times.
- Students will remain on task at all times.
- Students will not be permitted to sleep or put their heads down in class.
- Students will not be permitted to have money in their possession. **All monies will be confiscated, and monies in the amount greater than \$20.00 will be returned only to a parent or guardian.**
- Students will not be permitted on any St. Charles Parish Public School campus, nor permitted to

attend any extracurricular functions on or off school grounds during their enrollment at Landry.

- Physical exercise will be required and the type of exercise will be determined by the teacher.
- Students will not be allowed to use the telephone without permission of an administrator.

If an emergency should arise, school personnel will contact the parent or guardian.

- Students will have access to technology and the internet for class assignments as needed.

Please see the discipline ladder on page 19.

PHYSICAL EDUCATION

Since physical exercise is a requirement of the program, any student who refuses to participate in the physical education class will be given disciplinary consequences unless the proper documentation is provided.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY

Generally, a student well enough to be in school is required to participate in all classes, including those which require physical activity. When a situation arises wherein a student cannot engage in physical activity, or physical activity would be harmful to a student, the following procedure is to be followed:

The parent/guardian must contact the school to notify administration that the student is unable to participate in physical education activities.

In addition, the student is to bring an excuse signed by a parent, guardian or doctor to the school office. The excuse should note the length of time the student is to be excused from PE or physical activity. The teacher may assign alternate assignments that do not require physical activity for the student.

EXCUSES FOR STUDENTS WITH TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL

When a situation arises wherein a student has temporary, limited mobility in and around the school and/or classrooms, the following procedure is to be followed:

A physician's note is required when student mobility is restricted for more than five days. The physician's note must include the date that the student can return to normal activity and participation levels.

GENERAL RULES

DRESS CODE

In conjunction with the dress code guidelines written in the Student Code of Conduct: District Handbook established by the St. Charles Parish Public Schools, the following added stipulations will be required.

- Students must be properly dressed according to the St. Charles Parish and Landry rules while on site.
- Only pants and shorts are allowed. **Capris, skirts, warm-up pants, cargo pants, dresses, leggings, jeggings, and baggy pants are not allowed.**
- Pants and shorts must be solid navy or khaki with no trim or adornments. Pants and shorts must be hemmed with no slits or holes.
- Pants and shorts must be worn at the natural waistline. If pants and shorts have belt loops, a belt must be worn.
- Pant legs, collars and jackets must be worn as designed.
- **The school uniform of designated schools must be worn.**
- Shirts should be completely tucked into pants at all times.
- Hoods may not be worn in the building or on the bus.
- Outerwear that does not open the entire length of the front by snapping, buttoning or zipping is not allowed.

- Shoes must cover the entire foot including the back. Shoes must be tied and/or fastened as designed. Sandals, slippers and croc styled shoes are not allowed.
- Extra shoes cannot be brought to the Landry site.
- A school ID must be worn at all times.

Any violation of the dress code will result in disciplinary action. Students who violate the dress code policy will not be permitted to board the bus. Please see the discipline ladder on page 19.

PROHIBITED ITEMS

Any prohibitive item, including cell phones, money, or accessory not meeting dress code guidelines will be taken by school officials. Cell phones will be returned to a parent or guardian. If a student fails to turn over a prohibitive item upon request, he or she will receive a consequence.

- Backpacks, book bags, and purses will not be allowed on the school bus or the campus.
- Gang-related attire is not allowed (i.e. handkerchiefs, colors, insignias, symbols, etc.).
- Stocking caps, do-rags, combs, brushes, bonnets, barrettes and hair picks are not allowed.
- Earbuds/plugs, cell phones, and other electronic devices are not allowed.

- Cosmetics (i.e. – lipstick, lip gloss, lip balm, mascara, eye shadow, etc.) are not allowed.
- Food and beverages (excluding water) are not allowed.
- No gum is allowed.

Please see the discipline ladder on page 19.

CONSEQUENCES

The following consequences are to serve as guidelines. Actual consequences will be determined by the severity and/or frequency of the violation or infraction. **A lunch or after school detention may be assigned for less severe infractions. Habitual or more severe infractions will result in a suspension or a more severe consequence. Possible consequences are as follows:**

- Physical exercise (push-ups, sit-ups, running, etc.)
- Removal from classroom
- Detention (lunch or after school)
- Suspension
- Arrest

SEVERE CLAUSE

A verbal or physical threat to another person, improper physical contact, and/or damage to school or community property may result in an arrest by the St. Charles Parish

Sheriff's Office. Any student who attempts to leave the campus grounds prior to dismissal will be arrested. Any inappropriate student behavior which disrupts the classroom and/or campus will result in an arrest for disturbing the peace.

If a student is arrested, he or she may receive an out of school suspension for a minimum of three (3) days. A parent or guardian and student are required to participate in a reinstatement conference at the end of each suspension period. Transportation will not resume until the reinstatement conference is held.

DISCIPLINE LADDERS

TARDY LADDER

1. Lunch detention (one day)
2. Lunch detention (two days)
3. Parent conference
4. Suspension

If the infraction continues an after school detention could be given.

DRESS CODE/PROHIBITED ITEMS LADDER

1. Lunch detention (one day)
2. Lunch detention (two day)
3. Parent conference.
4. Suspension
5. Any additional dress code violations will result in a suspension.

If the infraction continues an after school detention could be given.

Bus transportation will not be provided for students who fail to adhere to the dress code policy. Wearing a school ID is a part of the dress code.

BUS VIOLATIONS LADDER

1. Parent Conference (one day)/Lunch detention.
2. Bus suspension (one day)
3. Bus suspension (three days)
4. Bus suspension (five days)
5. Loss of transportation privileges.

Incidents of fighting, disrespect towards an adult, and non-compliance with an adult's directive will not follow this ladder.

Due to safety concerns, students who habitually violate bus rules will not be provided bus transportation.

Consequences on discipline ladders are continuous; they do not start over at the beginning of each grading period.

TECHNOLOGY MISUSE LADDER

1. Lunch detention.
2. Lunch detention and parent conference.
4. Suspension and parent conference, and/or **loss of the privilege of using technology. Students will be given alternative and/or paper assignments.**

LEAVING CLASS WITHOUT PERMISSION

1. Suspension and parent conference. (one day)

2. Suspension and parent conference. (two day)

Anytime a student is suspended, a parent or guardian and student are required to attend a scheduled reinstatement conference for the student to be readmitted to school. Bus transportation will not resume until this conference has been held.

NOTES

PARENT AGREEMENT

The faculty and staff of Eual J. Landry, Sr. Educational Programs Center believe that parents/guardians, as well as school personnel, have a shared responsibility in supporting students. Parents must take an active role in the education of their children. It is expected that parents will attend the following:

- in-take conferences
- reinstatement conferences
- academic conferences
- parent meetings

I agree to support my child by attending the aforementioned conferences/meetings.

Signature

Date

If you have any questions or concerns, please contact Administration at 985-783-6636.