

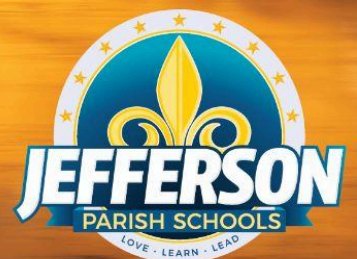
2023-2025

# PROCEDURES & POLICIES

for Parents and Students



March 2025 Edition





When you make a report to **Crimestoppers Safe School Louisiana** you are completely

**anonymous**

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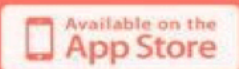
person of unknown name;  
whose identity is hidden



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**Crimestoppers Safe Schools Louisiana**

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## PARISH-WIDE PROCEDURES AND POLICIES

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

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

### NOTICE

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

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

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

**Title IX Coordinator**

**Initial Contact:**

Gretchen Williams (Gretchen.Williams@jpschools.org)  
501 Manhattan Boulevard, Harvey, LA 70058  
504-365-5309

**Section 504/ADA Contact:**

Daphne.Walker@jpschools.org  
Kelly.Ortolano@jpschools.org  
501 Manhattan Boulevard, Harvey, LA 70058  
(504) 736- 7390  
(504) 349-7921

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

*Revised: July, 2014*

# GENERAL INFORMATION

## Resolving School-Based Questions & Concerns

Throughout the school year, there might be instances where parents or guardians need to get in touch with the appropriate staff member(s) to address a concern. To ensure timely assistance and foster proactive communication between our schools and families, we've established the following protocol to guide you on who to contact for your questions or concerns. Please refer to the steps below in sequential order. Our aim is to achieve a swift resolution early in the outlined step-by-step process.

### Concerns involving a teacher



### Concerns involving a school-based employee (other than a teacher)



### Concerns involving a principal



**Note:** When addressing issues, please follow the process listed above. The Central Office will always redirect families back to schools to allow schools the opportunity to address concerns.

## Contacting the District

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

**Advanced Study Academies**

504-349-7792

**Band, Gifted, and Talented  
Education Programs**

504-365-5328

**Charter Schools**

504-349-7881

**Compliance**

504-365-5312

**Driver's Education, Summer Camp &  
Child Care**

504-365-5368

**English Language Learners**

504-349-7776

**Food Services**

504-349-8605

**Foreign Language Proficiency**

504-349-7776

**Health & Related Services**

504-736-7390

**Home School**

504-349-7604

**Magnet Programs**

504-349-7792

**Physical Education and Athletics**

504-349-8645

**Pre-Kindergarten**

504-349-7912

**Special Education**

504-349-7950

**Teaching & Learning**

504-349-1849

**Testing**

504-349-8630

**Transportation**

504-349-7729

**Transcripts**

504-349-7755

## Contacting the School Board

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

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

## Board Meetings

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

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

## Speaking at Board Meetings

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

Anyone requiring the services of an interpreter at a school board meeting, must provide reasonable advance notice to JP Schools so an interpreter can be secured. Please contact [Any.Lopez@jpschools.org](mailto:Any.Lopez@jpschools.org) to submit an interpreter request.

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

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

<b>Person Reporting the Incident:</b>	<b>Date of Report:</b>
<b>Person Reporting the Incident:</b> <input type="radio"/> Student <input type="radio"/> Parent/Guardian <input type="radio"/> School Employee <input type="radio"/> Chaperone	

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

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

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

<b>Signature of Person Filing Report</b>	<b>Date</b>
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**Received by :**

<b>Name</b>	<b>Position</b>	<b>Date</b>
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# GLOSSARY OF KEY TERMS

**AP** - Advanced Placement - Advanced Placement: Program that offers rigorous courses to students for an opportunity to take AP exams. Students scoring 3 or higher on AP exams may be eligible for college credit.

**BSP** - Behavior Support Plan - Lists supports and services the LEA will give your child to increase positive behavior and to reduce the impact of negative behavior on learning.

**CTE** - Career and Technical Education - Courses that prepare students in career readiness and job skills associated with high-demand, high-wage jobs.

**DE** - Dual Enrollment - The simultaneous enrollment of a high school student in a college course for which dual credit is recorded on both high school and college transcripts.

**DLI** - Dual Language Immersion: Is a high quality research based second language learning program whose goal is to develop Spanish/English bilingual and Bi-literate individuals, high academic achieving students, and culturally competent citizens with the ability to communicate in both languages for both personal and professional needs. DLI follows a 90:10 language allocation model and uses the state -mandated curriculum taught in Spanish and English.

**EL** - English Learner: A student who cannot communicate fluently or learn effectively in English, often comes from a non-English-speaking home and background, and typically requires specialized or modified instruction in English and academic courses.

**ELL** - English Language Learner: Diverse students with different language, academic, and social -emotional needs.

**ESL** - English as a Second Language: ESL instruction is for students whose native language is not English and want to improve speaking, reading, and writing skills. Class placement is determined by test results at registration from beginner to advanced levels.

ESL certification is an endorsement certified teachers can add to their state certification.

**FAPE** - Free Appropriate Public Education - Special education and/or related services designed to meet the individual needs of each student at no cost to you, guaranteed to all eligible students with disabilities by the Individuals with Disabilities Education Act (IDEA).

**FBA** - Functional Behavioral Assessment - A set of activities used to find out the cause of a child's behavior before deciding what to do to change the behavior.

**IAP** - Individualized Accommodation Plan - An individualized plan developed by parents and school staff for students with a disability, who has qualified under Section 504 that list reasonable accommodations, modifications, related aids and/or service as related to the student's identified disability so that they have equal access to the general education curriculum.

**IB** - International Baccalaureate - Program that offers rigorous courses to students for an opportunity to take IB exams. Students scoring 4 or higher on IB exams may be eligible for college credit.

**IEP** - Individualized Education Program - An IEP is a document that is developed by parents and school staff to meet the specific and unique needs of your child. It describes the special education and related services to be given to a student who receives special education.

**ISSP** - In-School Suspension Program - The student is removed from the regular class to serve the suspension in a specified setting under the supervision of the school. Students receive their educational services through teacher assigned work or general academic packets.

**LEP** - Limited English Proficient: Is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language.

**MDR** - Manifestation Determination Review - A meeting to review the relationship between a child's disability and his or her behavior that needs disciplinary action.

**Newcomer** - A Newcomer student is a student who scores at the Emerging level in English Language Proficiency Screener (ELPS) and he or she has never been enrolled, or has been enrolled in a school in the United States for less than one calendar year.

**PBIS** - Positive Behavioral Interventions and Supports - A framework for discipline which focuses on being proactive rather than reactive. Data, systems, and practices are used in PBIS to create schools where all students feel cared for, safe, and successful.

**Suspension** - The involuntary removal of a student from class or school attendance for ten (10) days or less. The student is not allowed to attend school for the period of the suspension and may be considered as trespassing if present on school grounds during the period of suspension.

**T9** -Transitional 9th Grade - is a policy instituted by the Louisiana Department of Education (LDOE) related to the promotion of 8th graders who fail to meet the state's and/or district's promotional standards. The intention of the T9 policy is to allow students the opportunity to "catch up" to their peers while attending classes on a high school campus. T9 eligibility is determined by a school

team and may include a review of the following data: LEAP/ELPT assessments, benchmark assessments, performance on classroom assessments, student growth, IEP goals, attendance, and/or course grades.

**TOV** - Threat of Violence - A communication (oral, visual, or written) including, but not limited to: electronic, mail, letters, notes, media posts, text messages, blogs or posts on any social networking website that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for their safety, cause the evacuation of a building or cause other serious disruption to the operation of a school.

## STUDENT SUPPORT

### Accidents/Injuries Insurance

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

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

### Admission

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

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

### Age Requirements

#### 1. **Pre-Kindergarten**

The youngest age at which a child may enter pre-kindergarten shall be two (2) years younger than the age required for that child to enter first grade. A child must be four (4) years old on or before September 30 of the calendar year in which the school year begins.

#### 2. **Kindergarten**

The youngest age at which a child may enter kindergarten shall be one (1) year younger than the age required for that child to enter first grade. A child must be five (5) years old on or before September 30 of the calendar year in which the school year begins. Upon enrollment in kindergarten all attendance rules apply.

#### 3. **First Grade**

As a prerequisite to enrollment in any first grade of a public school, a child shall have attended at least a full-day public or private kindergarten for a full school year, or shall have satisfactorily passed an academic readiness screening prior to enrollment to the first grade. A child must be six (6) years old on or before September 30 of the calendar year in which the school year begins.

#### 4. **Elementary School, Middle School, and High School Attendance; Compulsory Ages (La.R.S.17:221)**

Every parent, tutor, or other person residing within the state of Louisiana, having control or charge of any child from that child's fifth birthday until his/her eighteenth (18th) birthday shall send that child to a public or private day school, unless the child's parent or legal guardian opts to defer enrollment of his child in kindergarten pursuant to statute, or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

#### 5. **Special Education**

Special Education shall be provided for children with disabilities aged three (3) through twenty-one (21). The school system has the option of providing special education to children under three (3) years of age.

#### 6. **Immigrant Students**

K-8 grade students who are enrolling in a U.S. school for the first time, are placed in a grade-level that is chronologically age appropriate. 9-12 grade students who are enrolling in a U.S. school for the first time, are placed in the appropriate grade level based on awarded credits. High school-aged students may be placed in T9 if they are unable to produce valid transcripts



showing earned high school credits. For immigrant high school students, the school principal, guidance counselor, and/or a representative from the English as a Second Language office will use Validate My Education Transcript Evaluation Services to evaluate foreign transcripts and award credit. Entering EL 15 years or older are placed on a high school campus as a T9.

## Admission Requirements

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

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

\*Admissions processes differ for Pre-Kindergarten. Refer to [www.jeffersonchild.com](http://www.jeffersonchild.com) for early childhood admissions requirements.

## Proof of Address Requirements

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

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

1. lease agreement;
2. current utility bill or deposit;
3. copy of an agreement to purchase or an act of sale for completed dwelling;
4. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the student, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot, said completion date not to exceed ninety (90) calendar days;
5. legal document issued by or approved by the Civil District Court for the Parish of Jefferson giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is (16) years of age or under;
6. legal certified documents verifying student's emancipation and/or legal proof of residence as required;
7. legal document issued by or approved by the U.S. Office of Immigration and Naturalization;

If none of these documents can be provided, the school principal or designee will contact the Compliance Office for guidance and will give the parent/legal guardian or student(s) fifteen (15) school days to produce acceptable documents to prove residence. The student must be enrolled and attend class. Married students who enroll in school are required to conform to regular admission standards.

## Admission of Married Students

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

## Admission of Temporarily Disabled Students

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

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

## Admission from Suspension with Damage to School Board Property

A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or arrangement of payment has been made for such damage directed by the Superintendent of schools. If the property damaged is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full or arrangement of payment has been made for such damage or until directed by the Superintendent of schools. Authority for such actions on the part of the School Board is found in La.R.S. 17:416A(3)(d). While all students may be disciplined, students with disabilities are given extra legal protections when the discipline constitutes a change in placement for more than 10 days in one school year.

# Attendance

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

In compliance with the Louisiana Revised Statute 17:221, the policy of Jefferson Parish Schools requires that every parent/legal guardian residing within Jefferson Parish, having control or charge of any child from that child's fifth (5th) birthday until his eighteenth (18th) birthday, unless the child's parent or legal guardian opts to defer enrollment of his child in kindergarten pursuant to statute, or the child graduates from high school prior to his eighteenth birthday. Any child below the age of five (5) who legally enrolls in school shall also be subject to compulsory attendance provisions. Every parent/legal guardian responsible for sending a child to a public or private day school under provisions of this section shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board.

## Types of Absences

The days absent for elementary and secondary school students shall include excused absences, unexcused absences, and suspensions/expulsions.

- 1. Excused:** Absences which are not considered for the purposes of truancy.
  - a. Exempted and Excused: The student is allowed to make up missed work and the absence is not counted against attendance requirements. Examples are extended illness, court, death in immediate family, or religious holidays with proper verification.
  - b. Non-Exempt and Excused: Absences incurred due to personal illness documented by parental notes. The student is allowed to make up missed work and absences are considered when determining whether the student meets attendance requirements. Therefore, the instructional minutes missed must be made up to receive credit for the course/school year completed.
- 2. Unexcused:** Absences not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job. An example is skipping school. The instructional minutes missed must be made up to receive credit for the course/school year completed.
- 3. Suspension/Expulsion:** Absence in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The student is allowed to make up missed work and the absence is considered when determining whether or not a student may or may not be promoted. Therefore, the instructional minutes missed must be made up to receive credit for the course/school year completed. The absence is not considered for the purpose of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site.

Students may be absent for up to three days in any school year related to the student's mental or behavioral health. Such absences are excused in accordance with the student's handbook. The student may make up missed school work, and the student shall be referred to school support personnel following the second mental/behavioral health day of absence.

### Absences Procedures

Excuses for all absences must be presented in writing to the school principal or designee within five (5) days of the absence. For any extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office requesting exception to the attendance regulation.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive grades if they are unable to complete make-up work or pass the course. In accordance with the Grade Appeal policy, all grade appeals for extenuating circumstances must be done within 15 school days of the issuance of the final grade.

Schools are to provide students and parents with attendance letters by the 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> day absent. Parents must contact the school principal or school counselor to discuss attendance matters upon receipt of attendance letters.

## Attendance Requirements to Receive Carnegie Credit and Eligibility for Promotion

### Elementary/Middle Schools:

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

\*Allowable number of absences may differ for Pre-Kindergarten students.

### High School Students:

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

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

#### Attendance Requirements – Carnegie Credit

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

When awarding credit based on instructional time, students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, students shall be in attendance for a minimum of 3,758 minutes. Please refer to the JPS Make Up Seat Time (MUST) policy for additional information regarding attendance recovery.

Please contact the school principal or counselor for additional information regarding attendance recovery.

### Make-Up Seat Time (MUST) Recovery Requirement

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/middle school students.

Make-Up Seat Time (MUST) is provided to students who have not met the required number of instructional minutes to receive credit. Students are required to complete additional coursework on an approved on-line learning platform. Students must complete MUST assignments before or after school, weekends, holidays, or during lunch. Students may not complete MUST assignments during instructional time. Parents should contact the school for additional information.

### Due Process for Extenuating Circumstances related to absences

For students in danger of failing due to excessive absences who may have experienced extenuating circumstances, the student's parent or legal guardian must make a formal appeal to the Compliance Office. Parents must complete an Extenuating Absences Appeal and attach any supporting documentation which will be considered by the Hearing Officer and two other district personnel. The decision of the committee is final. A student shall not receive grades if they are unable to complete makeup work or pass the course.

## Book Bag Policy

Only clear, see-through, or mesh book bags, tote bags, backpacks, or any similar articles are permitted for students in grades 4-12. Principals have the authority to require students in all grades to adhere to the clear, see-through, or mesh bag policy. Student athletes are required to bring non see-through gym bags to a designated area at the beginning of school. Non see-through gym bags shall remain in a designated area until student athletes are under the supervision of their coach/sponsor.

During certain times of the year, a principal may institute a "no book bag" policy. Ex. Exam days, field days, testing days, field trips, end of the semester or school year, etc.

## Buses

### Students Riding School Buses

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

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

### Safety Guidelines for Students Riding School Buses

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

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

Parents/legal guardians can assist the school bus driver by periodically reviewing with their children behavior and safety standards, by supporting the school bus driver when a child misbehaves, by helping keep the neighborhood safe for school

buses, and by supervising children at school bus stops. Parents/legal guardians should take the time to check their children's clothing to make sure it is SAFE. Certain types of clothing can create a hazard as children get off the school bus. Especially dangerous are: long dangling jackets, sweatshirt drawstring, long backpack straps, long scarves, or other loose clothing. Such clothing can be caught in the school bus handrail, door, or other equipment as children get off the school bus.

