



# 2024 - 2025 Student/Parent HANDBOOK

With our families as partners, the Iberville Parish School System will provide equitable opportunities, academic excellence, and positive school environments so that every student thrives in the path that they choose.

Iberville Parish School Board

P.O. Box 151

Plaquemine, LA 70765-0151

Phone (225) 687-4341































































ICD-10 CODE:































**SMALL POPULATIONS**

GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
3–8, 11	LEAPConnect ELA, Math, Science	CBT	February 10–March 19
K–12	ELPT/ELPT Connect	CBT	February 10–March 19
Enrolling into 5 and 9	State Placement Test	CBT	Open Window
K–12	ELPS	CBT	Open Window (within first 30 days of student’s enrollment)

**NATIONAL AND INTERNATIONAL ASSESSMENTS (SELECTED SCHOOLS)**

GRADE LEVEL(S)	ASSESSMENT	DELIVERY	TEST DATE(S)
4, 8, 12	NAEP	Selected schools notified	TBD

**KEY**

**ACT:** American College Test

**AP:** Advanced Placement, various subjects

**CBT:** Computer Based Test

**CLEP:** College Level Examination Program, various subjects

**ELPS:** English Language Proficiency Screener

**ELPT:** English Language Proficiency Test

**ELPT Connect:** ELPT Alternate Assessment

**K3 Literacy Screening:** Statewide administration in mCLASS

**LEAP 2025 Grades 3-8:** ELA, mathematics, science, social studies

**LEAP 2025 High School:** English I, English II, Algebra I, Geometry, Biology, US History, Civics

**LEAP Connect:** Alternate Assessment; grades 3-HS ELA, mathematics, science

**NAEP:** National Assessment of Educational Progress

**PBT:** Paper Based Test

**Window:** A range of days from which school systems or schools choose the time and date for assessment scheduling

**ACT WorkKeys:** Optional assessment which measures essential workplace skills

## **PUBLIC SCHOOL CHOICE**

### **VERIFICATION OF INITIAL ELIGIBILITY**

1. Documentation of the prior school enrollment of the student shall be provided; such as report card or official correspondence.
2. The system shall verify that the school of prior enrollment was most recently assessed as a "D" or "F".
3. The parent or guardian shall identify the school to which the student is seeking to be enrolled, and the School Board shall verify that such school was most recently assessed as a "C" or better.

### **VERIFICATION OF CAPACITY**

1. The primary obligation of the School Board shall be to provide for the enrollment of students who reside within Iberville Parish and more specifically to provide for enrollment of students in Iberville Parish in the schools aligned with duly established attendance zones. Therefore, the School Board shall not enroll students under *Louisiana Public School Choice* provisions to the extent that such enrollment may conflict with this primary obligation.
2. Upon receipt of an application for enrollment under *Louisiana Public School Choice* provisions, the School Board shall verify whether the school to which the student is seeking to be enrolled has sufficient capacity.
3. The capacity verification shall take into account grade level and special program requirements, such as gifted and talented and shall be made on a school by school basis.
4. For purposes of determining capacity, any school which has an anticipated enrollment of greater than eighty percent (80%) of its optimal total student capacity, in the grade in which the student seeks to enroll, will be deemed to have insufficient capacity to allow for a *Louisiana Public School Choice* enrollment. Any school that has portables or modular buildings shall be considered at capacity.
5. Upon such a determination, the parent will be advised that the school to which enrollment is sought has insufficient capacity.
6. The verification of capacity shall be an annual determination for the re-enrollment of *Louisiana Public School Choice* students for each subsequent year.

### **EXCESS APPLICATIONS**

1. In the event the number of applications for enrollment exceeds the capacity in any particular school, students enrolled in the school for the prior year shall have preference.
2. If, after enrolling all prior year students, applicants exceed the remaining capacity, applicants will be selected at random until capacity is no longer available.

## **ATHLETIC ELIGIBILITY**

Parents and guardians shall be responsible for contacting the Louisiana High School Athletic Association (LHSAA) to determine the eligibility of the student for participation in varsity sports. In order to participate in varsity sports sanctioned by the LHSAA, students must have written approval of the LHSAA.

## **INELIGIBILITY**

A student meeting any of the following shall be ineligible to enroll as a Louisiana Public School Choice student:

1. The student was expelled for disciplinary reasons in the preceding school year;
2. The student was suspended more than once in the preceding school year;
3. The student was involved in more than one fight or other acts of violence on school grounds in the preceding school year;
4. The student was found in possession of any illicit drug or narcotic on school grounds the preceding school year;
5. The student has more than ten (10) unexcused absences during the preceding school year.

After enrollment a student shall be ineligible to continue enrollment as a Louisiana Public School Choice student if any of the following apply:

1. The student is suspended more than once in the school year;
2. The student is expelled for disciplinary reasons during the school year;
3. The student is involved in more than one fight or other act of violence on school grounds during the school year;
4. The student is found in possession of any illicit drug or narcotic on school grounds during the school year;
5. The student has more than ten (10) unexcused absences during the school year.

## **CONSENT OF HOME SCHOOL DISTRICT**

No student may enroll without the written consent of the School Board, with which the student was previously enrolled, to both of the following:

1. To make payment to the School Board in an amount equal to the Iberville Parish School Board local per pupil amount recognized in the Minimum Foundation Program for the school year in which the student seeks to enroll, in proportion to the portion of the school year during which the student is enrolled, and the appropriate local share of capital expenditures; and
2. To provide records and information necessary for the School Board to determine the students eligibility/ineligibility.

## **GUIDELINES FOR PUBLIC SCHOOL CHOICE**

1. Students who exercise the option of *Louisiana Public School Choice* shall adhere to all Iberville Parish School Board rules and regulations at the receiving schools.
2. Students shall remain at the choice school for the entire school year. They cannot return to the original school during the school year.
3. Students shall wear the uniform of their new choice school.
4. Students may remain at the choice school until they have completed the highest grade in the school.
5. All *Request for Transfer* forms must be completed and returned to the student's current school no later than time and date set by the School Board.

## Section 4: Academy Procedures

### Math, Science, and Arts Academies and Iberville STEM Academy (Grades 9-12 ISA only)

#### Entrance

- Applications will be accepted during a designated time in the month of February and/or March
- Student selection process is on a lottery basis depending on available seating
- Students in grades 2-12 who enter with a GPA below 2.5 shall start on probation
- Students must be in good behavioral standing

#### Academic and Behavior Standing

- **Good Academic Standing:**
  - 2.5 GPA
  - Pass All Classes
  - Student must score proficiency on state required English/Language Arts and Math grade level assessments (Grades K-12).
- **Good Behavior Standing:**
  - The Academy will adhere to all discipline procedures of the district
  - No suspensions - First time will result in probation
  - If another suspension is received, this will result in dismissal at the end of the academic school year
  - If expelled to the IAPPS, students will not be allowed to return to the Academy
- **Probationary Standing**
  - Students who enter with a GPA below 2.5 must start on probation
  - Students who do not achieve the 2.5 GPA will be identified at midyear/end-of-year and an administrative meeting shall occur to notify teachers and parents of probationary status
  - Parents and students will be given a success plan including interventions and supports offered by the Academy
  - The student will be given a minimum of one (1) semester of probationary status to raise his/her GPA
- **Dismissal**
  - Students will be dismissed at end-of-year for failure to achieve:
    - 2.5 GPA (IF they have been given the mandatory probationary period)
    - Pass All Classes
  - If a student is dismissed, he/she may reapply after one academic school year. Student must be in good academic standing and have no major discipline offenses
  - Students who end the year with a GPA, of 2.0 – 2.49 and successfully complete IPSB summer program will be eligible to return and begin the new year on probation
    - This option is available two (2) times

## Atchafalaya Basin Academy

### Entrance

- Student must have a GPA of 2.5 (if applicable)
- Student must score proficiency on state required English/Language Arts and Math grade level assessments (Grades K-6).
- Student must be in good behavioral standing
- No truancy violations

### Academic and Behavior Standing

- **Good Academic Standing:**
  - 2.5 GPA
  - Must score proficiency on state required English/Language Arts and Math grade level assessments (Grades K-6).
- **Good Behavior Standing:**
  - The Academy will adhere to all discipline procedures of the district
  - No suspensions - First time will result in probation
  - If another suspension is received, this will result in dismissal at the end of the academic school year
  - If expelled to the IAPPS, students will not be allowed to return to the Academy
- **Probationary Standing**
  - Students who do not achieve the 2.5 GPA will be identified at midyear/end-of-year and an MTSS meeting will occur to notify teachers and parents of probationary status (if applicable)
  - Parents and students will be given a success plan including interventions and supports offered by the Academy
  - The student will be given a minimum of one (1) semester of probationary status to raise his/her GPA
- **Dismissal**
  - Students will be dismissed at end-of-year for failure to achieve:
    - 2.5 GPA (IF they have been given the mandatory probationary period)
    - Pass All Classes
  - If a student is dismissed, he/she may reapply after one academic school year. Student must be in good academic standing and have no major discipline offenses

### Academy Dismissal Appeal Process

Upon receipt of a dismissal letter from an academy program, the parent/guardian may request and submit the official IPSB academy appeal form(found in the back of this handbook) within 15 calendar days to the Academy Director. The appeals form must include documented evidence of hardship and/or extenuating circumstances. An appeals committee meeting will subsequently be scheduled. The appeals committee shall consist of the Academy Director, the Supervisor of the Academy, and the Executive Director of Academics.