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

1. Remain home when you exhibit any of the symptoms in the illness section of this handbook.
2. Leave home at a time appropriate for arriving no more than fifteen (15) minutes and no less than ten (10) minutes before the scheduled pick-up time.
3. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on-coming traffic.
4. Proceed to the assigned school bus stop.
5. Stand off the road at least ten (10) feet when waiting for the school bus. If a student is transported to the bus stop in a personal vehicle, he/she must exit the vehicle with ample time to wait at the stop prior to the bus' arrival. He/she must not wait to exit the vehicle until the bus arrives at the stop, with the exception of inclement weather.
6. While at the school bus stop, do not play, run, or talk loudly. Conduct yourself in an orderly manner, avoiding damage to private property and safe-guarding against injury to yourself and others.
7. If necessary to wait across the street from the school bus stop, await the school bus drivers' signal before crossing, and cross only in front of the school bus.
8. Board the school bus only when the school bus driver is seated at the controls.
9. Board the school bus in single file and promptly proceed to the assigned seat.
10. Store band instruments and school bags under the seat or where designated by the school bus driver, but never in the aisle, the entrance, or the exit.
11. Remain seated at all times when the school bus is in motion. This will minimize injury in case of emergency stops or collisions.
12. Sit straight in your seat with both feet on the floor in front of your seat.
13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity, loud talking and shouting may distract the school bus driver.
15. Avoid unnecessary conversations with the school bus driver.
16. Abstain from eating, drinking, vaping or smoking on the school bus.
17. Keep arms and head inside the school bus at all times.
18. Refrain from using profanity.
19. Avoid littering at the school bus stop and/or in the school bus. Never throw objects inside or outside the school bus.
20. Respect pedestrians and motorists at all times.
21. Report to the school bus driver, as you leave the school bus any damage you notice, because parents/legal guardians shall be required to pay for damages caused by students.
22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures practiced once each semester as explained by the school bus driver.
23. Never ask the school bus driver to permit you to get off at any stop other than your designated stop.
24. Any student who must cross the street after exiting from the school bus should wait for the school bus driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the school bus, never behind it.
25. Students should go home immediately after reaching the assigned bus stop location after school.
26. All pencils, pens, and/or any other sharp objects shall be stored in the student's book bag while riding on the school bus.
27. Any student sustaining an injury while riding on the school bus should report this injury to the school bus driver immediately.
28. The following items are not allowed on the school bus: tobacco, vapes, alcohol, drugs, pets, glass objects (except eye glasses), weapons of any kind, and objects too large to be held in the student's lap or placed under a seat.
29. Students with temporary disabilities or pregnant students must present an initial letter from the attending physician confirming the disability/condition and stating the student's physical capabilities and limitations as far as riding the school bus is concerned. A monthly report from the physician must be submitted certifying the student's ability to continue to ride on the school bus.
30. Report to the school bus driver anyone who is sleeping or is sick on the school bus.
31. Once the child has boarded the school bus and has left the school bus stop in the A.M., a parent/legal guardian cannot remove the child from the school bus. (The parent/legal guardian must go to school to formally check the child out of school.) In the P.M., the parent/legal guardian must wait until the child reaches the assigned bus stop.
32. If a child is late and misses the school bus in the A.M. at the assigned stop, the school bus driver will not allow the child to board the school bus at another school bus stop. (Parents/legal guardians should not chase or block the school bus with their vehicle or body.) A parent/legal guardian must take the child all the way to school.

33. If you have requested that your school bus driver deliver your child to a location other than the assigned stop in order for the child to go to a daycare center, it is the parent's/legal guardian's responsibility to notify the school's administrator if the day care center will not be able to accept the child that day.
34. Students in grades 6-12 are required to wear the school issued ID on the bus

## Communication Devices-Use, Possession, or Operation of Electronic Devices

Pursuant to Act 313/SB 207: Effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day\*. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof 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 instructional day spans from the opening bell to the dismissal bell and includes all school-sponsored events, such as athletic competitions and field trips, that occur during this time.

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

Phone communication during the instructional day must occur on school telephones with permission from appropriate school personnel with the exception of emergencies as deemed by the principal or his/her designee. Parents should continue to call the school for any emergencies. Students shall be prohibited from utilizing school-issued devices to access personal messaging features and social media accounts not used for educational purposes.

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

Each school will establish and communicate consequences for violating its electronic device policy. Violations could result in one or more of the following: temporary confiscation of the device (Device must be returned to parent/guardian, unless device is part of a criminal investigation, at which time Law Enforcement will dictate when the device will be returned to the parent/guardian), detention(s) not lasting more than one hour, reflective assignment, or In-school Suspension of no more than two days.

Failure to give the device to a school system employee when requested is considered a serious offense and will add to the severity of the consequence. No person, including students, shall be prohibited from using or operating any electronic device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, in the event of an emergency. "Emergency" means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

The provisions of this policy are 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.

## Cooperative Endeavor/Law Enforcement

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

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

The responding deputy or police officer will come to the school, arrest the student if the investigation warrants, and secure the evidence. Initial notification of the parent/legal guardian of the juvenile's arrest will be made by a school official, unless otherwise instructed by law enforcement. Officials at the Juvenile Assessment Center, will determine if the student will be released or remanded to Rivarde Detention Center.

## Counseling

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

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

## Detention

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

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

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

## Disabilities

### Temporary Disability Policies and Procedures

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

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

### Chronic Disability Procedures

Students with chronic illness and conditions must present written certification from a Louisiana licensed physician, qualified in the area of the condition, on an annual basis. Students that require special accommodations for their disability will be referred to the school ABIT team, in consultation with the parent/legal guardian, for further review and consideration for 504 or IEP evaluation.

## Discipline

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

**Positive Behavioral Intervention Supports (PBIS)** – Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day in order to ensure all students are successful academically. PBIS creates schools where all students succeed. PBIS provides a positive and effective alternative to the traditional methods of discipline. The PBIS framework can help schools design, implement and evaluate their approach to school discipline. Since every school is unique, PBIS does not prescribe a specific program or curriculum, but rather sets out a process and key criteria for schools to follow. Under the PBIS framework, schools must: 1) use discipline data to make decisions and solve problems, 2) focus on both prevention of problem behavior and positive interventions, such as counseling, mediation, restorative practices and other interventions that focus on building positive relationships, 3) model

and teach behavior expectations and positive skills among students, and 4) continuously monitor implementation and adjust approaches as necessary. PBIS uses a three- tiered approach to preventing and intervening in problem behavior. Tier 1 focuses on support for all students in the classroom and school-wide to prevent problem behavior. Tier 2 focuses on "specialized" supports tailored to target groups of students who engage in misbehavior. Tier 3 provides highly individualized responses for those students who continue to face disciplinary problems despite the presence of Tier 1 and 2 supports. PBIS is meant to work collaboratively with specific practices such as restorative justice practices to promote positive behavior in classrooms and on school campuses by developing positive relationships.

**Restorative Justice** – Restorative justice practices are about turning our attention and resources toward first recognizing harms experienced through conflict, then creating the conditions for that harm to be repaired with a focus on restoring relationships that have been thrown out of balance through harmful actions. Restorative Justice is a theory of justice that emphasizes repairing the harm caused or revealed by misconduct rather than punishment by:

1. Identifying the misconduct and attempting to repair the damage;
2. Including all people impacted by a conflict in the process of responding to conflict; and
3. Creating a process that promotes healing, reconciliation and the rebuilding of relationships to build mutual responsibility and constructive responses to wrongdoing within our schools.

**Restorative Practices** – A framework for a broad range of restorative justice approaches based on cooperation, mutual understanding and trust and respect that proactively build a school community by implementing solution based conflict responses intended to restore relationships and repair the harm done to the school community. These practices can be used to implement positive behavior in classrooms and on school campuses consistent with the framework set forth in PBIS. Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders, and their supporters together to address wrongdoing.

## Virtual Discipline Policy

It is the policy of Jefferson Parish Schools that student discipline is recognized as essential to the orderly operation of any school and classroom. In order to maintain an environment conducive to quality education, this virtual discipline policy has been created by district personnel and reviewed by the Discipline Policy Review Committee.

Remote learning is rapidly becoming a normal part of the learning process in K through 12 schools across the country, and in the Jefferson Parish School System. Students enrolled in Jefferson Virtual High School, the District's at-home virtual learning program attend all classes virtually. Students may also be required to attend school virtually when schools are closed due to inclement weather or other unanticipated emergencies. New opportunities to integrate virtual learning into the curriculum may present themselves as technology and educational practices evolve over time. The Jefferson Parish School Board adopts this Virtual Discipline Policy in order to clearly define expectations for student conduct in the virtual classroom and the possible consequences of inappropriate behavior in the virtual classroom.

Student conduct is governed, at all times, and regardless of the mode of instruction, by La. R.S. 17:416 and the Student Code of Conduct, as set forth in the Procedures and Policies for Parents and Students. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents have an expectation of privacy in their home, conduct that occurs in front of a camera, and in view of peers and teachers in the virtual classroom, shall be governed by applicable law and district policy. Cameras must be turned on and students must remain visible while engaging in virtual instruction. The purpose of the camera is to document attendance, to ensure student participation and engagement, and to safeguard academic honesty and integrity. Parents and students are cautioned, however, that the camera will capture activity that takes place within its frame and that there is no expectation of privacy with regard to any activity that takes place on camera in view of teachers and pupils in the virtual classroom.

The context in which student behavior occurs is important, however, and will be taken into consideration by school and district administrators in determining whether there has been a violation of the Code of Conduct, the severity of the infraction and the appropriate penalty, if any, under the circumstances. The District utilizes progressive discipline, discussed in greater length in this policy. A student subject to discipline under this policy and the Code of Conduct shall be entitled to due process as set forth in the Procedures and Policies for Parents and Students. Questions or concerns regarding School Board policies, including this Virtual Policy may be raised by following the steps set forth in the Procedures and Policies for Parents and Students. Provisions of the mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

## Privacy and the Virtual Classroom

Students and parents have a reasonable expectation of privacy with regard to what takes place in their home **outside of the view of teachers and peers in the virtual classroom**. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space -- free, to the extent possible, from toys, images, personal property or other items that may distract from teaching and learning.

Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display personal items, toys or images, or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the Student Code of Conduct as set forth in the Policies and Procedures for Students and Parents and this Virtual Discipline Policy may be subject to discipline in accordance with the Student Code of Conduct and this Policy.

School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they have reason to believe that a student is in imminent danger and that the safety and well-being of the student is at risk. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

## Conduct in the Virtual Classroom

Parents, guardians, teachers, and school personnel are expected to work together to improve behavior and academic performance. School staff will endeavor to communicate with parents/guardians regarding student behavior that interferes with the learning environment.

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. A student who learns that their username or password is being used by someone else must report the issue immediately to the teacher and/or principal. Students are required to be properly dressed and groomed for virtual class sessions, and must refrain from personal grooming in view of the camera. School uniforms are required. As previously stated, students are required to have their computer camera turned on, and must remain visible, while virtual classes are in session.

Following is a **non-exclusive** list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the Student Code of Conduct as set forth in the Policies and Procedures for Students and Parents and this Policy:

(See additional infractions in the Procedures and Policies for Parents and Students)

- Antagonistic or discriminatory language of any kind with regard to race, religion, gender, intelligence, age, orientation, disability or socioeconomic status
- Bullying/Cyberbullying
- Use of obscene, degrading or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity or images of nudity
- Committing lewd or sexual acts
- Handling or displaying weapons, including toy or facsimile weapons\*
- Possessing, using, manufacturing, and/or distributing tobacco, drugs, alcohol, or vaping products\*
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol\*
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message

## Major/Minor Disciplinary Infractions

Student disciplinary infractions are coded as either minor or major. Below is a non-exclusive list of major and minor infractions. While the District utilizes progressive discipline, a student determined to have committed a major infraction may be subject to a severe penalty, even for a first offense.

Minor	Major
Failure to return to class at designated time	Issues threat to harm self or others (Threat of Violence Assessment Required)
Tardy to virtual class	Extortion/Blackmail/Coercion
Dress code violation	Bullying/Cyberbullying/Hazing
Absenteeism (Truancy)	Participation in or posting pornography/lewd sex act(s)
Sleeping in class	Verbal assault on another student and/or school board employee
Eating/drinking during class	Breaking/destroying/damaging/ vandalizing a district issued device *Restitution required



Cell phone violation	Displaying and/or using weapons or drugs* (real or facsimile) Includes drug paraphernalia (pipes, vapes, bongs, etc.)
Profane/Obscene language (not directed at someone)	Entering a virtual class not assigned to student
Un-served detention (depending on frequency of infraction)	Stealing and/or using another student's username and/or password
Use chat without permission (depending on frequency of infraction and nature of content)	Profane/Obscene language (directed at someone)
Sharing inappropriate material on screen (depending on frequency of infraction and nature of content)	Un-served detention (more than two instances of failing to serve a detention after it has been rescheduled.)
Excessive Talking	Uses the chat feature without permission (depending on frequency of infraction and nature of content)
Failure to turn camera on and remain visible when virtual classes are in session	Sharing inappropriate material on screen (depending on frequency of infraction and nature of content)

## Consequences of Inappropriate Online Conduct

Students are expected to conduct themselves appropriately while under school supervision and to comply with the policies that govern student conduct. Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, equally unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a new experience for students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Code of Conduct in the virtual classroom.

Student conduct in the virtual, as in the regular classroom, shall be subject to progressive discipline, as noted below. Progressive discipline is a graduated range of responses to student conduct from less severe to more severe penalties, depending on the severity and frequency of the conduct at issue. The goal is to discourage negative behaviors by helping students learn from their mistakes.

1. First Infraction - warning to student and notification to parent
2. Second Infraction - student referral, notification to parent and detention (virtual detention is permissible)
3. Third Infraction - student referral, notification to parent and suspension or in-school Suspension (virtual in-school suspension is permissible)
4. Fourth Infraction - student referral, notification to parent and suspension or expulsion (depending on severity of infraction)

It is important to remember that the seriousness of the conduct at issue will dictate the actions of the administrators and the nature of the penalty ultimately imposed. As noted above, a student may be subject to a severe penalty even for a first offense, depending on the seriousness of the conduct at issue.

Some factors that administrators will take into account in determining the penalty imposed, if any, for conduct that occurs in the virtual classroom will include:

- Age and cognitive level of the student
- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening, in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and students to work and learn in a safe and orderly environment free from inappropriate images, language or behavior
- Whether the student received prior warnings or discipline for similar conduct

Provisions of the mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

\*Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Resource Officer, Director of Safety or Executive Director of Special Programs in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.

## Attendance in the Virtual Setting

The instructional minutes as required by the Board of Elementary and Secondary Education (Bulletin 741), apply to all students regardless of the mode of instruction. (See Attendance section of the Procedures and Policies for Students and Parents page 2)

## Principal Authority

The principal, as the designated leader of the school, is responsible for its orderly operation. In this capacity, the principal has the discretion to use professional judgment to determine the most appropriate course of action regarding discipline violations or illegal activities covered or not explicitly covered in policy. The principal will work collaboratively with teachers, counselors, and other support staff when determining the most appropriate course of action.

## Bullying

### Statement of Policy:

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

### Definition:

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

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

Bullying/harassment need not include intent to harm, be directed at a specific target, or involve repeated incidents.

Bullying/harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. When bullying or harassment is based on race, religion, gender, age, national origin, color, disability, genetics, marital status, or sexual orientation, such conduct violates the victim's civil rights and District anti-discrimination policy.

### Bullying Prevention:

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

### Complaint Procedures

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

1. Conduct in violation of this policy must be promptly reported to the school principal or designee, preferably in writing. Verbal reports will be recorded by the receiving official at the time of the report.
2. All school employees and parents chaperoning or supervising school sponsored functions and events are required to report alleged violations of this policy to the principal/designee.
3. The principal/designee shall initiate a prompt, thorough and impartial investigation which shall include:
  - a. Interview of the reporter, the alleged victim(s), the alleged offender(s) and all witnesses or others with relevant information.
  - b. The interviews will be reduced to writing, signed and dated by the interviewee and interviewer.