The appeals committee shall hold an appeal meeting and make a recommendation to the Superintendent who will make a decision based on the recommendation of the committee. The decision of the Superintendent shall be final.

## **Iberville Virtual Learning Academy**

### **Entrance**

- Open to all Iberville Parish students
- Application/Enrollment form process

### **Academic and Behavior Standing**

- Log on to each scheduled course weekly
- Report to Iberville Virtual Learning Academy for unit exams all state mandated tests, and if determined unsatisfactory student progress
- Be on pace in every course
- Maintain a passing grade in every course each nine weeks
- Maintain weekly contact with teacher(s) via email

### **Probationary Standing**

- Students who are two weeks behind in coursework will be identified and a meeting will occur to notify teachers and parents of probationary status
- Parents and students will be given a success plan with specific academic goals including mandatory on-site assistance
- Students will be given a minimum of one (1) nine weeks of probationary status

### **Dismissal**

- Students will be dismissed at the end of a semester for failure to achieve:
  - active participation
  - a passing grade in every course by the end of the semester (If they have been given the mandatory probationary period)

## **Section 5: Child Nutrition**

### **OVERVIEW OF THE CHILD NUTRITION PROGRAM**

It is the policy of the Iberville Parish School Board Child Nutrition Program to serve the highest quality meals that are economically feasible. If at any time you have questions relative to the Child Nutrition Program in Iberville Parish Schools, please feel free to contact the Child Nutrition Department at the Iberville Parish School Board office (225-687-4341) during regular business hours of 8:00 am until 4:15 pm

The District participates in the Community Eligibility Program (CEP), therefore ALL MEALS (Breakfast and Lunch) are served Free of Charge to all students enrolled in Iberville Parish School Board schools.

### **COMMUNITY ELIGIBILITY PROVISION**

Making positive eating choices just got a little easier.

Iberville Parish School Board participates in an innovative school nutrition program intended to encourage students to enjoy wholesome, nutritious meals at school while eliminating paperwork for parents.

The program, known as Community Eligibility Provision (CEP), is funded by the U.S.

Department of Agriculture as a means of ensuring students get the food they need to do their best at school. Recent studies reveal that when students are hungry, they are often distracted in the classroom, they are absent from school more often and score lower on standardized tests.

The program allows all Iberville Parish School students to receive breakfast and lunch at school at no cost. Additionally, no school meal application is required.

This community-based program will only be as successful as the community that supports it.

The greater the number of students that participate in the program by enjoying breakfast and lunch at school, the more successful the program will be for achieving the academic goals of the district, so please encourage your children to participate in school meal programs.

If we can be of any further assistance, please contact us at IBERVILLE PARISH SCHOOLS, Attention: AINita Miller, Executive Director of Operations, School Food Service Department, 58030 Plaquemine St., Plaquemine, LA 70764, (225) 687 - 4341 or [sfssupe@ipsb.education](mailto:sfssupe@ipsb.education).

## **CAFETERIA RULES**

In order to keep the cafeteria clean and attractive, we ask students to be mindful and respectful of others by:

- Always entering the cafeteria with their Student ID displayed and accessible for scanning – School Board Policy requires all students to wear their Student ID's at all times - Student ID's are required for all meal services.
- Being courteous to the Cafeteria Technicians, Teachers and other students
- Respect the authority of the Teachers and Cafeteria Technicians
- Keep the tables and floors clean – if you drop it, pick it up
- Place all debris / trash in the proper containers
- Proceed through the cafeteria line in an orderly manner – no pushing, shoving or running
- Speak in a normal voice
- Proceed quietly when going to and from the cafeteria; be mindful of the classes that are still in session.

## **SCHOOL MEAL PAYMENT POLICIES**

ALL SCHOOL MEALS MUST BE PAID IN ADVANCE - NO CHARGING IS ALLOWED. This policy is for everyone - students, teachers, staff and visitors. Prepayment for meals and/or extras may be made online using LINQ Connect! (formerly Titan Family Portal).

Online payments/prepayments are available - by creating an account with LINQ Connect, using the link: <https://linqconnect.com/>. LINQ Connect charges a convenience fee for each transaction. Follow the steps on the website.

Students must receive the initial meal offered before purchasing a second meal or anything extra.

### **Meal Cost**

According to the Healthy Hunger Free Kids Act, meal pricing for school lunches is done with a formula from the USDA called the Meal Price Equity Calculator. Henceforth, the cost of meals is determined by the local School Food Service Office with the School Board's approval.

### **Second Meals and / or Extra Menu Items**

Each student is offered one lunch and one breakfast free of charge. Students may purchase additional food items at a minimal cost or an extra meal at the adult price.

If a student wishes to purchase a second meal or an extra menu item, he / she may purchase that item at the price posted in the cafeteria. Second meals or extra menu items may NOT be charged. Students must have money in their account for second meals and extras.

## **Adult Meals**

All persons – principals, teachers, parents, and visitors who eat in the cafeteria must pay for their meals. All meals shall be eaten in the dining area.

Adults may purchase meals at the Adult Meal Price posted in the cafeteria. Adult meals may NOT be charged.

## **NON-SUFFICIENT FUND (NSF) CHECKS**

If one (1) non-sufficient fund check is received from a single household, IPSB - CNP will not accept a second check from anyone who has written a check with non-sufficient funds. Online payments will be accepted for payment of meals thereafter. Additionally, the service fee charged by the financial institution handling the NSF check will be paid by the issuer of the check.

## **REFUNDS (EOY)**

The computer software used by the School Food Service department tracks meal payments and deductions for the purchase of meals or extra sales items. At the end of the school year, all persons, parents/guardians, etc. may receive a refund of unused money from their respective account by requesting it, in writing to the cafeteria manager prior to the last two weeks of school of the current school year.

All balances in a student's LINQ Connect account may be carried over to the new school year and / or assigned to another sibling or student.

## **DIET/MEDICAL EXCEPTIONS**

The Child Nutrition Program attempts to accommodate all reasonable medical exemptions.

If a student has a documented medical condition that prohibits him/her from consuming specific food items, the parent or guardian is required to submit, annually, the "IPSB Prescription For School Meal Modification" form. This form must be signed by a Licensed Physician/Recognized Medical Authority. In addition, for each specific food allergy item/ food group listed to be omitted, an approved substitute item must be listed. The form for food allergies and dietary restrictions can be found on the IPSB website at [www.ipsb.net](http://www.ipsb.net), Departments, School Food Service, Child Nutrition Information for Parents, or the IPSB Prescription for School Meal Modification form. All diet/medical conditions should be discussed with the School Nurse. The School Nurse will notify the Cafeteria Manager of those students enrolled at each school that have specific medical exemptions.

While the Child Nutrition Program attempts to accommodate all reasonable diet prescriptions and medical exemptions, we understand that we may not have the capacity to accommodate all types of diet prescriptions and medical restrictions. In the event we are not able to accommodate a specific medical exemption, the parent or guardian is expected to supply the student meals.

## **Guidelines and Requirements For Diet Prescriptions for Meals at School**

These guidelines and requirements have been established to ensure the safety of students when a menu change is medically necessary.

- A new Diet Prescription Form must be completed every year.
- Diet prescription forms must be filled out completely.
- Diet prescription form must be signed by a Physician/recognized Medical Authority.
- Diet Prescription forms will not be altered unless the Diet Prescription Form is updated by the physician.
- Diabetic Meal Plans: include the number of carbohydrates for each meal and snack. Must be monitored by a school nurse.
- Food Allergens: include specific and detailed information regarding foods to omit and substitute.
- If the student cannot have fluid milk, please document appropriate substitutes.
- Diet Prescription Forms must be completed before implemented at the school site.
- Menu substitutions will be provided at the discretion of the Child Nutrition Services Office according to current food availability.
- Please allow 5 days for processing in the Central Office. Parent/Guardian will need to provide breakfast and/or lunch during this time. Please fax, mail or deliver the form to the school cafeteria or Iberville Parish School Board, Child Nutrition Program, P. O. Box 151, 58030 Plaquemine Street, Plaquemine, LA 70765, Phone # (225) 687-4341; Fax # (225) 687-1318 or email [sfssupe@ipsb.education](mailto:sfssupe@ipsb.education).
- If the student has a Food Intolerance (digestive system response) – Level I, Check the foods that apply. The indicated allergen foods will be eliminated from the student’s meal tray if it’s in its whole form. (Example: The student has an intolerance to eggs; the student will not be served whole eggs such as scrambled eggs, hard boiled eggs, etc.)
- If the student has Food Allergy (immune system response) – Level II, check the foods that apply. The indicated allergen foods will be eliminated from the student’s meal tray in its in its whole form, as well as any food that contains the allergen food as an ingredient. (Example: The student has an allergy to eggs, the ingredient listing will be reviewed for eggs and any foods containing eggs will be eliminated from the student’s meal tray). Please indicate if the student has a history of inhalation induced anaphylaxis reaction to the specified allergen.
- Confirmation of process completion will be sent to parent/guardian via contact number/e-mail provided.