- c. Collection and review of any physical evidence such as photographs or audio-visual evidence. All bullying allegations must be documented in the district's Student Information System. The School based mental health professional will not be involved in any bullying investigations but can assist with counseling students who as the result of the principal or designated administrators investigation has determined to have been bullied or have bullied another student.
- 4. The parent or legal guardian of the alleged victim(s) and alleged offender(s) must be notified and given the opportunity to attend the interview. Notification shall be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
- 5. Interviews shall be conducted privately, separately, and confidentially. At no time will the alleged offender and victim be interviewed together.
- 6. The parents or legal guardian of the alleged victim(s) and alleged offender(s) shall be informed of the potential consequences, penalties, or other remedial actions that the school may take.
- 7. The principal/designee will make reasonable efforts to complete the investigation promptly after receiving notice of the harassment/bullying, and shall take interim measures as necessary while the investigation is pending to prevent further harassment/bullying. Resolution of the Investigation
  - a. Upon completion of the investigation, the principal/designee shall complete an investigation report which shall include pertinent facts, findings and recommended remedial action, if any.
  - b. If there is finding of a disciplinary code violation, school officials shall take prompt and appropriate disciplinary action pursuant to La. R.S. 17:416 and 17:416.1. Criminal conduct will be reported to law enforcement.
  - c. The school may take other remedial action, as deemed appropriate under the circumstances, to end prohibited conduct and prevent its recurrence. The appropriate remedial action will depend on the particular circumstances, but may include the following:
    - i. Taking steps to end bullying/harassment such as separating the accused harasser and the target, providing counseling for the target and/or harasser, or taking disciplinary action against the harasser.
    - ii. Provide training or other interventions to ensure that students, their families, and school staff can recognize harassment/bullying if it occurs and know how to respond.
    - iii. Provide additional services to the victim in order to address the effects of the bullying or harassment.
    - iv. Issuance of new policies prohibiting harassment/bullying and new procedures by which students, parents, and employees may report allegations of harassment/bullying.
    - v. Dissemination of existing policies and procedure and notice of the District's Title IX and Section 504/Title II coordinators.
  - d. The principal/designee shall notify the complainant, victim and offender of the findings and remedial action, to the extent allowed under FERPA. After completion of the investigation, the school shall continue to take steps to prevent further bullying or harassment and to prevent any retaliation against the complainant or any person who cooperated in the investigation of a complaint.

#### **Resolution of the Investigation**

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

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

#### **Consequences for students found guilty of bullying:**

1. **1<sup>st</sup> offense** - Parent Conference or Detention- as determined by the Principal. The student must also complete a consultation with the counselor or social worker on campus. A consent form in the parents dominant language must be signed giving the counselor or social worker permission for said consultation..
2. **2<sup>nd</sup> offense** - 2 day In-School Suspension (character education and assessment completed) and student must attend Bullying and Violence Prevention Program\*

\* Students in grades 4-12 who are guilty of bullying for a second time as determined by the school administrators will be required to undergo conflict resolution training with the parent/legal guardian before being readmitted to school. The student shall not be allowed to participate in any sports or extra-curricular activities during the suspension period. The student shall be required to complete four (4) hours of community service. The four (4) hours of community service will be scheduled and supervised by an administrator/teacher at the designated school site. The two (2) hour conflict resolution session is held on Saturdays or evenings at a designated site/virtual. The student or parent/legal guardian will pay \$75.00 for the cost of the Bullying and Violence Prevention Program at the time of enrollment in the program. Cash or money order will be accepted. School Cash Online can be used to make an online payment. The student must attend the Bullying and Violence Prevention Program in his/her full school uniform. Failure to complete all components of the Bullying and Violence Prevention Program may result in a referral to Juvenile Court.

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

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

4. **4<sup>th</sup> offense** - Suspension to alternative site recommended (grades 4-12). Length of stay determined by the district's Hearing Officer.

## Hazing

**"Hazing is defined as any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental or psychological harm for the purpose of initiation into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop."**

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

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

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

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

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

# Code of Conduct

PBIS is used to promote positive school climates that foster healthy and productive school relationships. Through this multi-tiered system of support, proactive strategies such as restorative practices and social-emotional learning can be put into action to build school community based on cooperation, mutual understanding, trust and respect.

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

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

The following code of student conduct is hereby adopted to further those objectives. These objectives are applied in school buildings, on school premises, on school buses, in the virtual classroom, and at school-sanctioned events

1. Each student shall learn to control and discipline his/her own desires, actions, and habits in order to develop competence in areas of life considered essential to educational goals.
2. Each student shall learn that his/her behavior at school reflects the choices he/she makes in how to conduct himself or herself in school buildings, on school premises, on school buses, in the virtual classroom, and at school-sanctioned events.
3. A student shall be accountable for, and shall accept responsibility for, his/her behavior during classroom instruction, in school buildings, on school premises, on school buses, in the virtual classroom, at school-sanctioned events.
4. A student shall attend school and report to school and to scheduled classes on time.
5. A student shall remain in his/her assigned area during the entire class period, unless he/she has permission to leave the area.
6. A student shall behave during classroom activities in a non-disruptive manner that allows for order in the classroom, and is conducive to the educational process for both himself or herself and other students.
7. A student shall conduct himself or herself in such a manner that he/she does not interfere with the instruction of other students.
8. A student shall be courteous to other students and to all employees of the school system.
9. A student shall speak politely to other students and to all employees of the school system. A student shall refrain from the use of foul or abusive language or threats directed at others. When speaking with school system employees, the student shall address and respond to the school system employee in a respectful manner.
10. A student will not belittle, ridicule, mock, taunt, laugh at, or otherwise engage in any such language or activity toward another student or school employee due to characteristics such as gender, age, size, race, religion or ethnicity.
11. A student shall comply with all school rules and regulations.
12. While under school supervision, a student when requested shall provide his/her name to any employee of the school system.
13. A student shall follow traffic and safety regulations at school, on school buses (boarding and disembarking from the school bus at the assigned stop), and at school-sanctioned events.
14. A student shall resolve problems, differences of opinion, and disagreements, whether they are with a school employee or another student, through nonviolent measures. A student shall refrain from instigating or participating in fights and/or threats, and will seek the assistance of others, when appropriate, to resolve such disputes by nonviolent means. Such means may include, but not be limited to, conflict resolution, restorative practices, and counseling sessions.
15. A student shall not engage in behavior or conduct that causes injury or harm to, or poses an immediate threat to the safety or physical wellbeing of any other student or to any school employee.
16. A student shall not throw anything that may injure or cause harm to another student or any school system employee.
17. A student shall treat the property of others, as well as school property and school buses, with respect. A student shall refrain from cutting, defacing, or damaging property belonging to another student, to a school system employee, or to the school, and shall not write profane or obscene words or draw obscene pictures in or on any such property.
18. A student shall be truthful and refrain from making false or unfounded charges against another student or any school system employee.
19. A student shall not smoke, chew, or otherwise consume any tobacco product or carry, use, have, possess, distribute, sell, give, or lend any tobacco or tobacco product, smokeless tobacco, cigar, cigarette, pipe, e-cigarette, vape, or any other form of smoking object or device, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
20. A student shall not be under the influence of, use, or otherwise consume, or carry, have, possess, distribute, sell, give, or lend any alcoholic beverage, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
21. A student shall not be under the influence of, use, have, possess, distribute, sell, give, or lend drug paraphernalia, mood altering drugs, illegal narcotics, drugs, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, or any substance that looks like or is designed to represent such a drug, in school buildings, on school premises, on school buses, or at school-sanctioned events.

22. A student shall not communicate or cause the communication of false information or threats of arson, attempted arson, bomb threats, or threats involving fake explosive devices by any means of communication, including but not limited to, use of the mail, telephone, telegraph, word of mouth, or other means of communication.
23. A student shall not carry, possess, use, or project lasers or laser devices, the careless use of which might inflict harm or injury on, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, on school buses, or at school-sanctioned events.
24. A student shall not have, possess, ignite and/or discharge fireworks in any form in school buildings, on school premises, on school buses, or at school-sanctioned events.
25. A student shall not have, carry, use, or threaten to use a firearm, bomb, knife, or other implement that can be used as a weapon, the careless use of which might inflict harm or injury on others in school buildings, on school premises, on school buses, or at school-sanctioned events.
26. A student is accountable for, and will accept responsibility for, his/her personal hygiene and physical appearance during classroom instruction, in school buildings, on school grounds, on school buses, or at school-sanctioned events. A student will comply with all rules and regulations related to the student dress code and uniform policy for his/her school.
27. A student shall not make verbal or written threats to fellow students or employees. Threat/Intimidation/Terroristic Threat- Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.
28. A student will not participate in hate speech. Hate speech is any form of expression (including but not limited to cartoons, memes, pictures, objects, gestures and symbols disseminated offline or online) through which speakers intend to vilify, humiliate, or incite hatred against a group or class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or national origin.

### Major/Minor Disciplinary Infractions

Student disciplinary infractions are coded as either minor or major. Below is a non-exclusive list of major and minor infractions. While the District utilizes progressive discipline, a student determined to have committed a major infraction may be subject to a severe penalty even for a first offense.

Minor	Major
Minor Disagreement/Fighting	Major Fighting (more than 2 people) or Fighting with injury
Tardy to class	Use of foul/disrespectful language directed at an employee
Eating or drinking in class (not involving alcohol)	Bullying/Harassment/Hate Speech
Uniform/Dress Code Violation	Weapons Violation
Not prepared for class (materials/supplies)	Issuing Threatening Statements
Absenteeism	Trespassing
Cell Phone Violation	Drug/Alcohol Violation
ID Violation	Possession of Pornographic Material
No Hall Pass	Theft >\$100
Skipping	Public Indecency
Unauthorized Use of Technology (not involving a threat)	Ignites Fireworks
Running in hallway, cafeteria, class	Sexual Assault
Horse Playing	Vandalism
Cell Phone Violation	Arson
Use of foul or disrespectful language (Not directed at employee)	Possession/Use of Counterfeit Money

Un-served detentions	Records/Posts Violent Act or Code of Conduct Violation
Unauthorized area	Major disruption on bus
Leaving class without permission	
Disruption on bus (not causing injury/accident)	

### Minor through Major Interventions

- Immediate verbal correction
- Re-teach behavior
- Apology letter
- Restorative Circle
- Check and Connect
- Ignoring and redirecting
- Time out and teaching calm down techniques
- Proximity to student
- Call to parent (start with praise)
- Mentor Assignment
- Change of schedule
- Character education session with Teacher
- Restitution

### Minor through Major Consequences

- In-school detention (designated time during school)
- After-school detention
- Loss of activity privileges
- Warning to student and notification to parent
- Student referral, notification to parent, and detention
- Student referral, notification to parent, and In-School or Out of School Suspension
- Student referral, notification to parent and student or expulsion (depending on severity of infraction)
- Immediate removal from class
- Immediate removal from school
- In-school Suspension
- Out of School Suspension
- Extended Suspension at Alternative Site
- Expulsion

\*All Special Education/Section 504 Discipline Policies must be followed

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

## Individual School Rules and Regulations

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

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

## In-School Suspension

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

### Causes for Suspension/Expulsion

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

1. Treats with intentional disrespect a teacher, principal, superintendent, school board member, or employee of Jefferson Parish Schools;
2. Makes an unfounded charge against any teacher, principal, superintendent, school board member, or employee of Jefferson Parish Schools;
3. Uses unchaste or profane language;

4. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates;
5. Leaves the classroom or designated area during class hours or detention without permission;
6. Leaves the school premises without permission;
7. Gets off the school bus (other than at regular stop) without permission;
8. Is habitually tardy;
9. Violates any rules adopted by the School Board;
10. Violates traffic and safety regulations;
11. Refuses, while under school supervision, to provide upon request his/her name to a Jefferson Parish Schools employee or who provides such employee with a false name and/or does not go to the administrative area when so directed;
12. Disturbs the school or habitually violates any rule;
13. Posts or responds to posts on a social media site and creates a substantial and material disruption on a school campus, regardless of time or location while posting.
14. Disrupts and/or interferes with the orderly conduct of the affairs of the school, school activities, or the rights of other students through the distribution of any or all materials, the posting of signs, and the wearing of imprinted apparel that is deemed to be disruptive;
15. Participates in an unauthorized demonstration in Jefferson Parish Schools buildings, on Jefferson Parish Schools premises, on any school bus, including those owned by, contracted to, or jointly owned by Jefferson Parish Schools, or during any school-sanctioned event;
16. Initiates or participates in any threat which disrupts the school day operations, including, but not limited to, bomb threats or threats involving fake explosive devices, threats of aggravated or simple arson, etc. by the use of the mail, telephone, telegraph, word of mouth, or other means of communication;
17. Cuts, defaces, or injures any part of school buildings, school premises, or school buses;
18. Writes any profane or obscene language or draws obscene pictures in or on any school material, on school buildings, on school premises, or on school buses;
19. Throws missiles or other objects liable to injure other persons while in school buildings, on school premises, in school buses, or at school-sanctioned events;
20. Instigates or participates in fights while under school supervision;
21. Abuses a teacher, any school personnel, or school bus driver either physically or verbally;
22. Possesses and/or ignites and/or discharges fireworks in school buildings, on school premises, on school buses, or at school-sanctioned events;
23. Is found carrying or possessing firearms, knives or other implements including but not limited to: tasers, razor blades, box cutters, mace (instruments which can be used as weapons, the care-less use of which might inflict harm or injury, in school buildings, on school premises, at school sanctioned events, or on school buses;
24. Uses or possesses tobacco, alcoholic beverages, mood altering chemicals, drug paraphernalia, any controlled dangerous substance, governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;
25. Possesses, distributes, sells, gives, or lends and/or is found to have knowledge of and/or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, alcoholic beverages, mood altering chemicals, drug paraphernalia, other controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;
26. Carries, possesses, uses, or projects lasers or laser devices, the careless use of which might inflict harm or injury, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, at school sanctioned events, or on school buses;
27. Is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony;
28. Is in possession of or uses mace/pepper spray;
29. Participates in a group fight (more than 2 people) except when the student is acting in self-defense;
30. Instigates or participates in any form of bullying;
31. Commits any other serious offense;
32. Recording and/or Posting of fights or acts of violence that occur on campus or bus.

## Student Privacy

The District will protect the confidentiality of all student information in accordance with La. R.S. 17:3914 and the Family Rights and Privacy Act of 1974.



## Suspension

**In-school-suspension (ISS)** means removing a student from his/her normal classroom setting but maintaining the student supervision within the school. Students participating in ISS shall receive credit for work performed during ISS. However, any student who fails to comply fully with the rules for ISS may be subject to immediate out-of-school suspension..

**Out-of-school suspension (OSS)** means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

**Extended suspension and assignment to an alternative site** means an OSS of more than 10 days, but less than one full semester. A student may receive an extended OSS and assignment to an alternative site for engaging serious, or repeated, infractions that warrant removal from the regular school site, but are not so serious as to warrant expulsion.

### **Due Process for Suspensions**

The principal has the authority to suspend a student for a specified period of time in accordance with Board policy and state law.

Prior to any suspension, the principal or a designee will meet with the student to discuss the alleged misconduct and allow the student an opportunity to explain his/her version of the facts. Parents are neither required to receive notice, nor attend the initial meeting.

The principal/designee shall then contact the student's parent(s) or legal guardian by telephone at the number listed in JCampus and/or on the emergency contact card to schedule a meeting with the parent/guardian to discuss the misconduct at issue.

Absent extenuating circumstances, this meeting should take place no more than three (3) days after the suspension notification.

During an OSS, the student may not be on school property, attend or participate in any school-sponsored event, including, but not limited to, athletic events, without advanced written permission from the Superintendent or his/her designee. Any student who violates this provision may be subject to legal sanctions for trespassing.

The parent/legal guardian of a student who has been suspended may appeal to the Superintendent or his/her designee by contacting the Office of Special Programs at (504) 349-7880 within five (5) school days of the above-referenced parent/guardian conference with the principal/designee. A parent/guardian must conference with the principal/designee prior to submitting an appeal.

Upon receipt of an appeal, the Superintendent/designee will conduct an appeal hearing. The student's parent/legal guardian shall be provided notice of the date and time of the hearing by telephone or electronic mail, at the number/address in JCampus and/or on the emergency contact card. Participants may include the student and his/her parent/legal guardian, the teacher(s) or administrator(s) involved and any other individuals who, in the sole discretion of the Superintendent/designee, has information relevant to the issues at hand. The decision of the Superintendent/designee, as well the term of the suspension, shall be final for all recommendations of suspension.

Until the hearing takes place, the student shall remain on suspension with access to classwork and the opportunity to earn academic credit.

An extended suspension with assignment to an alternative school site or an expulsion may continue beyond the end of one school year into the following school year.

## Mandatory Suspension - Assault or Battery of School Employees

If a student is formally accused of committing assault or battery on any school employee, the principal shall suspend the student immediately and the student shall be removed immediately from the school premises without the benefit of the required out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as practicable.

Except as set forth in the section, a student accused of assault or battery of a school employee shall be entitled to the rights, as appropriate under the circumstances, in the sections entitled "Due Process for Suspensions" and "Due Process for Expulsions".

The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals, including internal and external proceedings, associated with the alleged violation have been exhausted.

## Expulsion

**Expulsion** means the removal of a student from all regular school settings for a period of not less than one full semester. A student may be expelled for engaging in major offenses, or repeated minor offenses. (See page "X" - Major/Minor Offenses)

Pursuant to Act 337/ SB 358: A public school student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion. During an expulsion, the superintendent shall place the student in an alternative school or an alternative educational placement.

## Due Process for Expulsion

Prior to expulsion, the principal or a designee must meet with the student, explain the particular misconduct of which the student is accused, and give the student the opportunity to explain his/her version of the facts. The parents/guardian need not receive notice, nor be present at this meeting.

The principal/designee shall contact the parent or legal guardian to notify them of the expulsion, and schedule a conference with the principal/designee to discuss the student's conduct. The principal/designee shall contact the parent/guardian by telephone at the number listed in JCampus and/or on the student's emergency contact card, or by electronic communication, and additionally by certified letter to the address shown in JCampus and/or on the student's emergency contact card.

Upon a recommendation by the principal of expulsion, and within 15 school days of the above-referenced parent/guardian conference, a hearing shall be conducted by the Superintendent or his designee to determine the facts of the case and make a finding as to whether or not the student is guilty of conduct warranting expulsion.

The School Board shall provide written notice of the time, date and location of the hearing, and shall also notify the student and parent/guardian of their rights.

The concerned teacher or administrator shall be permitted to attend the hearing and to present information relevant to the issue(s) at hand.

The student may be represented by a person of their choice, including an attorney, and shall be permitted to present relevant information. Subject to these policies, the Superintendent or designee shall have the sole authority to control the conduct of the hearing, including, but not limited to, determining what testimony or documentary evidence is relevant and the extent to which an attorney or other representative shall be permitted to participate in the hearing.

Upon conclusion of the hearing, and upon a finding that the student is guilty of conduct warranting expulsion, the Superintendent or his designee shall determine whether the student shall be expelled, or if other corrective action shall be taken.

The parent or legal guardian who has been recommended for expulsion may, within five (5) school days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee, otherwise, the decision of the Superintendent/designee shall be final. The parent shall have such right of review even if the recommendation of expulsion is reduced to a suspension.

Unless otherwise stipulated by state statute, the period of expulsion shall not be less than one school semester and may carry over into the next school year, if necessary.

## Mandatory Suspension and Recommendation of Expulsion for Possession of a Firearm or Knife

Pursuant to Act 337/ SB 358: Any student in grades six through twelve who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess two and one-half inches in length, on school property, on a school bus, or at a school-sponsored event, (pursuant to a hearing) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action.

Any student in kindergarten through grade 5 who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at any school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of 2 complete semesters and shall be referred to the district attorney for appropriate action.

The Superintendent may modify the length of the minimum expulsion on a case-by-case basis, by providing such modification in writing.

For purposes of this policy, a "**firearm**" is a pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing a fixed cartridge ammunition or from which a shot or projectile is discharged by an explosion.

A student recommended for expulsion under this provision shall be entitled to the rights set forth under Due Process for Expulsions.

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

No student expelled under this section shall be allowed to return to a Jefferson Parish public school without the express approval of the Jefferson Parish School Board.

## Mandatory Suspension and Recommendation of Expulsion for Drugs and Alcohol

Any student in grades six through twelve who is found guilty of being in possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance (including alcohol) on school property, on a school bus or at a school-sponsored event (pursuant to a hearing) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action.

Any case involving a student in kindergarten through grade 5 found guilty of possession of, or knowledge of an intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance (including alcohol) on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the School Board by the Superintendent for recommended action.

A student recommended for expulsion under this provision shall be entitled to the rights set forth under [Due Process for Expulsions](#).

The provisions related to mandatory recommendation for expulsion shall not be applied to virtual instruction received by a student in the student's home.

No student expelled under this section shall be allowed to return to a Jefferson Parish public school without the express approval of the Jefferson Parish School Board. The superintendent may modify the length of such minimum expulsion requirements on a case-by-case basis, provided such modification is in writing.

### Assignment to Alternative Placement

Upon a finding that a student serving a suspension or expulsion at an alternative school has engaged in conduct warranting expulsion, or other corrective action, the student may be assigned to an alternative placement, including remote learning. The student shall be entitled to all processes due for suspensions or expulsions, as appropriate under the circumstances.

### Students with Disabilities - Manifestation Determination Review (MDR)

When an action involving a removal that constitutes a change of placement for disciplinary purposes for a student with a disability is contemplated, a manifestation determination is required within 10 days. A Manifestation Determination Review must be conducted to determine the relationship between the student's disability and the behavior for which the disciplinary action is being proposed. The LEA representative, parent and relevant members of the student's IEP/504 team and other qualified personnel must meet to conduct the review and determine whether the student's behavior is a manifestation of his/her disability. Evaluation and diagnostic results, including the IEP/504 plan as well as other relevant information supplied by the parent, student and/or school personnel are used to make this determination. 34 CFR 300.530(e)

### Suspension Make Up Work

Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended shall receive full credit for such work if it is completed satisfactorily and timely.

## Offensive Student Conduct at End of Year or During Summer Months

### 1. Non-Graduating Students

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

### 2. Graduating Seniors

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

## Diseases: Communicable and/or Contagious

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

For the safety of all students, school employees, and visitors, parents are asked to immediately notify the school if their child has been diagnosed with the flu, chicken pox, whooping cough, mumps, measles, COVID-19, or any other [Infectious Disease](#).

## Dress Code

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

1. Each student will have good personal hygiene, including but not limited to having clean combed hair, clean teeth, a clean body, and clean clothing.
2. A student will show, through his/her actions, personal hygiene, and physical appearance, a respect for himself or herself and others.
3. A student will dress appropriately for school, extracurricular, and co-curricular activities.
  - a. A student's clothing, mask or face covering, jewelry, accessories, personal hygiene, and manner of grooming:
    - i. will not present a physical safety hazard or create a health hazard to either the student or others;
    - ii. will not cause or have the potential to cause, a disruption to or interference with the orderly operation of the school, school activities, and/or educational objectives;
    - iii. will not identify, symbolize or infer gang membership or affiliation through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - iv. will not identify, symbolize or imply membership or affiliation of any group or organization that the school system has not authorized to legally assemble on school grounds through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - v. will not depict violence, drugs, alcohol, tobacco, or obscene subject matter through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - vi. will not depict or convey a suggestive sexual or provocative message or slogan through writing, drawings, paintings, photographs, designs, emblems, tattoos or any other means; and
    - vii. will not be designed to encourage actions or activities that present a disruption or distraction.
  - b. A student will wear shoes. No specific color shoe is required. A student will not wear shoes that present a safety hazard such as shoes without backs, shoes with excessively high heels or platform soles, wheels, or shoes that by virtue of their construction or condition may pose a safety risk.
  - c. A student will wear appropriate undergarments.
  - d. A student's clothing for school and school-sponsored activities will be hemmed.
  - e. A student's clothing for school and school-sponsored activities will be worn at an appropriate length.
    - i. All students will be allowed to wear knee-length shorts
    - ii. (color of their school pants).
    - iii. Skirts, pants, slacks, and shorts, when allowed, will be worn at the student's waistline.
    - iv. Dresses, skirts, pants, slacks, and shorts, when allowed, will not be excessively long or baggy so as to create a safety hazard.
    - v. Dresses, skirts, and shorts, when allowed, will not be excessively short so as to create a disruption or distraction.
  - f. A student's clothing for school and school-sponsored activities will be modest in appearance and style so that it does not cause or have the potential of creating a safety hazard and/or a disruption or distraction for others in the educational environment.
    - i. A student will not wear clothing that is tight fitting, including but not limited to bike pants, leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts or blouses which are tight fitting.
    - ii. A student will not wear clothing with holes in it.
    - iii. A student will not wear see-through or fishnet clothing unless proper opaque undergarments are worn so that the student's torso is not visible.
    - iv. A student will not wear clothing that exposes the student's back, chest or midriff.
    - v. Dress styles should be appropriate for student participation in a school-sponsored formal event.
    - vi. Notification of the guidelines should be provided within the first two weeks of school to the senior class and on a regular basis thereafter through venues that could include newsletters, parent meetings, fashion shows, class meetings, sample pictures, etc.
    - vii. If a dress is questionable, students will be encouraged to provide the school with front and back pictures of the student in the dress for review well in advance of the prom.
    - viii. The dress review at the prom will adhere to the Board approved procedure of at least two out of three chaperons/sponsors making a recommendation to the administrator in charge/on duty who makes the final determination.
    - ix. Every effort will be made by the school to provide remediation for a dress problem prior to denying a student entrance into the prom.
    - x. Specifics for dresses:

1. The back of a dress must be at or above the waistline.
2. Sides and midriffs are to be covered.
3. Slits should be no higher than mid-thigh.
4. Dress shoes only - no tennis shoes, slippers, etc.
5. Modern dress styles including halter tops, strapless, one shoulder, and spaghetti straps may be worn; however, excessively revealing cleavage will not be allowed.
- xi. A student in middle/high school will not wear sweat pants and warm up suits on campus.
- xii. A student will not wear a hat, cap, or hooded garment to school.
- xiii. A student will not wear jewelry or accessories that create a distraction or a safety hazard. Except for pierced earrings worn in the ear lobe, a student will not wear body piercing studs, rings, or hoops. When pierced earrings are permitted, a student will not wear earrings that present a safety hazard.
- xiv. A student will not bring to or have accessories at school that may be used or converted to use as a weapon.
- xv. A student will use appropriate grooming that does not present a safety hazard or have the potential of creating a disruption to or interference with the orderly operation of the school environment, school activities, and/or educational objectives.
  1. A student will wear his/her hair in a style that does not impair his/her eyesight.
  2. A student will not wear hair rollers, shower caps, etc. to school, extracurricular and co-curricular activities.
- xvi. In accordance with updated guidance from the Center for Disease Control and Prevention (CDC), the Louisiana Department of Health (LDH), and the Louisiana Department of Education (LDOE), students may be required to wear a mask or face covering while on the bus, in classrooms, and common areas. Coverings must be worn over the nose and mouth and secured under the chin. Bandana scarfs may not be worn as a mask or face covering. *Ski masks are never allowed on campuses.*

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

It is important to remember that the seriousness of the conduct at issue will dictate the actions of the administrators and the nature of the penalty ultimately imposed. As noted throughout this document, a student may be subject to a more severe penalty even for a first offense, depending on the seriousness of the conduct at issue.

## Drugs

### Substance Abuse Policy and Procedures

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

#### 1. Manufacture/Possession/Distribution (Drug Related)

When the principal/designee has reasonable cause to believe that a student is in possession or has manufactured, distributed, or possessed with intent to distribute alcohol, controlled dangerous substances, any mood-altering chemicals, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be recommended for expulsion from school according to the following procedures:

- a. Any student in grades six through twelve who is found guilty of being in possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance (including alcohol) on school property, on a school bus or at a school-sponsored event (pursuant to a hearing) shall be expelled from school for a minimum period of four complete school semesters and shall be referred to the district attorney for appropriate action.
- b. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.
- c. No student expelled under items "a" or "b" shall be allowed to return back to a Jefferson Parish public school without the expressed approval of the Jefferson Parish School Board.

#### 2. First Offense (Drug Related)

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Director of School Safety, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges may be filed with the appropriate law enforcement agency. The student shall be suspended from school for nine (9) school days and be ineligible for participation in all extra-curricular activities for a period of nine (9) school weeks provided:

- a. The student is assessed by a Jefferson Parish Schools approved community agency prior to returning to school.
- b. The student and at least one (1) parent/legal guardian must participate in a three (3) hour educational program presented by an agency approved by Jefferson Parish Schools.
- c. The student will complete a hair/drug test at an approved agency.
- d. The student is referred to the school counselor/social worker.
- e. Failure to comply with these procedures shall result in a suspension from school for the remainder of the school year. Compliance with all provisions must be met before returning to school.

### 3. Second Offense (Drug Related)

When the principal/designee has reasonable cause to believe that a student is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or in possession of any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Director of School Safety and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for the remainder of the school year.

### 4. Drug Paraphernalia

When a student is found to be in possession of materials used as drug paraphernalia, including but not limited to rolling papers, roach clips, stones, bongs, etc., the student shall be suspended according to the school suspension policy. The student shall also be referred to the school counselor or social worker.

### 5. Tobacco Products/Vapes

Pursuant to Act 337 / SB 358: Any student in grades six through twelve found guilty of being in possession of tobacco, alcohol, or vaping product on school property, on a school bus, or at a school-sponsored event, may be recommended for expulsion.

Tobacco products/e-cigarettes, vapes while in school buildings, on school premises, on school buses, or at school-sanctioned events are prohibited and shall be handled according to the number of offenses. Tobacco/vaping products, including but not limited to: lighted cigars, cigarettes, pipes, e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods, or any other form of smoking objects or devices. If the school has reason to suspect the contents of a vaping device has an illegal substance contained therein, the school must follow the guidelines set forth for suspicion of drug possession.

- a. First Violation - When a student is found to be in possession of or using tobacco products/e-cigarettes, vapes, etc., the student shall receive an In-School Suspension and will be referred to the school counselor/social worker
- b. Second Violation - When a student is found to be in possession of or using tobacco products, /e-cigarettes, vapes, etc., the student shall be suspended from school according to the school suspension policy and will be referred to the school counselor/social worker
- c. Third Violation- When a student is found to be in possession of or using tobacco products, e-cigarettes, vapes, etc., the student shall be recommended for a suspension to an alternative site. (Grades 3-12)

### 6. Student Referral to Alcohol/Drug Abuse Treatment after an Arrest

Any student arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the school principal or his/her designee, within five (5) days after such arrest, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.

If evidence of abuse is found, the principal or his/her designee shall refer the student to an alcohol and drug abuse treatment professional chosen by the student's parent or legal guardian. If it is determined by the professional that the student needs treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's disciplinary case. The School Board shall take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.

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

## Privacy Rights

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

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

## Directory Information

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

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

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

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

## Educational Records: Access/Hearing Procedures

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

The parent/legal guardian or eligible student may request a hearing by contacting the office of the EDSS and completing a "Request for Hearing to amend records" form. The parent/legal guardian or eligible student will be provided written notice of the date, time and location of the hearing. The hearing shall be held within a reasonable time after receipt of the request. The parent/legal guardian or student is entitled to be assisted or represented, at his/her own expense by an individual of his/her own choosing, including an attorney. The parent/legal guardian or eligible student may present evidence at the hearing. Upon completion of the hearing, the EDSS shall communicate his/her decision to the parent/guardian or student within ten (10) working

days following the date of the hearing. If the EDSS decides not to amend the record, the requester may submit a statement, to be included in the education record, as to why he/she disagrees with the decision regarding amendment of the record.

## Emergency Situations

### Emergency Card Information

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

### Emergency Care for Students

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

#### Procedures for Handling Emergency Care of Students

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

1. Emergency medical services will be contacted by calling 911.
2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed on the Emergency Card, during and after school hours.
3. Emergency medical services will transport the student to the nearest hospital for emergency treatment, per their agency's policies. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.
4. If the school is unable to reach the parent/legal guardian listed on the Emergency Card, an adult staff/faculty member, carrying a copy of the student's Emergency Card and most current Health Information Form on file, shall accompany the student to the hospital. Efforts shall continue to reach the student's parent/legal guardian listed on the Emergency Card. The employee will remain with the student at the hospital until a parent/legal guardian arrives.
5. The ambulance service fee is payable through student or family insurance where applicable. In cases where the student is uninsured, the parent/legal guardian of the patient will be billed by the ambulance service provider. The parent is responsible to contact the ambulance service to see if the fees will be waived if indigence is the basis of nonpayment.
6. If emergency treatment is necessary at the hospital and attempts have been unsuccessful to secure the parent/legal guardian's approval to cover the costs of emergency treatment, the superintendent's office may be contacted for a recommendation.