## Definition of Disability

- **Student with disabilities** - any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- **Physical or mental impairment** - (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculo- skeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; heart disease; diabetes; mental retardation; emotional illness; and drug addiction and alcoholism.
- **Major life activities** - functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

## USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1.) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*Please note that the complainant can file directly with USDA or send the complaint to the State Agency who will forward to USDA.*

**PRESCRIPTION FOR SCHOOL MEAL MODIFICATION - 2024 - 2025**

Please return to the school. For the safety of the student, this form **MUST** be thoroughly and legibly completed.  
This document is in effect for the current school year (until May 31, 2025) and must be renewed annually.

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_  
School \_\_\_\_\_ Grade/Classroom \_\_\_\_\_  
Parent's Name \_\_\_\_\_ Parent's E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
(Street or P. O. Box) (City) (State)

Telephone Number: Cell: \_\_\_\_\_ Home: \_\_\_\_\_ Work: \_\_\_\_\_

List Disability/Medical Condition(s) that require special dietary needs: \_\_\_\_\_

**Diet Prescription (Mark all that apply.):**

- Diabetic:** \_\_\_\_\_ Flexible Carb Count **OR** \_\_\_\_\_ Breakfast \_\_\_\_\_ AM Snack  
\_\_\_\_\_ Lunch \_\_\_\_\_ PM Snack
- Lactose Intolerance** (eliminate fluid milk)  Yes  No  Substitute Juice  
**Allow** other dairy items (some examples are cheese, yogurt, sour cream, non-fat dry milk, whey, casein, milk solids, etc.).  
 Yes  No
- Egg Intolerance (eliminate eggs in pure form):**  Yes  No  
**Allow** eggs as an ingredient in foods (some examples: cookies, cake, muffins, cornbread, French toast, pancakes, waffles, pastas, meatballs, meatloaf, breading on chicken products/ entrees, mayonnaise, ranch dressing, etc.).  Yes  No
- Wheat Intolerance:**  Yes  No  
**Eliminate** breads, buns, rolls, cornbread, cornbread dressing, pizza, corn dogs, pasta, crackers, muffins, donuts, cereal bars, most breakfast cereals, French toast, waffles, pancakes, cookies, brownies, cakes, flour, tortillas, etc.  Yes  No  
**Allow** foods containing small amounts of wheat: (some examples are: batter/breading on entrees, meatloaf, roux in gumbo, etc.).  
 Yes  No
- Texture Modification: (check one)**  Chopped  Diced  Ground  Liquified  Pureed
- Other Diet Prescription:** \_\_\_\_\_

**FOOD ALLERGY (immune system response) - Eliminate all ingredients/products with food allergen**

- Dairy Products (**no** milk, no cheese, no yogurt, no whey, no NFDM, no casein allowed as an ingredient)
- Eggs (**no** cookies, cake, muffins, cornbread, French toast, pancakes, waffles, pastas, meatballs, meatloaf, breading on chicken products/entrees, mayonnaise, ranch dressing, etc.).
- Wheat  Soy Protein (will allow soybean oil)
- Fish  Other: \_\_\_\_\_

**PLEASE INFORM US OF POTENTIALLY SEVERE ALLERGIES TO THE FOLLOWING: THESE ITEMS ARE NOT OFFERED ON SCHOOL MENUS**

- Shellfish  history of inhalation reaction
- Tree Nuts  history of inhalation reaction
- Peanuts  history of inhalation reaction

I certify that the above named student needs modified school meals prepared as described above because of the student's disability or chronic medical condition.

Doctor's Name & Address \_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Licensed Physician/Recognized Medical Authority Signature

\_\_\_\_\_  
Office Telephone #

\_\_\_\_\_  
Date

**The IPSB PRESCRIPTION FOR SCHOOL MEAL MODIFICATION** for the 2024 - 2025 school year is posted on the School Food Services webpage.

Please follow the below steps to access/locate this form.

lpsb.net  
Departments  
School Food Service  
Child Nutrition Information for Parents  
PRESCRIPTION FOR SCHOOL MEAL MODIFICATION 2025

### **Civil Rights Complaint Procedures for Child Nutrition Programs**

Iberville Parish School Board is a sponsor of the U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) Child Nutrition Programs Nutrition Services, including NSLP, SBP, Special Milk, CACFP, SFSP and FFVP.

The Iberville Parish School Board provides benefits to all eligible individuals without discrimination in accordance with Federal civil rights laws and USDA policy, as governed by [FNS Instruction 113-1](#). The USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, age, sex, and disability.

Program participants who feel they have been discriminated against while participating in the Child Nutrition Programs, including during the serving of meals, will be instructed to contact Ms. AINita J. Miller, Executive Director of Operations, at (225) 687-4341, ext. 1071 or by fax at (225) 687-1318 to voice their complaint. All complaints alleging discrimination on the basis of race, color, national origin, age, sex, or disability, either written or verbal, must be processed within the established time frames.

#### Right to File

Any person or representative alleging discrimination based on a prohibited basis has the right to file a complaint within **180 days** of the alleged discriminatory action. Only the Secretary of Agriculture may extend this time under special circumstances. The complainant must be advised of confidentiality and Privacy Act applications. The Executive Director of Operations will not attempt to resolve the complaint themselves, without first providing the complainant with information on how they can file a complaint.

#### Forms

The Executive Director of Operations will provide, all persons wishing to file a complaint, instructions on where to obtain the [USDA Program Discrimination Complaint Form](#). However, use of this form will not be a prerequisite for acceptance of the complaint.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish) for assistance in filing a complaint.

## Filing a Complaint

The Cafeteria Manager or the Executive Director of Operations will provide instructions to the complainant on where to forward the completed [USDA Program Discrimination Complaint Form](#) by:

- mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
- fax: (202) 690-7442;
- or e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

## Verbal Complaints:

In the event a complainant wishes to make the allegations verbally or in person and refuses or is not inclined to place such allegations in writing, the Executive Director of Operations or Cafeteria Manager will write up the elements of the complaint for the complainant utilizing the [USDA Program Discrimination Complaint Form](#).

## Acceptance of Written or Verbal

All complaints received by the Child Nutrition Supervisor or Cafeteria Manager written or verbal, will be forwarded to the U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights (OCR) within 5 calendar days of receipt of the complaint. Anonymous complaints will be handled as any other complaints, to the extent feasible, based on available information.

Complaints will be forwarded to OCR via:

- mail: 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- e-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Iberville Parish School Board will:

- maintain a copy of any correspondence regarding the complaint for at least four years after the date the complaint is closed;
- make its employees available to the FNS Civil Rights Director (CRD) to be interviewed as necessary during investigations;
- provide necessary documents as requested by the FNS CRD or the Louisiana Department of Education (LDOE) within the timeframes established by FNS guidance;
- participate in attempts to resolve the complaint.

## State Agency Notification

If the Executive Director of Operations is notified that a program participant has filed a Civil Rights complaint or they have filed a complaint on behalf of a program participant, they will notify the Louisiana Department of Education. The Executive Director of Operations will provide information as requested by the LDOE during the OCR investigation of the complaint.

*A note on Louisiana protected classes: The Louisiana Constitution additionally protects individuals from discrimination based on- religion, religious ideas, beliefs, or affiliations; birth; culture; physical condition; political ideas or affiliations; and national ancestry.*

Please see [Louisiana Constitution of 1974 Art. I, § 3. Right to Individual Dignity and Louisiana Constitution of 1974 Art. I, § 12. Freedom from Discrimination.](#) To file a complaint, please contact the LDOE Division of Nutrition Support at 225.342.9661 or [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov)

*This document provides a process for Sponsors to follow for handling civil rights complaints. Sponsors must insert the required information in the blank sections to customize the template with district-specific information.*

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary  
for Civil Rights 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**The LaChip Lunch Flyer** for the 2024 - 2025 school year is posted on the School Food Services webpage.

Please follow the below steps to access/locate this flyer.

lpsb.net  
Departments  
School Food Service  
Child Nutrition Information for Parents  
LaCHIP Lunch Flyer 2024

**OR by accessing the below link:**

[https://ldh.la.gov/assets/medicaid/MedicaidEligibilityForms/LaCHIP\\_Lunch\\_Flyer\\_FINAL.pdf](https://ldh.la.gov/assets/medicaid/MedicaidEligibilityForms/LaCHIP_Lunch_Flyer_FINAL.pdf)

[LaCHIP Lunch Flyer](#)

[LaCHIP Lunch Flyer \(Spanish\)](#)



# Iberville Parish School Board

Louis Voiron, Jr., Ed.D.  
*Superintendent*

Yolanda Laws  
*President*

Daven Tullier  
*Vice-President*

July 1, 2024 - June 30, 2025

Dear Parent or Guardian:

We are pleased to inform you that **Iberville Parish School Board - SYSTEM WIDE** will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2024-2025.