### Emergency Procedures

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

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

Depending upon the existing weather conditions, a decision will be made as to whether students should be kept at school or released. If the decision is to hold students at school, all students, including walkers, will be held. Of course, the parent/legal guardian may come to the school at any time to pick up their children. In some emergencies, such as heating problems, etc., attempts will be made to house kindergarten and elementary age students at alternate sites in order to avoid sending students home earlier than regular dismissal time. The school will be able to provide the parent/legal guardian with information regarding housing for the child in an emergency. However, if problems exist with telephone communications at the school, the parent/legal guardian may call the Executive Director of School Support office for information. There will be times when there is no other alternative than to dismiss students early. The parent/legal guardian should instruct their child that if he/she is dismissed from school at a time that is earlier than the regular dismissal and no one will be home, he/she should go to a neighbor's or relative's home until the parent/legal guardian is able to get home.

## Evacuation of Buildings

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

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



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

## Fire Alarms, Discharge of Fire Extinguishers

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

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

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

## Fire Drills/Bomb Threats

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

When evacuating the classroom students are to:

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

## Hall Passes

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

## Head Lice (Pediculosis/Infestation)

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

## Health Conditions

It is the responsibility of the parent/guardian to inform the school nurse about their child's health conditions (i.e., asthma, diabetes, ADHD, seizures, heart problems, sickle cell anemia, etc.) by completing the Jefferson Parish Schools Health Information Form annually. A health conference may be required with the school nurse. Please contact the school nurse directly for further information.

If the student requires special health accommodations or procedures during the school day (i.e., blood sugar checks, catheterization, tracheostomy care, g-tube feedings, etc.), a State of Louisiana Physician's Authorization for Specialized Care form must be completed by a Louisiana licensed physician and submitted to the school nurse.

In order for the school to send or receive information to or from the physician or school outside of JP Schools, the parent must complete a Release of Information Form.

It is the parent's responsibility to provide all required equipment and supplies for the medical procedures performed at school. Parents should contact the school nurse directly for further information.

## Health Screenings - Vision and Hearing

In accordance with LA R.S. 17:2112, the American Academy of Pediatrics, and Jefferson Parish Schools, all students in grades PK, K, 1, 3, 5, 7 and 9, will be screened for vision and hearing deficiencies during the first semester of school, except for those students

whose parents or guardians may object to such screenings. Students in any grade level may also be screened upon referral or requests of teachers and/or parents.

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

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

The McKinney Vento (Homeless), Foster Care, Neglected & Delinquent Youth department of Jefferson Parish Schools complies with federally mandated policies outlined in the Every Student Succeeds Act of 2015 and the McKinney-Vento Homeless Education Act to ensure that homeless, foster care, neglected and delinquent students have access to a free, appropriate public education on the same basis as children and youth with established residences. This includes children and youth living in:

- Shelters, including domestic violence shelters
- Welfare hotels/motels or weekly-rate apartments
- The streets or in cars, abandoned buildings, campgrounds, etc.
- Substandard conditions-not fit for human habitation
- Crowded or undesirable living conditions due to loss of housing
- Foster homes, shelters, group homes, residential facilities, juvenile detention centers, or
- Places as an abandoned/runaway children and youth

Children and youth in homeless situations have the right to:

- Stay in their school of origin (school at the time of homelessness)
- Have immediate access to school enrollment without legal guardianship, proof of residency, immunizations, school records or other enrollment documentation
- Get transportation to and from school provided by the school district
- Get free school meals
- Get assistance with uniforms, student fees, school supplies, and medical insurance enrollment

For questions about enrollment or services in the McKinney-Vento, Foster Care, Neglected & Delinquent Youth program please contact Shannon Mott at 504-365-533 or [Shannon.mott@jpschools.org](mailto:Shannon.mott@jpschools.org)

## Identification Cards (High Schools)

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

## Illness

**Students who exhibit the following symptoms should be kept at home until symptoms have improved or resolved for 24 hours without the aid of medication:**

- **Persistent Cough, Shortness of Breath or Difficulty Breathing** - Severe, uncontrollable coughing or wheezing, rapid or difficulty in breathing OR repetitive dry cough.
- **Diarrhea** - Resulting in more than two bowel movements beyond what is usual in a 24-hour period.
- **Fever** - A temperature at or above 100.4F (99.4F or higher if taken with a non-contact infrared thermometer).
- **Nasal Congestion/Runny Nose/Sore Throat** - Large amount of thick or discolored nasal discharge.
- **Rash** - Undiagnosed
- **Vomiting** - 2 or more times within 24 hours, unless cause can be determined (known food allergy or motion sickness)
- **Head Lice** - Live lice and/or nits.
- **Pink Eye (Conjunctivitis)** - One or both eyes are itchy, pink or red, with drainage or crusting.
- **Respiratory Virus Guidance** - Including COVID-19, respiratory syncytial virus (RSV), and influenza. Individuals diagnosed with a respiratory virus should isolate at home until symptoms including, but not limited to: chills, fatigue, persistent cough, runny

nose, and headache have improved. The person is also required to be without a fever for at least 24 hours, without the use of fever-reducing medication.

**Certain symptoms may require the student to have clearance from a licensed medical provider in order to return to school.**

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

Students who become ill during the school day should notify their teacher or a responsible staff member immediately. Prompt action will be taken in accordance with procedures established by the individual school. No student will be permitted to go home due to illness unless accompanied by a parent/legal guardian or authorized adult on the student's emergency card.

## Immunization Requirements

1. In accordance with Louisiana R.S. 17:170 and R.S. 17:170.4, it is the policy of Jefferson Parish Schools that all children entering school for the first time and upon entering the sixth grade are required to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years old and/or entering sixth grade and a student who is sixteen (16) years old and/or entering eleventh grade, shall provide satisfactory evidence of current immunization against meningococcal disease.
2. The State of Louisiana Universal Certificate of Immunizations is required to verify immunizations. If the student has not been immunized, or an immunization program is not in progress, and no written statement has been provided by a physician stating that the immunization procedure is contraindicated for medical reasons or by the parent/legal guardian dissenting, the student shall be denied registration by the principal.
3. A student transferring from another school system in the state of Louisiana, from another state, or another country, must show evidence of a current State of Louisiana Universal Certificate of Immunizations upon registration.
4. If booster injections are advised by Jefferson Parish Schools nursing department, such booster injections shall be administered before the student enters school. If such injections are required during the school year, the student shall be given five (5) school days from notification to obtain the required injection. If not obtained within the allotted five (5) school days, the student shall be excluded from school until the required immunization is administered.
5. No student shall be required to comply with the provisions of this policy, if the parent/legal guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parent is presented in person to the school. Exceptions in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations.
6. If there is an outbreak of a communicable disease for which the student is not immunized, he/she will be excluded from school as directed by the Louisiana Department of Health.

## Lost and Found Articles

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

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

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

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

## Medicaid Consent

The Louisiana Department of Health (LDH) Medicaid program allows school districts to request reimbursement for costs associated with provision of certain IEP and IHP related services to students insured with Medicaid. These services include occupational and physical therapy, speech pathology, behavioral health services, nursing services, and special transportation. Schools are required to provide notice and to obtain consent from a parent before accessing a child's Medicaid benefits and sharing personally identifiable information related to Medicaid. Jefferson Parish Schools seek parental consent from every student in order to access this reimbursement. Parents have the right to deny or withdraw this consent at any time without penalty to the services rendered in school.

## Medication Policy

### Overview

1. The term 'medication' refers to all medicines, both prescription and non-prescription.
2. School medication orders shall be limited to medication that cannot be administered before or after school hours.

3. Only oral, aerosol/inhalant medication in pre-measured doses, topical ointment for diaper rash, and emergency medications shall be administered by the school nurse or trained unlicensed school-based personnel, unless otherwise provided for in this policy.
4. Jefferson Parish Schools' employees are not allowed to alter medication or administer any medication that exceeds the manufacturer's recommended dosage.
5. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision. Emergency medication (Asthma inhaler and Epinephrine only) may be carried on the student's person when it is authorized by a licensed medical provider, a parent consent and self-administration medication contract has been completed, and the school nurse has determined that the student can safely carry and self administer the medication.

Jefferson Parish Schools, in compliance with LA R.S. 17:436.1 and the most current Medication Policy for Louisiana Public Schools adopted by the State Board of Elementary and Secondary Education, will provide for administration of medication to a student after the following procedures and responsibilities have been implemented:

### Parent/Legal Guardian Responsibility

1. All medication MUST be accompanied by a physician's medication order, which includes the date, the name of the medication, dosage, time to be given at school, route of administration, and any special instructions.
2. All medication must be in its original container properly labeled by a registered pharmacist or the physician. The label must agree with the physician's orders as to the medication, dosage, time, frequency, and route of administration. The label must be unaltered. The Louisiana Department of Education requires that the parent/legal guardian use the State of Louisiana Medication Order Form.
3. The parent/legal guardian is to consult with a Jefferson Parish Schools nurse in the medication office. The above mentioned forms and medication must be reviewed and the student must be assessed by the school nurse at that time.
4. The parent/legal guardian shall arrange for the safe delivery of the medication to and from school by a responsible adult. That adult will also assist the school personnel with the counting of the medication. If the student is at an alternative educational site, it is the responsibility of the parent/legal guardian to see that any necessary medication be delivered to the site in accordance with the school system's medication policy. Copies of all forms must accompany the medication to be administered at the alternative site.
5. The parent/legal guardian must supply all necessary items needed for the administration of the medication (i.e., cups, measuring implements, etc.)
6. The parent/legal guardian is also:
  - a. to administer the first dose of medication at home and observe the student for possible side effects;
  - b. to provide no more than a 35-school day supply of medication to be kept at school;
  - c. to comply with written and verbal communication regarding school policies;
  - d. to provide unit dose packaging of the student's medication, whenever possible.
7. Medication orders must be renewed each school year and each time the physician changes the medication, dosage, route of administration, or time of administration during the school year. New orders dated before July 1st of that school year will not be accepted.
8. Jefferson Parish Schools' medication policy is to be followed for all medications, including prescription and over the counter medications, to be administered during a 24-hour period at after-school and school sponsored activities including overnight and out-of-state field trips

### School Responsibility

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

## Injections - Additional Procedures

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

## Sunscreen

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

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

## Stock Epinephrine

Jefferson Parish Schools, in accordance with LA R.S. 17:436.1 (K), will make every effort to stock at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, under the standing order of a Louisiana licensed physician, to assist those students who may experience anaphylactic emergencies, without a prescribed treatment. The stock epinephrine may be administered per district protocol by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student, who in good faith, is believed to be having an anaphylactic reaction on school premises, during the academic day. This policy is not intended to replace or override student specific orders or currently prescribed medications for anaphylaxis. This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.).

## Stock Naloxone (Narcan)

As a means of enhancing the health and safety of its students, staff and visitors, Jefferson Parish Schools may obtain, maintain, and administer doses of an opioid antagonist such as Naloxone in the form of NARCAN Nasal Spray, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose. Per La. R.S. 17:436.1(M) the Jefferson Parish School Board authorizes each school facility to maintain on-site a supply of opioid antagonists such as NARCAN Nasal Spray. This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.).

## Pregnant Student (Procedures and Policies)

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

It is the recommendation of Jefferson Parish Schools that a student who becomes pregnant notify the school nurse or guidance counselor immediately upon knowledge of the condition. In order to provide the safest and least restrictive learning environment for the expectant mother, pregnant students are asked to provide a physician's statement indicating the expected due date, and any restrictions including, but not limited to, physical education activities, bus transportation, extracurricular activities, and diet. The statement should be updated in the event that the student's condition changes. Should the physician determine that the student is unable to attend school for a prolonged period of time, she may be eligible for the District's Homebound Instruction program until released by her physician to return to regular classes.

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

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

## Problem Resolution

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

1. If the problem concerns the child, call the school and make an appointment to see the teacher.
2. If the problem concerns the school, call the school principal. He/she will answer your questions or schedule an appointment, if necessary.
3. If you are not satisfied after discussing the matter with the principal, call the designated Executive Director of School Support for that school. The contact number for the Executive Directors of School Support is 504-365-5335.
4. If you are not satisfied after discussing the matter with the Executive Director of School Support for that school, contact the Compliance Office. The contact number for the Compliance Office is 504-365-5312.

## Recess/Free Play

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

## Protection of School Employees

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

## Searches

### Inspection of School Board Property and Search for Illegal Objects

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

### Searches With Metal Detectors

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

### Searches Using Canines

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

## Sexual Harassment Title IX

The Jefferson Parish School Board ("School Board") desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours. Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator. The Title IX Coordinator's name and contact information shall be made available to applicants for admission and employment, students, parents or legal guardians, and employees, and shall be published in the Student Code of Conduct, and on the School Board's website. Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

## Definitions

1. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment as defined below to the Title IX Coordinator or to any School Board employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Actual knowledge does not exist if the only person with actual knowledge is the "respondent" as defined below.
2. "Administrative leave" means placing an employee respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.
3. "Advisor" is an individual who either the complainant or respondent may have to support that party during the course of the complaint process. The advisor need not be an attorney. The advisor is at the party's sole expense, if any. The advisor may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
4. "Complainant" means a student who is alleged to be the victim of conduct that could constitute sexual harassment as defined below.
5. "Decision-Maker" is someone other than the Title IX Coordinator or Investigator. For the School Board, the Decision-Maker is the Chief of District Affairs (student- on-student complaints) or the Chief of Human Resources (employee-on-student complaints). The Decision-Maker issues a written determination regarding responsibility based on the complaint investigative report.
6. "Education program or activity" includes any school, administrative building and any School Board location, event, or circumstance over which the School Board and its employees and staff have or exhibit substantial control over students and the context in which harassment occurred. This policy applies to conduct that occurs in the virtual classroom which shall be considered a School Board "education program or activity".
7. "Emergency removal" means removing a respondent student from the School Board's education program or activity on an emergency basis, provided that the Title IX Coordinator undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The Title IX Coordinator also provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
8. "Formal complaint" means a document filed by a complainant (victim) or signed by the Title IX Coordinator alleging sexual harassment (as defined below) against a respondent requesting an investigation of an allegation of sexual harassment. The complaint may be filed with the Title IX Coordinator in person, by mail, and/or by electronic means. "Document filed by the complainant" means a document or electronic submission, such as by electronic mail or through an online portal that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party to the complaint.
9. "Investigator" is the person designated by the Title IX Coordinator to investigate allegations which may constitute "sexual harassment" (as defined below) and to produce an investigative report. The Investigator may be the Title IX Coordinator, but in no instance may the Investigator also be the Decision-Maker (as defined above).
10. "Notice" is given when any School Board employee, Title IX Coordinator, or any official with authority witnesses sexual harassment; hears about sexual harassment or sexual allegations from a victim or third party (e.g., the victim's parent or guardian, friend, or peer); receives a written or verbal report about sexual harassment or allegations of sexual harassment; or by any other means.
11. "Remedies" are what the School Board provides to the complainant and to the respondent after the School Board has made a determination of responsibility for sexual harassment against the respondent via the grievance process. Remedies may include supportive measures (as defined below) designed to restore or preserve equal access to the School Board's education program or activity and may be disciplinary and/or punitive in nature with respect to the respondent. Remedies also include disciplinary sanctions which, for employees, may include all available disciplinary action up to and including termination of employment and, for students, all available disciplinary action up to and including expulsion.
12. "Respondent" means a student or employee who has been reported to be the perpetrator of conduct that would constitute sexual harassment within the meaning of this policy.
13. "Sexual harassment" means, for purposes of this policy, conduct on the basis sex that satisfies one or more of the following:
  - a. An employee of the School Board conditioning the provision of an aid, benefit, or service of the Jefferson Parish School Board on an individual's participation in unwelcome sexual conduct. (quid pro quo sexual harassment).
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or

- c. Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.
14. "Standard of evidence" is a preponderance of evidence which means a finding that is more likely than not that the sexual harassment occurred. The standard is met when a finder of fact has determined with 50.1% certainty that sexual harassment has occurred.
  15. "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the educational environment, or to deter sexual harassment. Supportive measures may include counseling, extension of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining confidentiality would not impair the ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
  16. "Title IX Coordinator" is the individual designated and authorized by the Superintendent to coordinate Title IX compliance for the School Board, including, but not limited to, the Title IX sexual harassment policy and grievance procedures addressed herein. The Title IX Coordinator shall receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be posted on the School Board website and in each handbook or catalog that it makes available to applicants for admission and employment, students, parents or legal guardians of students, and employees.
  17. "Title IX" refers to Title IX of the Education Amendments of 1972 (20 USC 1681, et seq.) and the regulations promulgated thereunder. Title IX prohibits discrimination on the basis of sex in education programs and activities that receive Federal financial assistance, including the Jefferson Parish School Board.

## Report Procedure

1. Any student who believes that he or she has been the victim of sexual harassment, as defined herein, by another student or by a School Board employee or staff member is encouraged to report the matter to the Title IX Coordinator or other School Board employee.
2. Any person, such as a parent/guardian, principal, school administrator, teacher, friend, or bystander, may report sexual discrimination, including sexual harassment, whether or not the person reporting is the alleged victim of conduct that may constitute discrimination or sexual harassment. The report should be made to the Title IX Coordinator.
3. Reports may be made by mail, telephone, or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving a verbal or written report.
4. Upon actual knowledge or notice of alleged sexual harassment of a student, the Title IX Coordinator must, within 24 hours, contact the complainant student and, as appropriate, parent/guardian, to determine the immediately available facts and to discuss options, including the availability of supportive measures which are available with, or without, the filing of a formal complaint.
5. The report of alleged sexual harassment must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual harassment or retaliation. A report should, at a minimum, include: (a) a description of the alleged act of sexual harassment, including the date(s), time(s), and place(s) it is alleged to have occurred; (b) the identity of the alleged victim; (c) the identity of the alleged harasser; and (d) identity of the reporting person.
6. During the initial contact following receipt of the report, the Title IX Coordinator must notify the complainant student and parent/guardian, as appropriate, of the right to file a formal complaint and how to do so.
7. If the complainant elects not to file a formal complaint, the Title IX Coordinator may proceed as follows:
  - a. The Title IX Coordinator may close the report without further action if there is insufficient information to warrant opening an investigation despite the complainant's wishes. If the report is closed, the Title IX Coordinator must:
    - i. Provide supportive measures, as appropriate, which must remain confidential;
    - ii. Document reasons why closure of the report was not deliberately indifferent;
    - iii. Document measures taken to preserve and restore equal access to programs or activities;
    - iv. If no supportive measures are provided, document the reasons why the response was not clearly unreasonable, and
    - v. Maintain the confidential report for seven (7) years.
  - b. The Title IX Coordinator may sign and file a formal complaint even where the complainant does not wish to move forward. The Title IX Coordinator will open an investigation despite the complainant's wishes if the report is sufficient to impart knowledge that any person is sexually harassing or assaulting students or implies a pattern of sexual harassment by a person in a position of authority.



## Complaint Procedure

Upon receipt of a formal written complaint by a complainant student or signed by the Title IX Coordinator, the Title IX Coordinator must immediately provide written notice to the known parties, containing a copy of these grievance procedures, including the informal resolution process and appeals processes. Such written notice must contain the following elements:

1. Notice of the allegations of sexual harassment potentially constituting sexual harassment, as defined herein, to include sufficient details known at the time and allowing time to prepare a response before any initial interview or other proceeding. Sufficient details include the identities of the known parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date(s) and location(s) of the alleged incident(s), if known.
2. A statement that the complainant and respondent will be treated equitably by:
  - a. Providing remedies for a complaint when the determination of responsibility for sexual harassment has been made against the respondent, and
  - b. By following this grievance process before imposing any disciplinary action against the respondent, or other actions that are not supportive measures.

Remedies must be designed to restore or preserve equal access to the School Board's education program or activities and include individual services such as "supportive measures"; however, remedies may be disciplinary or punitive, as appropriate under the circumstances.

3. A statement that the respondent is presumed not responsible for the alleged conduct until a determination of responsibility has been made at the conclusion of the investigation.
4. Notice informing each party that they may have an advisor of their choice, who may be, but is not required to be, an attorney and who may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
5. Notice of any provision in the Jefferson Parish School Board Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the complaint process.
6. A statement that, if, in the course of the investigation, the Title IX Coordinator or designated Investigator decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to this section, the Title IX Coordinator must provide written notice of the additional allegations to the parties whose identities are known.
7. Notice that the Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a complaint process involves more than one complainant or more than one respondent, references in this section to a singular "party," "complainant," or "respondent" include the plural, as applicable.
8. Notice that, if the respondent is a Jefferson Parish School Board employee, such employee may be placed on administrative leave during the pendency of the grievance process.
9. Notice that, if the respondent is a Jefferson Parish School Board student, such student may be subject to emergency removal if, after a safety and risk analysis, it is determined that the student is an immediate threat to the physical health or safety of another student. Before any such removal the student must be provided notice and an opportunity to challenge the decision. Additionally, students with disabilities must be afforded all procedural safeguards as may be available.
10. Notice that retaliation, including but not necessarily limited to, intimidation, threats, coercion, or discrimination of any individual with a purpose of interfering with any right or privilege secured by Title IX is strictly prohibited and subject to disciplinary action.

## Investigation Of A Formal Complaint

When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator and Investigator will:

1. Initiate the investigative process within three (3) working days of receipt of the formal complaint and ensure that the investigation process is completed within twenty (20) calendar days of initiation of the investigation. Temporary delays and limited extensions of time are permissible for good cause. Complainant and respondent must be notified in writing of any temporary delays and/or limited extensions of time with the reasons therefore.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the Title IX Coordinator and Investigator and not on the parties.
3. Provide equal opportunity for the parties to present witnesses, to submit written questions for the other party/witness to answer provided the Title IX Coordinator determines the questions to be relevant, and other inculpatory and exculpatory evidence to the Title IX Coordinator and Investigator.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence to the Title IX Coordinator.
5. Not allow as relevant evidence questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other

than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The Title IX Coordinator or Investigator must explain to the party proposing the questions any decision to exclude a question or evidence as not relevant.

6. Provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings or proceedings, with sufficient time for the party to prepare. The party may be accompanied by an advisor.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. This includes the evidence upon which the Title IX Coordinator or Investigator does not intend to rely to reach a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The purpose is so each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
8. Prior to completion of the investigative report, the Title IX Coordinator or Investigator must provide the evidence to each party and their advisor, if any. The parties then have ten (10) calendar days to submit a written response, which the Title IX Coordinator or Investigator will consider prior to completion of the investigative report.
9. After the 10-day response period and considering responses and any additional evidence submitted by the parties, create an investigative report based on an objective evaluation of all relevant evidence. The report shall fairly summarize the relevant evidence and shall, upon completion, be sent to each party, and the party's advisor, if any.

## Determination Regarding Responsibility

After the Title IX Coordinator sends the investigative report to the parties and before the Decision-Maker reaches a determination regarding responsibility, the Decision-Maker(s) must afford each party seven (7) calendar days to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up from each party.

The Decision-Maker(s), who cannot be the same person(s) as the Title IX Coordinator or the Investigator(s), must issue a written determination regarding responsibility within ten (10) calendar days of the completion of the question and answer period to both parties, simultaneously.

To reach this determination, the Decision-Maker must apply the standard of evidence described in the Definitions section of this procedure. The written determination must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications of the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and interviews or other proceedings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the School Board policies and/or the Student Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on a respondent, and whether the remedies are designed to restore or preserve equal access to the School Board's education program or activity will be provided by the Decision-Maker to the complainant; and
6. The School Board procedures and permissible bases for the complainant or respondent to appeal;
7. The Decision-Maker must provide the written determination to the parties simultaneously.
8. The determination regarding responsibility becomes final either on the date that the Decision-Maker provides the parties with the written determination of the result of an appeal, if an appeal is filed, or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely.
9. The Title IX Coordinator is responsible for effective implementation of any remedies.

## Appeals

Both parties or either party may appeal within seven (7) calendar days from a determination regarding responsibility, or from the Title IX Coordinator or the Decision-Maker's dismissal of a formal complaint or any allegations therein, on the following grounds:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against either party generally, or the individual complainant or respondent that affected that affected the outcome of the matter. For all appeals, the Superintendent or designee must:
  - a. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both sides;
  - b. Ensure that any Superintendent's designee for appeal is not the same person as the Decision-Maker(s) who reached the determination regarding responsibility or dismissal; the Investigator(s), or the Title IX Coordinator;

- c. Allow both parties ten (10) calendar days and an equal opportunity to submit a written statement in support of, or opposition to, the outcome;
- d. Issue a written decision describing the result of the appeal and the rationale for the result; and
- e. Provide the written decision simultaneously to both parties.

## Retaliation Prohibited

1. Retaliation of any nature against any student or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of the School Board's sex discrimination policy. Such retaliation is considered an act of sexual harassment itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or meeting under this procedure. Intimidation, threats, coercion, or discrimination constitute retaliation. These prohibited actions include charges against an individual for policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or 34 CFR Part 106 (the Title IX regulations).

The Title IX Coordinator must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including sexual harassment, any complainant, any alleged respondent, and any witness (except as may be permitted by the FERPA statute (20 USC 1232(b)), FERPA regulations (34 CFR Part 99), or as required by law, or to carry out the purpose of 34 CFR Part 106, including the conduct of any investigation, or judicial proceeding arising thereunder). Complaints alleging retaliation may be filed according to these procedures.

2. Specific circumstances.
  - a. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.
  - b. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a proceeding under these procedures does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## Dismissal Of A Formal Complaint

1. The Title IX Coordinator must review the allegations made in a formal complaint. If the conduct alleged in the formal complaint would not constitute "sexual harassment", as defined herein, even if proved, or did not occur in a School Board education program or activity, then the Title IX Coordinator must dismiss the formal complaint. Such a dismissal does not preclude action under any other School Board policy or the Student Code of Conduct.
2. The Title IX Coordinator may dismiss the formal complaint or any allegations therein, if, at any time during the investigation, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School Board; or specific circumstances prevent the Title IX Coordinator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Upon a dismissal required or permitted pursuant to this section, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefore simultaneously to both parties.

## Informal Resolution

At any time after the filing of a formal complaint -- but before the issuance of a determination of responsibility -- the Title IX Coordinator may offer to facilitate an informal resolution process, such as mediation or restorative justice, that does not require a full investigation and adjudication, provided that the Title IX Coordinator:

1. Provides the parties a written notice disclosing: the allegations, an explanation of the informal process, including the consequences of engaging in informal resolution and notice that, at any time prior to agreeing to a final resolution, a party may withdraw from the informal resolution process and resume the formal grievance process;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## Discipline

An employee or student may be subject to discipline if there is a determination of responsibility for sexual harassment or retaliation under this policy. The Title IX Coordinator will refer the matter to the appropriate administrator to initiate disciplinary proceedings. A student or employee subject to disciplinary action shall be afforded due process in accordance with State law and School Board policy.

## Training

The Title IX Coordinator, Investigator(s), Decision-Maker(s), and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment as stated in this procedure, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including interviews, appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers and any person who facilitates an informal resolution process, must not rely on sex stereotypes, and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

## Recordkeeping

The Title IX Coordinator must maintain for a period of seven (7) years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Title IX Coordinator must document the basis for the conclusion that any response was not deliberately indifferent, and must document the measures taken and designed to restore and preserve equal access to the School Board's education program or activity. If a complainant was not provided supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Title IX Coordinator in the future from providing additional explanations or detailing additional measures taken. In addition, the following must be maintained:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies providing to the complainant designed to restore or preserve equal access to the School Board's education program or activity.
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train the Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and any person who facilitates an informal resolution process. All training materials must be publicly available on the School Board website.

## Suspected Child Abuse

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse under School Board policy JGCE - Child Abuse, then all school employees will be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to these procedures for handling sexual harassment or any other complaints.

Any School Board employee who has reason to believe that a sexual offense has occurred under Louisiana law or that constitutes prohibited sexual conduct between an educator and a student must immediately report such information to the Title IX Coordinator who will file a report with the appropriate local or state law enforcement agency. Failure to make such a report may result in disciplinary action against the employee, up to and including possible termination.

## Police And Medical Resources

A student who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Students may undergo a medical exam to properly collect and preserve physical evidence of any sexual assault with or without police involvement.

For a medical emergency and/or to make a report to law enforcement, call 911.

Ref: 42 USC 2000e (Civil Rights-Definitions); 29 CFR 1604.11 (Guidelines on Discrimination Because of Sex-Sexual Harassment); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81.

## Sign Out Procedures/Check Out Procedures

All students shall be signed out by an individual listed on the Emergency Card in the designated area before leaving the campus for any reason prior to the end of each school day. However, in order to prepare for and provide a safe dismissal process, to reduce the loss of valuable instructional time, and make certain all students are dismissed through the appropriate mode of transportation, a school may restrict student sign outs during the last 30 minutes of the school day.

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

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

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

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

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

Emancipated students do not need parental consent to sign out. Students who are 18 or older may check themselves out of school, however, if the principal/nurse believes the student is too ill to drive, they must deny the student the right to leave campus.

## Suicide (Threats or Attempts)

### Suicide Procedures

1. Any suicide attempt, threat or gesture shall be reported immediately in person to the school administrator and designate mental health professional (counselor or social worker).. The student should remain in constant sight of a caring adult. Part I of the Suicide Referral (Form S.S. 80) will immediately be completed by the person with first hand information and given to the school mental health professional who will be completing the assessment.
2. A school based mental health professional (MHP) which may include a special education social worker, counselor, Early Intervention counselor or social worker or any other counselor or social worker employed by the district will conduct a risk assessment and complete Part II of the Suicide Referral form. Those conducting risk assessment shall be trained/ experienced in suicide assessment. If there is no MHP on campus, someone from the Buddy list should be contacted to complete the assessment. If unable to contact anyone then Jefferson Parish Mobile Crisis can be contacted at 504 832-5123 for possible assistance.. It is recommended that the evaluation take place twenty (20-30) minutes after an initial statement is made to allow time for a child/adolescent to regulate emotional distress. An accurate assessment cannot be made if a student is dysregulated. As one part of this assessment, the mental health professional will complete the appropriate Columbia screener. In addition, the mental health professional will gather as much information as possible from parents/legal guardians and others who know the student's condition and threat.

The following information is essential to collect:

- a. Exact dates and times of any written or verbal material discussing a threat of suicide or self-harm
  - b. Does the child have a plan to harm self, intent to harm self, or means to harm self
  - c. Identify all triggers precipitating these events, including social circumstances, conflict between child and peers, teachers or family members, current grudges, mental health and substance use history.
  - d. Explore coping strategies and other protective factors.
3. All unlicensed mental health professionals must staff their assessment results with another fully licensed mental professional regardless of risk level. If the mental health professional determines that no risk is posed he/she will contact the parent/guardian and advise them of the situation and provide any necessary recommendations/suggestions which will be documented on part 3 of the Suicide Referral Form (Form S.S. 80). The form will be sent home for parent signature. The MHP will engage in safety planning with any student who does not present at imminent risk for committing suicide.. If the school based MHP determines that the student is at risk for suicide then part 3 of the Suicide referral form will be completed and will include parent contact made and to where the student has been referred for further assessment/evaluation. As in any case of emergency where the student's safety and well-being are concerned, the mental health professional and principal designee will contact the parent/legal guardian and ask them to report to school so that they may convey information regarding the severity of the student's condition. If the student is under the care of a mental health professional, the parent/ legal guardian will contact the mental health professional and arrange for an emergency assessment. If the student is not under the care of a mental health professional, the family will be referred to a community mental health provider, a hospital ER or a mobile crisis team and request an emergency evaluation. The MHP will request that the parent or guardian sign a release of information form so information pertinent to the current crisis can be shared with the hospital, community mental health provider or crisis team where the parent is planning to take the student for further assessment and or treatment.
  4. If the evaluation results in hospitalization, the parent/guardian will be encouraged to communicate openly with the principal or a designee and to share the results of the evaluation, as well as recommendations of the student's mental health providers, in order to avoid future crises.