## **What does this mean for you and your children attending the school(s) identified above?**

Great news for you and your students! All enrolled students of the school sites named above are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2024-2025 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.

If we can be of any further assistance, please contact us at **Iberville Parish School Board**, Attention: **AINita J. Miller, Ed.S. Executive Director of Operations**, School Food Service Department, 58060 Plaquemine St., Plaquemine, LA 70765-0151, 225-687-4341, [alnitamiller@ipsb.education](mailto:alnitamiller@ipsb.education) .

Sincerely,

*AINita J. Miller, Ed.S.*

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AINita J. Miller, Ed. S.  
Executive Director of Operations

**Non Discrimination Statement:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

**(see back page of form)**

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Section 6: Transportation

### Transportation Schedule 2024-2025

School	Start	Dismiss	Morning Bus Arrival	Early dismissal Times
Crescent	7:30	2:40	6:55 - 7:25	11:15
Dorseyville	8:00	3:00	7:30 - 7:55	11:45
East Iberville Elementary and High	8:15	3:25	7:45 - 8:00	12:00
IAPPS	7:30	2:10	6:55 – 7:25	11:15
Iberville Elementary	8:10	3:20	7:35 - 8:05	11:45
North High School	7:25	2:35	6:50 - 7:20	11:10
MSA-W Elementary	8:00	3:10	7:35 - 8:05	11:35
MSA-W High School	7:20	2:30	6:45 - 7:15	11:05
MSAE	7:20	2:30	6:55 - 7:15	11:05
North Iberville	7:25	2:35	6:50 - 7:20	11:10
Plaquemine	7:30	2:40	6:55 - 7:25	11:15
White Castle	7:20	2:35	6:45 - 7:15	11:05
Remaining Iberville Stem Academy Students (plaquemine area)	8:00	2:25	7:15-8:00	11:00

## SCHOOL BUS CONDUCT

School bus transportation is a PRIVILEGE to all students. Being a Privilege means it can be taken away if conduct and behavior is not in accordance with school board policy. The safety and well being of all students, attendants and drivers depends on acceptable behavior and observance of Iberville Parish rules and regulations. Any student who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be taken away. These rules also apply to all student activity trips as well as regular bus routes to and from school.

1. Students shall remember that the driver is the person of full authority over the bus and the passengers that may be riding the school bus.
2. Students must respect the bus driver as the authority of the bus by obeying promptly and courteously.
3. All students must be on time at the bus stop. The bus will not wait for students who are tardy. Students are not to run after the bus if the rider is late.
4. All students must wait for the bus to come to a complete stop before trying to get on or off the bus. If a student must cross the street, that student must wait for the bus driver to signal the student to cross the street.
5. All students must sit down after boarding the bus, and remain seated until the bus reaches the students' stop. The driver has the authority to assign specific seats to students.
6. Fighting, bullying, pushing, tripping, kicking, or sexual harassment, etc. by students will not be tolerated on the school bus.
7. Students are NOT allowed to use tobacco, tobacco products, drugs, alcohol, lighters or matches while on the bus.
8. Students are not allowed to use profanity, abusive language or shouting on the bus or out of the bus windows.
9. Students are not to extend their head or any body part outside of the bus windows.
10. Students are not to throw any object in or out of the bus windows at any time.
11. Students are not allowed to Eat or drink on the bus.
12. Students are NOT allowed to bring any type of animal on the bus at any time.
13. Students are Not to bring firearms, knives, explosives devices, firecrackers, or other dangerous materials aboard the bus. If items are found they will be confiscated and the student(s) will be subject to appropriate discipline.
14. Students must keep the aisle clear at all times. Personal items should be stored on the student's lap or under the seat.
15. Students must keep the bus clean at all times (No littering).
16. Students must use handrails when boarding and exiting the bus.
17. Students should only get on and off the bus at their designated stop unless the school gives permission and a parent's note is issued to the school principal.
18. Students transported to any athletic, academic, or co-curricular activity will return to the point of departure on the bus. Exceptions can be made by school administration.
19. Students and parents are encouraged to report any inappropriate behavior that may happen on the bus.
20. The use of Cell phones or electronic devices on buses is at the discretion of the bus driver.

*\* Any cost that may occur from breaking these bus rules will be the responsibility of the student's parents or guardian.*

# Section 7: Discipline

## PHILOSOPHY OF DISCIPLINE

Every student is entitled to an education, which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life.

Every child shall comply with all rules and regulations of both the state and the Iberville Parish School Board having to do with student behavior. In a democracy there exist many privileges and freedoms, all of which are dependent on observance of certain rules and regulations.

Each teacher in Iberville Parish is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his maximum potential. The home shares responsibility in the education of the youth and the attitude of home toward school is reflected by the student.

## DISCIPLINE PROCEDURES

All schools will have specific procedures for addressing student behaviors that do not meet expectations

- The district has developed a discipline chart that identifies “Minor” and “Major” infractions and potential consequences and/or interventions
- “Minor” infractions are split into two categories: Respect and Responsibility
- “Minor” infractions will be addressed at the classroom level and require documented interventions prior to office referral/”Major”
- “Major” infractions will follow district policy and state statutes

When a minimum of four (4) documented infractions have occurred in a category and interventions have been conducted but the Student’s behavior continues to prevent the orderly instruction of other Students that such behavior is deemed a “Major” infraction the teacher may have the Student immediately removed from the classroom, accompanied by a completed Louisiana student behavior report (Form A or B), and placed in the custody of the principal or the designee. A Student removed from the classroom pursuant to this subparagraph shall be assigned school work missed and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student’s teacher.

Upon being sent to the principal’s office pursuant to the provisions of this subparagraph the principal or his designee shall:

- Advise the pupil of the particular misconduct of which he/she is accused as well as the basis for such accusation
- Allow the pupil the opportunity at that time to explain his/her version of the facts
- Conduct a counseling session with the pupil as may be appropriate to establish a course of action consistent with school board policy

A pupil in kindergarten through grade six removed from a class shall not be permitted to return to the class for at least thirty minutes unless agreed to by the teacher initiating the disciplinary action. A pupil in grades seven through twelve removed from a class shall not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action. Additionally, the pupil shall not be readmitted to the class until the principal has implemented one of the following disciplinary measures:

- In-School suspension
- Detention
- Suspension
- Assignment to an alternative program
- Initiation of expulsion hearings
- Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension

Upon the third removal from the same classroom pursuant to this subparagraph, the teacher and the principal shall discuss the disruptive behavior patterns of the Student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employee(s) and the Student's parent, tutor, or legal guardian shall be required prior to the Student being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the Student into another setting.

Notwithstanding any provision of law to the contrary, whenever a Student is formally accused of violating the provisions of R.S. 14:34.3, or school disciplinary rules or both, by committing a battery or an assault on any school employee, the principal shall suspend the Student from school immediately and the Student shall be removed immediately from the school premises without the benefit of the suspension procedures provided by R.S. 17:416 and this disciplinary handbook; however, the necessary notifications and due process procedures shall follow as soon as practicable. In accordance with 2006 La. Acts 733, 'assault' means an attempt to commit a battery on a school employee or administrator, or the intentional placing of those persons in reasonable apprehension of receiving a battery by the student, or the student's making statements threatening physical harm to the employee or administrator.

NOTE: When there is an incident involving a student and there is also an issue of immediate danger or intent to do harm or harm himself/herself, the student may be referred immediately as appropriate to the Iberville Parish Alternative Positive Program of Students (IAPPS) pending the investigation and the hearing.

## Categories of Minor Infractions

Four minor referrals in a category will result in a major referral

Respect	Responsibility
Willful disobedience	Is habitually tardy and/or absent
Treats authority with disrespect	Eating/drinking/littering
Uses profane and/or obscene language	Skipping class or school
Disturbs the school/habitually violates rules	Disturbance in classroom or campus
Leaves school or classroom without permission	Habitually violations of school/class rules
Leaving bus without permission	Dress code violation
Treats student with disrespect	Failure to serve assigned consequence
Public display of affection	Refusing to sit in assigned seat
Refuse to comply	Not having proper materials, supplies, and/or equipment for participation
False report	Not participating in class
Public display of affection-willful disobedience	Horse playing
Makes unfounded charge against authority	Violates off limits area
	Cell Phone violations
	Not dressing out for PE
	Sleeping in class
	No homework
	Talking in class
	Unauthorized use of technology
	ID violation
	Indecent language
	Misusing internet
	Incomplete or no punish work
	No hall pass
	Academic dishonesty/cheating
	Leaves campus without permission

\*\*\* Depending on the circumstances some of these may be considered major referrals

## **Intervention List:**

- 1.) Ripple Effects
- 2.) De-escalation
- 3.) Check in/out (student should determine who they check in/out with)
- 4.) Conflict resolution
- 5.) Schedule adjustment
- 6.) Reteach expectations
- 7.) Establish a home/school communication system
- 8.) Mentoring with specific focus
- 9.) Reflective activity/journaling
- 10.) Establish contract
- 11.) Meeting with student
- 12.) Assign partners

## **Major Infractions with Corresponding Consequences**

### **DISCIPLINARY OPTIONS:**

The principal or his or her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom for violating the school's Code of Conduct and/or exhibiting disruptive or inappropriate behavior. Such notification shall include a description of any disciplinary action taken. The student shall not be readmitted to the class until the principal has implemented one of the following corrective strategies or disciplinary options after the student is assured of his or her due process:

1. Administrative conference
2. One or more of the following options:
  - a. Lunch detention
  - b. In-School suspension
  - c. Refer students to the MTSS team (intervention)
  - d. After school detention
  - e. Require completion of assigned regular and/or remedial school and homework
  - f. Refer to guidance counselor (intervention)
  - g. Require an administrative conference with the parent or guardian (include the teacher in conference upon the teacher's request)
  - h. Deny participation in school events and/or extracurricular activities including, but not limited to, sports and field trips
  - i. Schedule adjustment (intervention)
  - j. Behavior contract
  - k. Refer to the SBLC (include all required documentation) (intervention)
  - l. Denial of driving privileges on school property
  - m. Denial of electronic device privileges
  - n. Any other disciplinary measure pursuant to law or board policy
3. One - day out of school suspension
4. Two or three day out of school suspension
5. Only with the approval of the Office of Child Welfare and Attendance greater than three, but not more than ten days of suspension.
6. Suspension and recommendation for expulsion/exclusion

## Discipline Chart

<b>Infraction</b>	<b>Definition</b>	<b>Consequence Options</b>
Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms	2, 3, 4, 5
Uses/possesses controlled dangerous substances	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles	6 Notify campus SRO
Uses /possesses tobacco and/or lighter/electronic cigarettes(vapes) or similar devices	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products or any paraphernalia, e cigarettes, etc. linked to the above on school grounds, at school-sponsored events, or on school transportation vehicles	2, 3, or 4
Uses /possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school- sponsored events, or on school transportation vehicles	3, 4, 5, or 6

<p>Cuts, defaces, injures school/vandalism</p>	<p>Damage, destruction, or defacement of property belonging to the school or others</p>	<p>1, 2,3,4,5, or 6</p> <p>If restitution is warranted the student shall remain out of school until:</p> <ul style="list-style-type: none"> <li>- Restitution is paid</li> <li>- Payment plan for restitution has been made</li> <li>- Alternative restitution plan has been arranged</li> <li>- Return is dictated by the Superintendent</li> </ul>
<p>Possesses weapons, prohibited under federal law</p>	<p>Possessing weapon designed to expel a projectile by action of an explosive, Use of this code requires Firearms and Explosives Weapon Code per SIS User Guide</p>	<p>6</p> <p>Notify CWA Supervisor Notify school SRO</p>
<p>Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length of less than 2 ½ inches)</p>	<p>Possesses firearms (not covered by Code 13), knives or blades greater (&gt;) than two and one-half (2.5) inches, or any object, device, instrument, material or substance, which may be used to inflict bodily injury or damage to property; or possession of any look-alike weapon or object (not prohibited by federal law) which can place a person in reasonable fear or apprehension of serious harm. *Use of this code requires "Other Weapon Code" per SIS User Guide</p>	<p>3, 4, 5, or 6</p> <p>Notify CWA Supervisor May notify school SRO</p>
<p>Throws missiles liable to injure others</p>	<p>Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.</p>	<p>1,2,3,4,5,or 6</p>

<p>Instigates or participates in fights</p>	<p>To purposely cause or invite any intentional gesture written, verbally, electronically, or physically promote a student or students to fight, OR A hostile confrontation with physical contact involving two or more individuals</p> <p>Note: If his/her actions are determined to be consistent with the definition of self-defense the student shall not be disciplined.</p>	<p>2,3,4,5,or 6</p> <p>If the student(s) are found to be an aggressor in two or more fights the student(s) shall be recommended for expulsion</p>
<p>Stealing</p>	<p>Taking or obtaining the property of another without permission or knowledge of the owner without violence.</p>	<p>1, 2, 3, 4, 5, or 6</p> <p>acceptable provisions for restitution of stolen property by the student's parents /adult student (18 yrs. or older)</p> <p>Notify school SRO</p>
<p>Sexual Harassment</p>	<p>Intimidation, bullying, or coercion of a sexual nature.</p>	<p>1,2,3,4,5, or 6</p> <p>May notify school SRO</p>
<p>Bullying</p>	<p>Any pattern of obscene gestures, written electronic or verbal communication that threatens harm, taunting, malicious teasing, physical acts, but not limited to hitting, kicking, pushing or damaging personal property and repeatedly shunning or excluding students from activities.</p>	<p>1,2,3,4,5, or 6</p> <p>Complete Bullying forms</p>

Arson	The damage to property by the use of an explosive substance or the setting on fire to any school or personal property.	4,5,6
Threatening administrator, faculty, school personnel, student(s)	A communication in person, in writing or through the use of the Internet to injure a person or to kill a person, who is a teacher, employee of the school system or a student of the school.	3,4,5,6

**\*\*\*\*By law, upon a student's third out of school suspension a recommendation for expulsion is mandatory\*\*\*\***

**PHYSICAL ALTERCATIONS**

**A top priority of the Iberville Parish School Board is to provide a physical and psychologically safe environment for students. Parents can be assured that every precaution will be taken to keep their children safe, and to prevent violent acts from occurring at our schools. Students reasonably concluded to be acting in self-defense may not be disciplined. Self defense is defined as the use of reasonable force to protect oneself from bodily harm from the attack of an aggressor and/or to remove oneself from danger.**

- Fighting
  - Every fight on campus, at extracurricular activities, on school buses, summer school, summer feeding program, extended school year and summer enrichment programs, and at school bus stops will result in disciplinary action.
  - Each of the student aggressors involved shall also be suspended and/or expelled from school.
  - Once a student participates in a **SECOND PHYSICAL FIGHT** and through an investigation by the principal or designee is determined to be the aggressor, the principal/director shall recommend expulsion.
- Discretionary Request for alternative placements
  - Group/Gang Fights
  - Any altercation that causes a major disruption to the school
  - Any altercation that results in serious bodily harm
    - As defined by law

## ***ELECTRONIC TELECOMMUNICATION DEVICES***

No student, shall possess, on his/her person, an electronic telecommunication device, including but not limited to, any personal electronic device including any device in a student's possession that electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data on any elementary or secondary school building, or on the grounds thereof or on any school bus used to transport public school students. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. The devices shall include, but not be limited to, cellular phones, smart phones, e-readers, iPods, smart watches, cameras, video recorders and personal GPS tracking devices with audio. Neither the Iberville Parish School Board nor any individual schools under the jurisdiction of the School Board shall be held responsible for lost, stolen, confiscated, or damaged electronic devices.

The provision of this paragraph is not applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

Students must receive authorization from a school administrator before they will be allowed to use their cell phones.

A violation of these provisions shall be grounds for disciplinary action as listed in the student handbook.

A properly authorized medical device worn by a student shall not be in violation of this policy.

## MANDATORY EXPULSION TO ALTERNATIVE SITE

1. Any student committing battery on a school board employee shall be automatically suspended in accordance with R.S.17:416 A (1) (c) and the principal shall recommend expulsion as provided by school board policy. For students age ten (10) and under, if appropriate, law enforcement officials should be contacted.

No student suspended in accordance with the provisions of the above paragraph shall be considered for readmission to the school in which the school employee allegedly battered by the Student is assigned, until all hearings and appeals associated with the alleged violations have been exhausted.

Except when the school system has no other school of suitable grade level for the student to attend, no Student found guilty by a court of competent jurisdiction of violating the provisions of R.S. 14:34.3 or found guilty at a school system suspension hearing of committing a battery on any school employee shall be assigned to attend or shall attend the school in which the school employee battered by the Student is assigned.

Notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any Student reassigned to attend a school pursuant to the provisions of the above paragraph if providing such transportation for the Student will result in additional transportation costs to the school system.

2. State law requires the Superintendent to expel a pupil for minimum periods of time if found guilty of certain offenses, as follows:

Possession and/or distribution of drugs, possession of a firearm, possession of a knife with a blade equal to or in excess of two and one-half inches in length

- 1.) Students in grades 6th - 12th grade: If after an appropriate hearing a pupil is found guilty of possession of a firearm, or knowledge of and intentional distribution, or possession with intent to distribute, any illegal drug or substance on school property, on a school bus, or at a school sponsored event, or found in possession of a knife with a blade equal to or in excess of two and one half inches in length the pupil shall be expelled for four (4) complete semesters.

- 2.) Students in grades K-5: If after an appropriate hearing a pupil is found guilty of possession, or knowledge of an intentional distribution or possession with intent to distribute any illegal drug or substance on school property, on a school bus or at a school sponsored event, possession of a firearm, or possession of a knife with a blade equal to or in excess of two and one-half inches in length the pupil shall be referred to the superintendent/designee for appropriate punishment.