## Tardiness (late arrival to school & tardy to class)

### Tardiness (Late Arrival) Procedures

1. The following procedures for student tardiness in ELEMENTARY SCHOOLS shall be followed prior to the suspension of a student for excessive unexcused tardiness, a minimum of the following actions shall be taken by the principal/designee:
  - a. 1<sup>st</sup> and 2<sup>nd</sup> tardy in each semester - Verbal warning to students with signature of student on the Late Arrival Card.
  - b. 3<sup>rd</sup> tardy in each semester - A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor.
  - c. 4<sup>th</sup> and 5<sup>th</sup> tardy in each semester - school detentions of one hour or other disciplinary action.
  - d. Continued unexcused tardiness may result in in-school suspension, other disciplinary action, or a referral to the Juvenile Court system.
2. These procedures shall be followed for student tardiness in MIDDLE/ HIGH SCHOOLS. Actions for excessive unexcused tardiness of students shall be:
  - a. 1st and 2nd tardy in each semester - Verbal warning to students with signature of student on the Late Arrival Card.
  - b. 3rd tardy in each semester - A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor.
  - c. 4th and 5th tardy in each semester - school detentions of one hour or other disciplinary action.
  - d. 6 or more tardies in each semester - In-school Suspension.

## Transfer Procedures

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

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

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

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

Transfer request forms can be accessed online at [jpschools.org/Page/264](http://jpschools.org/Page/264). Parents may contact the Compliance Office at 504-365-5312 for any assistance or additional information. Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. All other admission requirements must be met. (See ADMISSION REQUIREMENTS)

### Advanced Studies Academy (ASA)

1. The transfer policies and procedures for the Advanced Studies Academies can be found online at [jpschools.org/asa](http://jpschools.org/asa).
2. Advanced Studies Academy Request Forms are ONLY available at designated windows of time and online at [jpschools.org/asa](http://jpschools.org/asa).

### Ruppel Academie Francais

Ruppel Academie Francaise is a selective-admissions French language school and offers an advanced curriculum for motivated students. Students attending Ruppel Academie Francaise experience the same curriculum as students who attend the district's Advanced Study Academies (ASA), with the added benefit of daily classes in French. Ruppel is NOT a French Immersion school, meaning core content is still taught in English. Students receive French programming daily and the goal is for students to test proficient in High School French I and II by the end of eighth grade

## Extraordinary Circumstance (General and Special Education)

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

## Inter-District Transfer & Permission Form

1. Anyone attending a school outside of their attendance zone with an approved Inter-District Transfer waives school transportation services. Therefore, transportation to and from a receiving school shall be the responsibility of the transferring student or his/her parent(s)/legal guardian(s).
2. Students who live in another Parish and attended a Jefferson Parish School in the most recent school year who wish to continue attending that school may complete an Inter-District Transfer Request and Permission Form for the current school year. Inter-district transfers are subject to the following conditions:
  - a. An Inter-District transfer request must first be approved by the School Superintendent of the Parish where the student lives before it can be approved by JP Schools Compliance Office.
  - b. It is the parent's responsibility to bring the request to the office of the School Superintendent of the Parish where the student lives, with a written explanation or justification of the request and any supporting documentation.
3. Once a parent receives confirmation of the approved transfer and permission form, both signed documents should be emailed to the Compliance Office at [complianceapp@jpschools.org](mailto:complianceapp@jpschools.org).
4. Students with previously approved Inter-district Transfers may remain at their current school until the terminal, or last grade of the school in which they are enrolled, as long as the Inter-District Transfer is approved by the School Superintendent of the Parish where the student lives.
5. Any applicable state law requirements have been met for inter-district student transfers between JP Schools and the sending school district.
6. No new Inter-district transfers will be approved.
7. Students who move to other parishes will have to attend schools within the parish in which they move.

## Magnet Schools/Magnet Programs

The Magnet programs guidelines and Frequently Asked Questions (FAQs) can be viewed at [jpschools.org/magnet](https://jpschools.org/magnet).

Magnet Applications are ONLY available at designated windows of time and online through [jpschools.org/magnet](https://jpschools.org/magnet).

### Arts Integration

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

#### a. Lincoln Elementary School for the Arts

#### b. Clancy-Maggiore School for the Arts

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

1. Develop student proficiency through integration of second language learning and content-area instruction.
2. 90% to 50% of core content instruction is taught in the target language depending on the instructional model chosen by the school.
3. Includes language arts, mathematics, social studies, science, health, physical education and cultural arts
4. DLI is available at the following schools:
  - a. Boudreaux Elementary • Spanish
  - b. Ellis Elementary • Spanish & French • (French is phasing out one grade level per year)

### International Baccalaureate Organization (IBO) Programs

1. International Baccalaureate Organization (IBO) programs develop the whole student intellectually, socially, aesthetically and culturally through inquiry and action based on global challenges. IB students take a standard set of courses and corresponding assessments in the rigorous two-year program during their junior and senior years, and may earn college credit, depending on assessment scores.
2. Includes science, humanities, languages, mathematics, technology and the arts
3. Promotes environmental awareness & cultural responsibility
4. Fosters a sense of responsibility towards others and the environment.
5. Please check with the school counselor or school administrator to determine which IB courses are offered at the school.
6. IBO programs also give students an awareness and understanding of their own culture and of other cultures, values and ways of life.
7. IBO programs are available at the following schools:
  - a. Ehret High
  - b. Riverdale High

### Science, Technology, Engineering and Mathematics Programs (STEM)

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

The schools offering specialized STEM Magnet programming schools include:

- a. Judge Lionel Collins Elementary
- b. Bunche Elementary

For additional information on Magnet Programs please visit [jpschools.org/magnet](http://jpschools.org/magnet) to review the Magnet Programs FAQs and Guidelines.

### Tag-Along

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

## Translation/Interpretation Services

### Translation Services

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

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

### Servicios de Traducción



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

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

### **Văn phòng phiên dịch**

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

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

للتعليم العمومي خطوات عملية حتى Jefferson Parish اتخذت مجمع مدارس، خدمات الترجمة نظرا للتنوع الثقافي الذي تتميز به المنطقة واستعمال سكانها للعشرات من اللغات المختلفة تضمن ألا يكون عدم اتقان اللغة الانجليزية عائقا أمام المشاركة والاسهام في البرامج المهنية والتقنية. يوفر قسم خدمات الترجمة مكتوبة وترجمة فورية في اللغة العربية والاسبانية "بحسب الحاجة" وعائلاتهم. تشمل خدمات الترجمة لغات أجنبية أخرى JP Schools والفيتنامية للمساعدة في دعم اللغات الأجنبية المعروفة والمستعملة من قبل طلبة مدارس للمساعدة في ما قد تحتاجه بلغتك الأم من خدمات الترجمة) الترجمة المكتوبة والترجمة الفورية خلال الاجتماعات المدرسية والمناسبات التي تنظمها المدرسة؛ التعليم الخاص) الترجمة الفورية - (يرجى الاتصال بالقسم التالي: EP للطلبة ذوي الاحتياجات الخاصة) مثال اجتماعات

(504) 349-7971

### **ESL Parent Liaisons**

The goal of the ESL Parenting Centers is to provide parents with the tools to help their children be successful. Parent Liaisons are bilingual and provide families with information about a variety of community resources available to them in their native language.

**ESL Parent Liaison contact information can be viewed at [jpschools.org/parentliaison](https://jpschools.org/parentliaison)**

El Centro para Padres ESL tiene como objetivo el proveer a los padres de familia herramientas necesarias para ayudar a que sus hijos tengan éxito. El personal de enlace es bilingüe y provee una variedad de información comunitaria disponible para las familias en su idioma natal.

La información de contacto del coordinador de enlace de Inglés como Segunda Lengua (ESL, por sus siglas en Inglés) para padres se puede ver en [jpschools.org/parentliaison](https://jpschools.org/parentliaison)

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

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

Students may be referred to the JEFFERSON PARISH TRUANCY ASSESSMENT & SERVICE CENTER (TASC) or FAMILIES IN NEED OF SERVICES (FINS) when:

1. Student has a past history of truancy according to records on file.
2. Absences are negatively affecting academics and/or child has failed the previous year.
3. Absences are due to possible parental neglect and/or returning child promptly to school after suspension.
4. Excessive absences are verified to be unexcused.
5. Student has a past history of truancy according to records on file.
6. Absences are negatively affecting academics.
7. Students reach 12 tardies to school (truancy).

1. When no valid reason is found for a child's non-enrollment or unexcused absence from school or class, the parent/legal guardian, or other person having control or charge of a child within the compulsory attendance age range will be given

notice, either in person or by registered mail, requiring the child's enrollment or attendance in school within three (3) days from the date of notice. (La.R.S. 17:230)

2. When a student is truant, the designated Hearing Officer or the school principal/designee may conduct a counseling session or conference at the school with the child's parent/legal guardian related to school attendance and discipline.
  - a. The school principal/designee will notify the child's parent/legal guardian in writing or by telephone of the conference.
    - i. The willful failure of the child's parent/legal guardian to attend a meeting with the child's teacher, school principal, or other appropriate school employee to discuss the child's repeated truancy may be grounds for a Family in Need of Services /TASC Referral/Complaint. (La. Ch.C.Art. 730)
  - b. When it is determined that the student has been truant, the student may be disciplined in accordance with the school system's discipline policy. Progressive discipline will be used.
    - i. The student will be disciplined by detention or other measures prior to being suspended.
    - ii. When a student is truant more than once, the principal/designee may follow the above procedure or may suspend the student according to the school system's discipline policy.
    - iii. Where the student is returned to the school by a law enforcement officer, and it is the student's first truancy offense, the principal/designee will follow the procedures set out in this policy.
3. The trained principal/designee will make a FINS/TASC referral to Juvenile Court when the school has established that a student is truant or has willfully and repeatedly violated lawful school rules. (La.Ch.C.Art.730)
4. Deviations from this policy shall be approved by the designated Executive Director of School Support/designee.

## Violence Policy

### Threats of Violence or Terrorism

1. Definitions
  - a. "Threat of violence" means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.
  - b. "Threat of terrorism" means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school.
2. All threats of violence/terrorism must be taken seriously. Any person who hears or observes a threat of violence or terrorism must report the conduct to the principal or to a designated school administrator ("principal's designee") immediately and shall complete Part 1 of the Threat of Violence Referral Form (TOV form).
3. The principal or the principal's designee shall conduct a preliminary investigation which may include, but not be limited to, interviews of the student who engaged in threatening behavior, the person who reported the conduct and other eyewitnesses, as well as the target of the threat, if appropriate, and consideration of the student's history or other information deemed relevant under the circumstances.
  - a. The principal or the principal's designee should wait for 20 to 30 minutes to interview any student, including the student who engaged in threatening conduct, who may be having difficulty regulating his or her emotions.
  - b. The student who engaged in threatening conduct must remain under the supervision of a caring adult at all times. Do not leave the student alone.
4. Upon completion of the initial investigation, the principal or the principal's designee shall complete the Key Observations Form and make a determination, in consultation with the school based mental health professional (MHP), as to whether the student has made a credible threat to commit an act of violence or terrorism, as defined herein.
5. If the principal or the principal's designee determines, in consultation with the school based MHP, that there is a serious threat of violence, the principal shall assign a school based (MHP) to conduct an immediate assessment. If the school based MHP is not available, the principal or designee will contact an MHP listed on the school based MHP's "Buddy List". If the principal or designee is unable to secure an MHP to conduct the assessment in a timely manner, the principal/designee should immediately contact the Director of Family and Social Services or the Executive Director of Health and Related Services.
6. If, and only if, the MHP concludes that the threat is credible and imminent, the principal or the principal's designee shall immediately report the threat to the appropriate law enforcement agency and to the Director of Student Safety. The MHP will be responsible for completing Parts 2 and 3 of the TOV form. The Director of Student Safety will be responsible for providing timely notice to designated district personnel, and for coordinating with law enforcement and legal counsel with respect to any related legal proceedings. The law enforcement agency will conduct an investigation and may seek to compel a formal mental health examination in accordance with the provisions of La. Rev. Stat. §§17:409.1 through 409.5 (Threats of Violence/Terrorism), prior to the student's readmission to school.

- a. Any student excluded from school under this provision will be afforded state and federal due process protections, and students with disabilities will continue to have the protections afforded under the IDEA and §504.
7. The student's parent/guardian will be called in to meet with the MHP and principal or the principal's designee as soon as possible. Even if the matter has not been referred to law enforcement, the student may, nonetheless, be referred for further mental health evaluation and treatment by an outside mental health provider. The MHP may provide referrals, if needed. The parent/guardian shall be asked to review and sign the TOV form.
8. The parent/guardian will be provided a copy of the TOV form for the outside mental health provider to review and complete. The parent/guardian will return the completed TOV form with the outside mental health providers assessment and recommendations when the student returns to school.
9. While it may be strongly recommended that a student obtain further assessment/evaluation from an outside mental health provider, a student may not be compelled to provide an assessment/evaluation from an outside provider as a condition for returning to school.
10. If a student has been referred to law enforcement, or recommended for further evaluation by an outside mental health provider, the student and his or her parent/guardian, shall be required to meet with the principal, the MHP and other school staff, as deemed appropriate under the circumstances, to develop a "Return to School Plan" prior to returning to class.

## Violence and Bullying Prevention Program

School principals will have the authority to call the appropriate law enforcement authorities if students are involved in a group fight, or a fight resulting in serious injuries.

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

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

The parent/legal guardian will be required to attend the two (2) hour conflict resolution session on Saturday with the student for each offense as part of the Violence Prevention Program. The student or parent/legal guardian will pay \$75.00 for the cost of the Violence Prevention Program at the time of enrollment in the program. Cash or money order will be accepted. School Cash Online can be used to make an online payment. The student must attend the Violence Prevention Program in his/her full school uniform.

Students who are found guilty of bullying (2<sup>nd</sup> and 3<sup>rd</sup> offense), must attend Violence and Bullying Prevention Program.

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

## Tips for Resolving Problems Peacefully

1. Accept responsibility for your actions and apologize
2. Choose to talk calmly and reasonably with the person; listen to what the other person is saying
3. Plan ahead-expect to experience discomfort
4. Take deep breaths; count to ten
5. Move away from the person, do not stand too close
6. Imagine yourself in the other person's shoes; try to see their point of view
7. Choose to walk away from the situation
8. Allow yourself time to make a decision instead of reacting in the heat of the moment
9. Ignore further attempts to provoke
10. Avoid an audience; do not let friends push you into a fight
11. It is the student's responsibility to alert a staff member of any hostile attempt directed towards them
12. Talk to a trusted adult available at your school to help resolve the conflict. If your school uses Restorative Practices, ask for a Restorative Circle.

Restorative Circles provide a safe space and a structure for those most impacted by a conflict to have a face-to-face conversation with each other and to have a say in how to repair harm done. This formal circle process is useful for finding more productive solutions to wrong-doing in K-12 schools.

### Restorative Questions

When a challenging behavior occurs ask:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?

4. Who has been affected by what you have done? In what way?

5. What do you think you need to do to make things right?

When someone has been harmed ask:

1. What did you think when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

## Visitors

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

## Weapons

See Suspension/ Expulsion Policies for Weapons

## Withdrawals From School

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

## Work Permits

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

### Obtaining Work Permit Procedures

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

# ACADEMICS

## Academic Eligibility – Participation Criteria

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

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

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

## April Dunn Act (Formerly Act 833)

The April Dunn Act (formerly Act 833 or HB 1015), is a law that offers alternative pathways for students receiving special education services. Students eligible under April Dunn can pursue a standard high school diploma by meeting standard graduation requirements through alternate means. To be eligible, a student must meet the established criteria. Once a student is deemed eligible, the Individual Education Program Team may establish performance requirements for a student that are aligned to the grade level standards for the specific course(s). Please consult with the school counselor or school administrator to determine eligibility for services.

## Advanced Programs (High Schools)

### Advanced Placement (AP)

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

### College Level Examination Program (CLEP)

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

### Dual Enrollment

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

The DE grade earned may differ between what is on the secondary transcript and what is on the postsecondary transcript if the Jefferson Parish grading policies differ from those of the college/university. Additionally, some DE courses are weighted, while others are non-weighted. Please consult with your school counselor for additional information about specific DE courses.