## **ADDITIONAL REASONS FOR EXPULSION**

1. Any student in 6th-12th grade who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness
2. Students caught in possession of any electronic device during testing shall be recommended for expulsion and may be expelled to an alternative site or alternative educational program.

Expulsion, especially those outlined above, shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance that shall be subject to verification.

## **IBERVILLE ALTERNATIVE POSITIVE PROGRAM FOR STUDENTS (IAPPS)**

The Iberville Parish School Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a pupil in this parish and one that cannot be imposed without due process, since expulsion deprives a pupil of the right to an education. Pupils suspended or expelled/excluded from school shall remain under the supervision of the school system using an alternative education program designed to continue the educational process at an alternative school site. An alternative setting may be located on or off the school site.

The alternative education program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that pupils who are unmotivated or unsuccessful in the traditional programs or who are disruptive in the traditional school environment remain in school and obtain a high school diploma. Pupils may be assigned to IAPPS for a specified amount of time however additional time shall be added to a student's assigned time when:

1. Student is absent from school (excused or unexcused absence)
2. Receives a minor referral (one week added)
3. Receives a major referral (two weeks added)
4. Student must actively participate in provided counseling

Any expelled pupils attending the alternative education program and exhibiting disorderly conduct shall be dismissed from that program and shall not be permitted to return to any school program until the period of expulsion has ended.

Upon the request of the student's parent, tutor, or other person responsible for the student's school attendance, a student enrolled in school between ages of sixteen (16) and eighteen (18) years may be allowed, with approval of the School Board, to attend an alternative education program.

**\* IAPPS is mandated to provide supports and interventions based on student needs**

## **DUE PROCESS**

The due process rights of students and parents as set forth in Louisiana Revised Statute §17:416A are as follows:

Prior to any suspension, the school principal or his designee, shall advise the pupil in question of the particular misconduct of which he or she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his or her version of the facts to the school principal or his designee...

Notice in writing of the suspension and the reason therefore shall be given to the parent or parents of the pupil suspended. Any parent, tutor or legal guardian of a pupil suspended shall have the right to appeal to the Parish Superintendent of Schools, who shall conduct a hearing on the merits.

In regard to suspension and due process, the decision of the Superintendent of Schools is final. However, for expulsions, the due process may continue to a court decision. If a student is expelled the parent or tutor of a pupil has the right to appeal, within 5 days in writing the decision of the Superintendent of Schools to the Iberville Parish School Board for a review of the findings of the Superintendent. The parent or tutor of a pupil has the right to appeal the decision of the School Board to the district court for the Parish in which the student's school is located. Due process is a right, and, just as with any other right, there is a responsibility. To protect this right, it is the student's responsibility to:

- Conduct themselves in accordance with established codes of conduct.
- Be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- To assist the school staff in running a safe school for all students enrolled therein.

## **DISCIPLINE FOR VIRTUAL LEARNERS**

Students should refrain from engaging in any of the behaviors identified in IPSB Code of Conduct while engaged in virtual classes. The Iberville Parish School Board has extended its existing behavior guidelines to the virtual classroom in a manner that addresses virtual instruction in remote locations.

Behaviors that could result in disciplinary actions for online students include but are not limited to cyberbullying, wearing inappropriate clothing, repeated tardiness, inappropriate use of electronic media, threats, and intentional disturbance of an online class.

Students who violate the student code of conduct will be subject to one, or more of the following virtual disciplinary consequences: Student Conference/Warning, Out-Of-School Suspension and Expulsion/Exclusion.

Student Conference/Warning entails either a teleconference or an in-person conference with the student, parent/guardian(s) and a school administrator. The teacher will refer the infraction to the principal or designee to enter into the JCampus data reporting system. The student would not have a disruption in schooling and will not be removed from the class.

Out-of-school suspension entails a student only having access to power points and or assignments/materials outside of live learning sessions. Students will be suspended from live sessions and interactions with peers during the suspension. The student is not allowed to attend school-sponsored programs or activities during the suspension. The length of a suspension is determined by the school administrator with suspensions of more than 3 days requiring approval from Child Welfare and Attendance. The teacher will refer the infraction to the principal or designee to enter into the JCampus data reporting system.

Recommended Expulsion/Exclusion will be reserved for serious discipline infractions. The IPSB will ensure that the student's constitutional rights are observed and upheld during the course of a recommendation for expulsion/exclusion.

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

If a student with a disability violates a code of conduct, he or she will be disciplined according to the discipline measures described above for up to 10 days. Upon subsequent violations that result in suspensions that exceed 10 days, the school will determine if the behavior was a manifestation of the student's disability. If the school determines that the violation is not a manifestation of the student's disability, the school will apply the discipline procedures to the student in the same manner and for the same duration as the procedures that would be applied to students without disabilities. However, if it is determined that the violation was a manifestation of the student's disability, the school will conduct a functional behavior assessment and develop a behavior plan to address the violation so that it does not recur.

## **SECLUSION AND RESTRAINT**

IPSB recognizes that, in order for students to receive a free and appropriate education, a safe environment needs to be provided. In doing so, the IPSB also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with violent or noncompliant student behavior.

IPSB shall sanction the use of student seclusion and restraint techniques when such use is consistent with the student's Individualized Education Plan (I.E.P.), Section 504 plan, or behavior intervention plan, and with the requirement that I.E.P. Teams consider the use of positive behavioral interventions and support when the

## **DISCIPLINE APPEAL PROCESS**

Any parent of a student receiving a discipline option less severe than a suspension shall have the right to appeal to the principal of the school and shall not be heard by the superintendent or school board. The decision of the principal shall be FINAL.

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 or hand delivered 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.

The parent or tutor of the pupil who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, request the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise the decision of the Superintendent shall be final.

If requested, as herein provided, and after reviewing the findings of the Superintendent or his/her designee, the School Board may affirm, modify, or reverse the action previously taken. The parent or tutor of the pupil shall have such right of review even if the recommendation is reduced to a suspension.

The parent or tutor of the pupil who has been recommended for expulsion in accordance with state law may, within ten (10) days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee.

The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof. The parent or tutor of the pupil shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension

## **BULLYING AND HAZING**

The Iberville Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/ guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school or a school-sponsored activity or event shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property, shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy. *Bullying* shall mean:

1. A pattern of any one or more of the following:
  - a. Gestures, including but not limited to obscene gestures and making faces.
  - b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - d. Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a

student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. Where the pattern of behavior enumerated above has the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

## **NOTICE TO STUDENTS AND PARENTS ABOUT BULLYING/HAZING**

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions, including the potential criminal consequences and loss of driver's license; and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

## **REPORTING BULLYING/HAZING**

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain *confidential*, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the *Bullying Report* form, which shall include an *affirmation of truth*. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

## **STUDENTS AND PARENTS**

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any such report shall remain *confidential* to the extent allowed by law.

## **SCHOOL PERSONNEL**

Any school employee, whether full- or part-time, and any parent/volunteer chaperoning or supervising a school function or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors, shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

## **FALSE REPORTS**

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by school rules or School Board policy.

## **INVESTIGATION PROCEDURE**

Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

1. Timing- the school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.
2. Scope of Investigation- an investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together.

The principal or his/her designee shall collect and evaluate all facts using the *Bullying Investigation* form.

## **PARENTAL NOTIFICATION**

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

1. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
2. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction. The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

## **DOCUMENTATION**

At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:

1. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of both students.
2. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
3. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.
4. Maintain reports/complaints and investigative reports for three (3) years.
5. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary.

During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators or other school personnel pending completion of the investigation.

## **APPEAL**

If the school principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

## **DISCIPLINARY ACTION**

Once a report has been received at a school and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and, after having met with the parent or legal guardian of the student involved, the principal or his/her designee or applicable school official shall take prompt and appropriate disciplinary action against the student and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interfere with the educational opportunities or educational programs of the student victim and/or adversely affect the ability of the student victim to participate in or benefit from the school's education programs or activities.

## **PARENTAL RELIEF**

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such a request shall be filed with the Superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer. If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the Superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter into a memorandum of understanding with the Superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.

If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The Board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

## **TRAINING**

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus drivers, with respect to bullying, in accordance with state statutory provisions.

## **RETALIATION**

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

## **CHILD ABUSE**

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. §14:403.

## **DATING VIOLENCE**

Dating Violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

## **WARNING SIGNS**

These warning signs do not mean a relationship will definitely turn violent.

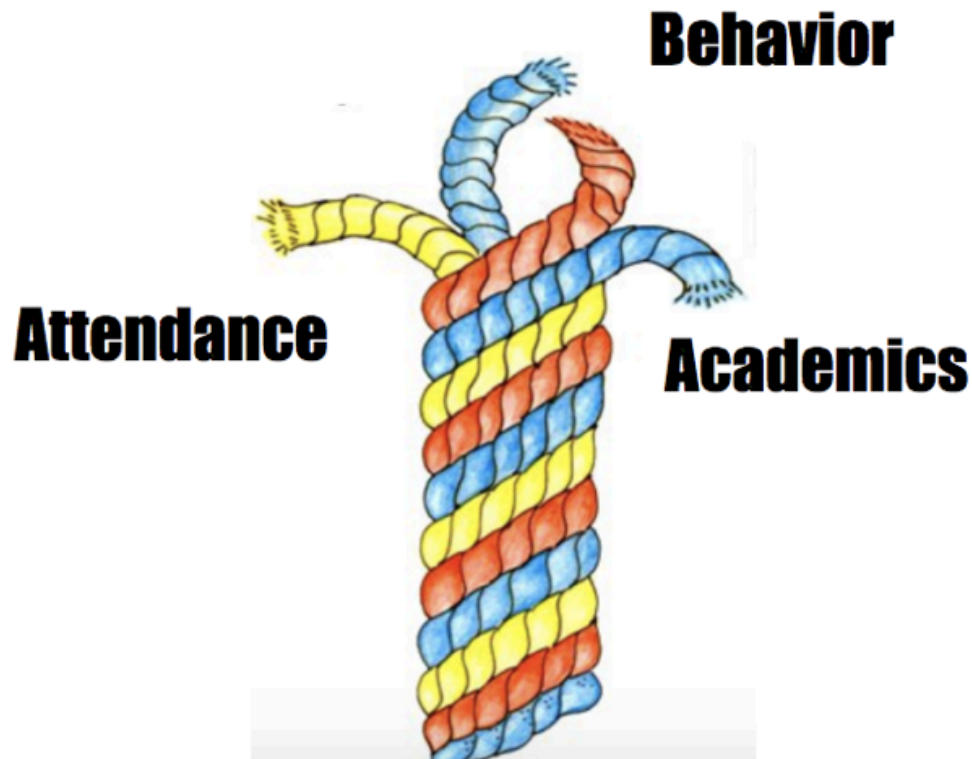
- Excessive jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about
- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checking cell phones, emails or social networks without permission

## **REPORTING DATING VIOLENCE:**

All allegations of dating violence shall be reported to school administrators, school counselors, school nurses or other faculty members. Once an allegation is initiated and a confidential file is started the parent/legal guardian will be contacted by both the victim and the perpetrator. A report should be submitted to a local or state law enforcement agency.

## Multi-Tiered System of Supports (MTSS)

The Iberville Parish School System is committed to the implementation of a comprehensive Multi-Tiered System of Supports (MTSS) for students to be taught expectations for being successful. In addition to teaching these expectations, each school is expected to develop a system of rewards for students who meet expectations and an effective system of interventions for students who do not meet expectations. The emphasis of MTSS is to change student behaviors when they do not meet desired expectations. Each school will have an MTSS plan available for students and parents/guardians to review.



# North Iberville Elementary School MTSS School - Wide Expectations

**Vision:** North Iberville Elementary will EXCEL by creating an environment that supports student **E**ngagement, **eX**ploration, **C**ommunication, **E**mpowerment, and high levels of **L**earning to ensure mastery of classroom objectives and standards.

**Mission:** Providing an opportunity for all students to thrive in their learning experience!

**MTSS Expectations:** To be a successful student at North Iberville Elementary School, each quarter you must remember your ABC's;

- **Attendance:** No more than 2 unexcused absences, tardies, or checkouts
- **Behavior:** No major office referrals and no more than two minor infractions
- **Curriculum:** No D's or F's on report card; show effort and demonstrate growth on classwork/homework and school wide programs;

Students meeting the expectations are rewarded through our MTSS celebrations each month. These rewards may include, but are not limited to:

- food treats
- casual dress days
- and much more!

Students who do not meet the expectations are not allowed to participate in the monthly celebrations. Interventions for those students, may include the following:

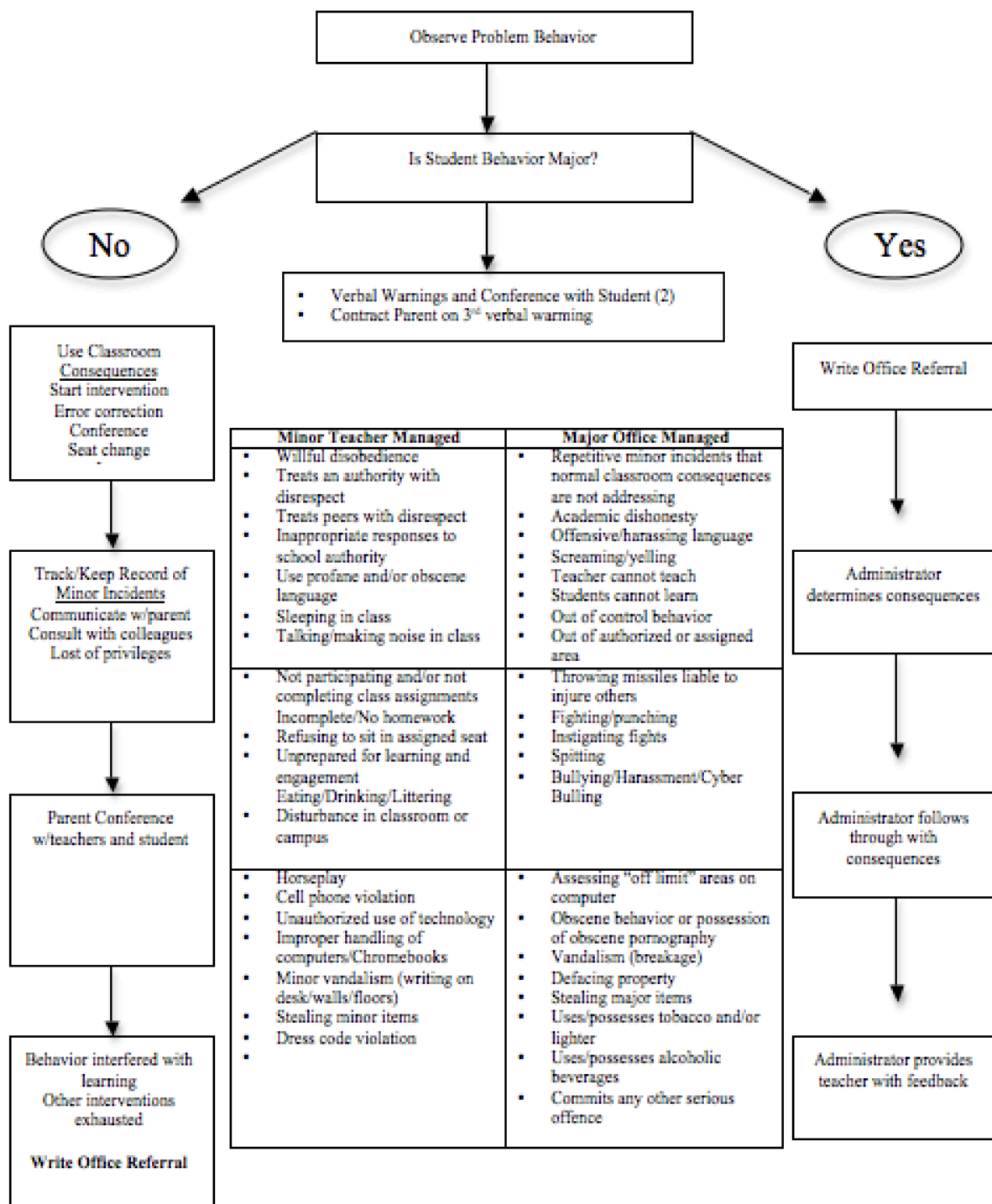
Students not meeting attendance requirements	Students not meeting behavior requirements	Students not meeting curriculum requirements
<p>Objective: Students will attend small group sessions to discuss root causes of absences</p> <p>Action Step: Students will set attendance goals and complete reflection.</p>	<p>Objective: Students will attend small group sessions to discuss behavior infractions/referrals received.</p> <p>Action Step: Students will set behavior goals and complete reflection</p>	<p>Objective: Students will attend small group sessions to discuss root causes of lack of progress and/or effort.</p> <p>Action Step: Students will set consistent effort and growth goals and complete reflection.</p>