The high school shall approve, in advance, the course(s) to be pursued by the student. The student shall meet the eligibility requirements established by the college. Should a student choose to drop or withdraw from a dual enrollment course, permission of the school designee must be obtained.

DE courses shall be reflected on the student's schedule for the semester. The final grade for DE courses will be transcribed as a letter grade. DE courses may vary in the number of college hours earned but shall be counted no more than one unit of credit toward high school graduation. \*Some technical dual enrollment courses consisting of at least two college hours may count as more than one unit of credit toward high school graduation. ( To be determined by the Director of Workforce Development)

DE courses pursued over the summer, DE courses that exceed the maximum number of courses on a school's schedule, and/or DE Lab courses that issue an independent grade, shall be transcribed as a Pass/Fail (P/F). P/F grades are not assigned a quality point value and will not be included in the calculation of the student's high school GPA.

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

### Fast Forward

Fast Forward allows students to earn a TOPS Louisiana universal transfer degree, Jump Start 2.0 Associate of Fast Forward Applied Science, TOPS University of Applied Science, or Jump Start 2.0 Pre-apprenticeships.

DE courses pursued shall be reflected on the student's schedule for the semester. The final grade for DE courses will be transcribed as a letter grade. DE courses may vary in the number of college hours earned but shall be counted no more than one unit of credit toward high school graduation. \*Some technical dual enrollment courses consisting of at least two college hours may be counted as more than one unit of credit toward high school graduation.

DE courses pursued over the summer, DE courses that exceed the maximum number of courses on a school's schedule, and/or DE Lab courses that issue an independent grade, shall be transcribed as a Pass/Fail (P/F). P/F grades are not assigned a quality point value and will not be included in the calculation of the student's high school GPA.

Full Apprenticeships shall be reflected on the student's schedule for the semester and transcribed on the final transcript.

Internships are work-based activities where students work with an employer for a specified period of time to learn about a particular occupation or industry.

Visit the following link for more information on Fast Forward: <https://www.louisianabelieves.com/courses/fast-forward>

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

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

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

1. The qualities of good sportsmanship shall be exhibited by all spectators and participants at all athletic events.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
  - a. using or possessing unlawful drugs or articles which may be injurious to self or others
  - b. consuming, possessing, or being under the influence of any alcoholic beverage
  - c. using or displaying obscenities
  - d. damaging public or private property
  - e. entering restricted areas without proper authorization
  - f. loitering in entrances, exits, dressing rooms, press box, etc.
  - g. fighting
  - h. throwing objects
  - i. any other act of harassing spectators, participants, and game officials

## Breakfast and Lunch (Child Nutrition Program)

A breakfast and lunch program is available to students each day. Students may receive a reimbursable breakfast and lunch meal for free or at a reduced price if determined to be eligible under current Federal guidelines.

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

Modified breakfast and lunch meals will be provided at no extra charge to students with dietary restrictions as documented by a doctor.

The school meal programs are available to everyone regardless of race, color, national origin, age, sex, or disability.

## Celebration of Champions (Middle/High Schools)

The eligibility for students participating in the celebrations are as follows:

1. In middle/high schools, the student must have earned an "A" in each course taken and no lower than a "B" in honors courses during each of the nine weeks prior to the Celebration of Champions event, including physical education.
2. Students must be a full time or dual-enrolled student to be eligible for Celebration of Champions.
3. Honors courses must be designated as honors on the student's schedule.
4. Students must be eligible to take the LEAP 2025 assessment.

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

## Child Find

Child Find is an ongoing effort of the public school system to locate and identify children 3-21 years who are in need of special services in order to benefit from an appropriate education. Under federal legislation, educators are required to find and evaluate children who have special needs. Any individual, between the ages of 3-21 years, who has a disability or who is suspected of having a disability and is currently not receiving special educational services, or any individual who may be gifted and/or talented grades K-12 or age 5 may be referred for an evaluation and offered placement in an appropriate program. Referrals of children already in the public school system should be made to the school they attend. All other children may be referred to the Area Special Education office at 349-8663 or <https://forms.gle/JyoQCon4SQMPjeE77>.

## Children with Exceptionalities

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

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

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

## Cuillier Career Center

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

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

## Driver's Education

Jefferson Parish Schools offer a state-approved driver's education course. Students can receive a 1/2-unit credit for taking the course. The final grade shall be added as a Pass/Fail grade on the transcript.

## Field Trips

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

Only a student/minor that is currently enrolled shall be allowed to participate in school sponsored field trips.

If a student displays unacceptable behavior while attending a field trip/overnight trip the student may not be allowed to attend future field trips for which they might otherwise be eligible to participate. Additionally, the parent/guardian may be called to pick up the student from the field trip at the parent/guardian's expense.

Students must make arrangements with subject matter teachers to make up work missed while attending field trips.

Jefferson Parish Schools' medication policy is to be followed for all medications, including prescription and over the counter medications, to be administered during a 24-hour period at all field trips, including overnight and out-of-state field trips. Overnight and/or Out-of-state field trips may require students with home medications (prescription and over-the-counter) and/or special health procedures to obtain physician orders and additional parent consent in order for such health services to be provided during the trip.

## Fund Raising

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

## Grade Appeals

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

## LEAP Testing (Formerly EOC)

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

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

Incoming freshmen in fall of 2017 and beyond must pass three (3) LEAP 2025 testing requirements in the following categories:

1. English I or English II
2. Algebra I or Geometry
3. Biology or American History

Incoming freshmen in fall of 2024 and beyond must pass three (3) LEAP 2025 testing requirements in the following categories:

1. English I or English II
2. Algebra I or Geometry
3. Biology or Civics

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

## Grade Point Average

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

## Graduation/Senior Information

### Tuition Opportunity Program for Students (TOPS)

TOPS (Taylor Opportunity Program for Students) is a state scholarship program for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the Louisiana Association of Independent Colleges and Universities.

Visit the link below for more information on the TOPS Program:

<https://mylosfa.la.gov/students-parents/scholarships-grants/>

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

### Participation in the Graduation Ceremony

In order to participate in a school's graduation ceremony, students enrolled in a curriculum that leads to a diploma must meet all graduation requirements as outlined by the state of Louisiana including the completion of the required Carnegie units, passing the required assessments and/or Industry Based Certifications (IBCs), and the completion of financial aid (FAFSA) requirements to earn a standard high school diploma. Additionally, students meet the following criteria:

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

### Honor Graduates

A student must have earned a cumulative grade point average of 3.5 or above in Carnegie unit bearing courses to be considered an honor graduate. Additionally, a student must earn at least 110 points in the graduation index/strength of diploma.

Beginning with the freshman class of 2021 and beyond, a student must have earned a cumulative grade point average of 3.5 or above in Carnegie unit bearing courses, and must earn at least 110 points in the graduation index/strength of diploma to be considered an honor graduate. (Pending BESE approval, this policy will be updated)

### Transcripts (High Schools)

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

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

### Student Notification

In addition to the information provided in this Policies and Procedures Handbook, students will be provided with written information, upon request, about dual enrollment courses, honors courses, proficiency examinations, graduation requirements, and the policy for valedictorian/salutatorian. Once a student has earned at least one Carnegie unit, the school will provide that student with an annual, printed cumulative record of all Carnegie unit courses taken, grades received, and grade point average.

### Valedictorian/Salutatorian

To be eligible for the honor of valedictorian and salutatorian, students must be enrolled for the last four semesters in the high school from which they are to graduate. In addition, all students classified as juniors who wish to graduate early and compete for



the honor of valedictorian and salutatorian must declare their intent to graduate no later than the 15th student attendance day of the school year in which they plan to graduate; failure to declare their intent to graduate by this deadline will result in their disqualification from eligibility for the honor of valedictorian and/or salutatorian. For the 2023-2024 academic year, seniors who were previously juniors at Grace King and Helen Cox will be recognized for their Valedictorian and Salutatorian standing during the 2024 graduation ceremony period.

Please consult with the school counselor to request the Intent to Graduate Early Form.

## Ranking for Valedictorian/Salutatorian

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

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

For students enrolled in the Jefferson Virtual School, there shall be no selection of a valedictorian/salutatorian. Students with a grade point average of 3.75 and above shall be recognized as graduating Summa Cum Laude and students with a grade point average of 3.5 to 3.749 shall be recognized as graduating Magna Cum Laude. Identification of a valedictorian/salutatorian will begin in 2024-2025 with the graduation of the inaugural class.

## Fall Graduation

Pending guidelines from the Louisiana Department of Health, a fall graduation may be planned for those students who were enrolled in a Jefferson Parish Public high school in the spring and completed their graduation requirements during the summer.

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

## Individual Graduation Plan

Per Bulletin 741, the IGP process is initiated in grade 8. A student's IGP is reviewed, updated, and signed annually from middle school through graduation. As per Act 238, when counselors are developing and reviewing a students' Individual Graduation Plan, the student must be provided information developed by the Louisiana Workforce Commission (LWC) regarding the top twenty high-demand, high-wage jobs in the state and in the student's region.

## Interim Reports

Near the fifth week of each marking period, an Interim Report will be issued to all students. Students whose progress is unsatisfactory must sign a copy of the interim, and the parent must make an appointment to discuss the child's progress with the teacher. The signed copy should remain on file with the teacher of record. Additionally, a signed copy of the interim report by the parent must be returned to school.

## Internet Usage

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

## Jump Start/Tops Tech

Jump Start is Louisiana's innovative career and technical education (CTE) program. Jump Start prepares students to lead productive adult lives, capable of continuing their education after high school while earning certifications in high-wage career sectors.

Students are required to attain industry-promulgated, industry-valued credentials in order to graduate with a Career Diploma. (Jump Start is an elective path for students pursuing a university-preparatory diploma.)

## Lost and/or Damaged Materials

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

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

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

## Parent/Academic Conferences

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

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

## Parties

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

## Physical Education (Middle/High Schools)

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

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

## Placement Test/Proficiency Exam

### Guidelines for Students Entering Grades 4-9

1. Students entering grades 5 or 9 transferring to the public school system from any in-state nonpublic school, approved home study program, or out-of-state school shall be required to take the English language arts and mathematics portions of the state placement test to inform placement decisions.
2. Students entering grades 4, 6, 7, or 8 transferring to the public school system from any in-state nonpublic school or home study program shall be required to take the English language arts and mathematics portions of the district placement test to inform placement decisions.

### Guidelines for High School

High school students transferring to the public school system from home schooling or any non-approved private school must take and pass Proficiency exam/s for non-LEAP courses and LEAP 2025 assessments for LEAP courses in order to receive high school credit.

## Promotional Policies

The Jefferson Parish Schools' Promotional Policies are outlined each year in the district's Pupil Progression Plan. Visit [www.jpschools.org](http://www.jpschools.org) for the updated plan.

## Posting of the Top Ten Students

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

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

## Pupil Appraisal Services

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

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

## Reviewing Grades Electronically

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

Parents/guardians should contact the school's office to register for an account.

### User Expectations

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

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

#### 1. Rights and Responsibilities

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

#### 2. Information Accuracy Responsibilities

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

#### 3. Information Accessible

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

- a. Attendance
  - b. Class Schedule
  - c. Grades
  - d. System Calendar
4. Use of the System

Parents/guardians are required to adhere to the following guidelines:

- a. Parents/guardians will act in a responsible, ethical and legal manner.
  - b. Parents/guardians will not attempt to harm or destroy the school or the district's data or networks.
  - c. Parents/guardians will not attempt to access information or any account assigned to another user.
  - d. Parents/guardians will not use this Internet site for any illegal activity, including violation of Federal and State Data Privacy laws. Anyone found to be in violation of these laws would be subject to Civil and/or Criminal prosecution.
  - e. Parents/guardians who identify a security problem within the Portal must notify their school immediately, without demonstrating the problem to anyone else.
  - f. Parents/guardians will not share their password with anyone, including their own child(ren).
  - g. Parents/guardians will not set their computer to automatically login to the Internet site.
  - h. Parents/guardians identified as a security risk will be denied access to the site.
5. Security Features
- a. Access is made available with a secure Internet site. Account holders are responsible for not sharing their passwords and to properly protect or destroy any printed/electronic documentation generated from this site.
  - b. The users will be automatically logged off if they leave their web browser open and inactive for a period of time.
  - c. The Parent/guardian account will be inactivated when all their child(ren) have either withdrawn or graduated from Jefferson Parish Schools, or a court action denies the parent/guardian access to the student's information.
6. Limitation of School District Liability

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

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

## Scholastic Achievement Awards

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

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

## Superintendent's Award

The student must have earned an A in each promotional subject during each of the nine weeks of the first semester (Superintendent's Award for Elementary Students) and during each of the nine weeks of a semester (Gold Cards).

*Promotional subjects are:*

Grades 1 – 3: Reading, English, and Mathematics

Grades 4 – 6: Reading, English, Mathematics, Social Studies, and Science

## Section 504 of the Rehabilitation Act (1973)

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

criteria of eligibility on the Jefferson Parish Schools website. For additional assistance please contact Jefferson Parish Schools Coordinator of Section 504 at 504-349-7921.

## Substitutes

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

## DISTRICT-WIDE PARENT INVOLVEMENT POLICY

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

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

## District Level Responsibilities

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
  - a. Appointing to, and interacting with, each school's, School-wide/Leadership Team which is actively involved with assessing needs and addressing these needs in the school;
  - b. Conducting open public workshops on major issues;
  - c. Holding regular, open School Board meetings, with opportunities for the Board to receive public input and comments;
  - d. Requiring each school to conduct back to school meetings;
  - e. Encouraging school based parental organizations, such as PTA, PTO, etc.
2. Provide coordination of various programs that involve parents, technical assistance, and other support necessary to assist every public school in Jefferson Parish in planning and implementing effective parental involvement programs and strategies.
  - a. Coordinate and integrate parental involvement programs with other programs and activities that promote parental involvement.

- b. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the use of components and strategies. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
- c. Distribute to parents information about the Jefferson Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional certifications of their children's classroom teachers.
- d. Submit the Every Student Succeeds Act (ESSA) Consolidated Application plan to the Louisiana Department of Education including comments of parents of participating children who are not satisfied with components of the parental involvement program.
- e. Address parent outreach for potential direct student services options, such as public school choice and tutoring.
- f. Coordinate and integrate parental involvement programs among the Neglected and Delinquent and At-Risk Facilities, the child's family and the LEA.
- g. Distribute to parents of participating students the complaint procedure of the Louisiana Department of Education.
- h. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

## School Level Responsibilities

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

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of meetings, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in planning, review, and improvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school wide parental involvement program plan.
4. Provide parents, especially those of participating children in ESSA programs:
  - a. Timely information about educational and parental involvement programs:
  - b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student's progress and the proficiency level students are expected to meet.
  - c. If requested by the parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions in a timely manner.

## Shared Responsibilities

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

- a. Provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Provide material and training to help parents work with their children in improving academic achievement, such as literacy training and using technology, as appropriate.
3. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in valuing the usefulness of their contributions. Also, reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as, ELL Instruction, Early Childhood Education, Academics, Student Support IDEA,

Achievement and Accountability, Technology, Safety and Discipline Head Start, Family and Social Services and other programs.

5. Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
7. Provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
8. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or childcare costs, to enable parents to participate in school-related meetings and training sessions.
9. Train parents to enhance the involvement of other parents.
10. Arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. Adopt and implement a model approach for improving parental involvement.
12. Recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/ classroom support materials and services.
13. Continue Superintendent's Parent Council to provide advice and feedback on all matters related to parental involvement in programs.
14. Develop appropriate roles for community-based organizations and businesses in parental involvement activities.
15. Provide such other reasonable support for parental involvement activities as parents may request.
16. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

## Parent's Responsibilities

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

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

## Statement Of Compliance

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

## School-Parent Compact

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

1. Describe the school's responsibility to provide high-quality curriculum and instruction in supportive and effective learning environment that enables the children to meet the state's student academic achievement standards, and the ways in which

each parent will be responsible for supporting their children's learning, such as monitoring contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.

2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - a. Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - b. Frequent reports to parents on their children's progress;
  - c. Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
  - d. Parental activities and/or contributions away from the school site that enhance academic achievement.

## Other Programs

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





Dr. James Gray  
*Superintendent*

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