# North Iberville Expectations & Rules Matrix

## North Iberville

### “ROARS”

<b>Expectations</b>	<b>Cafeteria</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Playground</b>	<b>Bus</b>
<b><u>RESPECT</u></b>	Use inside voice  Eat your own food  Keep food in cafeteria  Respect personal space	Whisper voices  Keep hands and feet to yourself	Respect privacy  Knock before entering  Wait your turn	Use good sportsmanship  Take turns and share equipment	Inside voices  Greet the driver
<b><u>OWNERSHIP</u></b>	Maintain a safe and sanitary environment.	Be aware of your surroundings and walk with a purpose.	Immediately and accurately report problems.	Accept consequences and apologize for mistakes.	Follow driver's instructions and keep safety first.
<b><u>ATTITUDE</u></b>	Say “please” and “thank you”  Show good table manners	Be helpful  Use appropriate language	Use appropriate language  Be courteous	Be friendly  Include others	Use polite words
<b><u>RESPONSIBILITY</u></b>	Know your student number  Know what you want to order  Stay in line quietly  Follow directions  Enter and exit in an orderly manner  Keep clean	Remain in line  Report to your destination quickly and quietly  Turn in lost items  Keep clean	Avoid loitering  Flush toilet  Wash hands  Dispose of trash  Return promptly	Enter and exit in an orderly manner  Keep clean  Take care of equipment	Finish food and drinks before entering the bus  Remain seated in your assigned seat  Keep clean
<b><u>SAFETY</u></b>	Wait your turn in line  Stay seated at your table  Keep hands & feet to yourself	Walk to the right  Stay in second square Hands at sides  Eyes forward	Keep water in sink  Keep hands & feet to yourself	Stay inside designated areas  Call an adult for help  Keep hands & feet to yourself	Keep arms and legs in seated area  Face forward in seat



# CONSEQUENCES FOR VIOLATING THE CELL PHONE (AND OTHER TELECOMMUNICATIONS DEVICE) POLICY



## 1st Offense

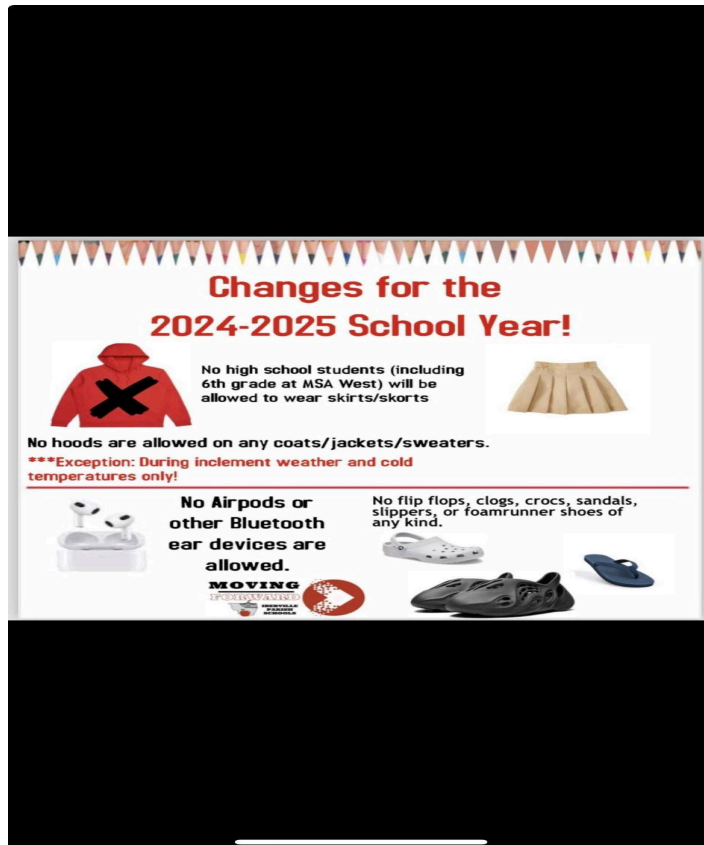
- Written warning.
- Parent notification.
- Students and parents should understand that all phone violations beyond the first offense shall result in consequences including the temporary loss of the possession of the phone.

## 2nd Offense

- Major infraction.
- Parent notification.
- The item will be confiscated. A parent or legal guardian must pick up the phone during operational hours, which are generally 7:30 a.m. – 2:30 p.m. Monday through Friday.

# 2024-2025 School Year North Iberville Elementary School Student Fees

Description of each student fee	Dollar amount of each student fee	How will the fee be collected	Deadline for the fee to be paid
4-H	\$10.00	Upon Acceptance into Club	September 1, 2024
Jr. Beta	\$10.00	Upon Acceptance into Club	September 1, 2024
I.D. Card Replacements	\$5.00	As Needed	As needed



### COMMITMENT

My signature is an indication that I am not objecting to my child's (children) name(s) being released to agencies and/or persons that in the School Board's judgment fulfill the mandates of the Family Education Rights and Privacy Act.

Initial \_\_\_\_ I agree with Paragraph 1

Date: \_\_\_\_\_

Additionally, my child's photograph and/or film or video pictures may be published or broadcast in connection with school events that in the judgment of the School Board will be useful to the school system. If you object to items in either the first paragraph or the second paragraph, please indicate the same to us.

Initial \_\_\_\_ I agree with Paragraph 2

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Student's Name)

\_\_\_\_\_  
(Parent's Signature)

### Statement of Compliance In Accordance With HB 1990 of the 1999 Regular Session of the Louisiana Legislature

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, demonstrate significant effort toward completion of homework assignment, 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, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date Signed)

## RELATIONS WITH ARMED FORCES/MILITARY AGENCIES

The Iberville Parish School Board shall allow military recruiters the same access to secondary students as offered to postsecondary institutions and prospective employers. Military recruiters shall also have access to names, addresses and phone numbers of secondary students except in the case of a student whose parent has requested the information not be released.

DATE: \_\_\_\_\_

### **Confirmation and Acceptance**

This is to certify that my child and I have received, read, discussed, and understand this copy of the Iberville Parish Handbook on Attendance, Discipline, and Student Records.

NAME OF SCHOOL: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_ GRADE: \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature)

### **Denial of Permission**

As a parent or legal guardian, I have read and understand the Acceptable Use Policy; However, I do not want my child to have access to the internet. I further understand that it is my responsibility to sign this denial of permission in the presence of school administration each year.

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

Parent's Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:226, R.S. 17:235.2, and R.S. 17:416; Bulletin 741 section 1105

*In instances where a child/student has a chronic illness that frequently causes him/her to miss school, a parent/guardian may submit a "Chronic Illness Letter" to the office of the school. When a Chronic Illness Letter is on file, the parent/guardian must **also** call the school each day the student is absent due to the chronic illness **and** provide a written note upon return. This letter must be renewed each school year.*

**IBERVILLE PARISH PUBLIC SCHOOLS  
CHILD WELFARE AND ATTENDANCE OFFICE  
58030 PLAQUEMINE STREET  
PLAQUEMINE, LA 70764  
(225) 687-4341 Office • (225) 687- 4416 FAX**

**CHRONIC ILLNESS / MEDICAL CONDITION**

**DATE:** \_\_\_\_\_

**STUDENT:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**PARENT/GUARDIAN:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

Chronic illnesses and medical conditions must be certified in writing by a physician and updated each year. The original of this document must be provided to the child's school each year, and the **Parent/Guardian must call the school each day the child is absent to notify the attendance clerk that the child is absent as a result of the documented chronic illness or medical condition and upon the child's return provide a written note.**

**DIAGNOSIS:**

\_\_\_\_\_  
\_\_\_\_\_

The above named student is under my care for a chronic illness/medical condition. This illness/condition may require him/her to be absent in excess of the total number of days allowed per school year.

\_\_\_\_\_  
**PHYSICIAN Signature**

\_\_\_\_\_  
**PHYSICIAN NAME (PRINTED)**

\_\_\_\_\_  
**OFFICE ADDRESS**

\_\_\_\_\_  
**CITY STATE ZIP**

\_\_\_\_\_  
**OFFICE PHONE NUMBER**

**MOVING**

**FORWARD**



**IBERVILLE  
PARISH  
SCHOOLS**



## Iberville Parish School Board

Louis Voiron, Jr., Ed.D.

*Superintendent*

*Secretary/Treasurer*

Yolanda Laws

*President*

Daven Tullier

*Vice-President*

### Academy Dismissal Appeals Form

**Instructions:** Within 15 calendar days of receipt of the dismissal letter, the parent/guardian of the student will submit the fully completed appeal form including documented evidence of any hardship and/or extenuating circumstance directly to the Academy Director or Principal.

<b>Student's Name:</b>	<b>Current Grade Level:</b>
<b>Academy Program Attended:</b>	
<b>Parent's/Guardian's Name:</b>	
<b>Parent's/Guardian's Phone number:</b>	
<b>Parent's/Guardian's Email Address:</b>	
<b>Date Dismissal Letter Received:</b>	
<b>Reason for Dismissal:</b> <i>circle one</i>	<b>Academic</b> <b>Discipline</b>
<b>Reason for the Appeal:</b> <i>Fully explain the reason for the appeal <u>and</u> include and/or attach supporting evidence for the Appeal Committee to consider.</i>	

<b>Supporting Evidence:</b> <i>Provide a description of the supporting evidence for the appeal.</i>	
Parent's/Guardian's signature:	
Date submitted:	
<b>Bottom portion to be completed by IPSB Personnel</b>	
Received by:	Date received:
Date received by Director/Principal:	
Date Supervisor notified:	
Date of Appeal Committee Meeting:	
<b>Signatures of Appeal Committee Members:</b>	
Director/Principal	
Supervisor	
Executive Director of Academics	
<b>Appeal Committee Findings and Recommendation to the Superintendent</b>	
Findings:	Recommendation:
<b>Superintendent's Decision</b>	
Decision:	Date: