

Stephensville Elementary School

Student Handbook

2024 - 2025



**Stephensville Elementary
3243 Hwy 70
Morgan City, LA 70380**

**Principal
Christopher Shirley**

**Secretary
Melinda Hymel**

**School Telephones:
Office (337) 909-3400, Office (985) 385-1366, Fax (985) 385-1369**

**Stephensville Elementary website:
<http://ses.saintmartin.schooldesk.net/>**

Mascot - Gators

Colors - Green and Yellow

WELCOME

Dear Students:

Welcome to Stephenville Elementary School (SES). This student handbook is written to help answer questions about school at SES. You are encouraged to study this handbook carefully to be successful and keep it for reference throughout the year. At SES, the entire staff is dedicated to develop a balanced school program concerned with all phases of development; including physical, emotional, social and intellectual growth, to maintain a safe environment that is conducive to learning, and to develop a willingness to assume **Responsibility**, show **Respect**, and recognize **Right** of others when interacting with others (The 3 “R” Philosophy). It is our goal to provide you with opportunities to acquire knowledge and skills essential to effective learning in elementary and middle school settings. It is our hope that you will be active learners and good citizens.

Dear Parents:

A successful school experience is a team effort. As partners, we need to work together to help, support, and motivate our students to be successful. Our goal is to cultivate and strengthen the students’ ability to think and utilize knowledge in making decisions. It is also to arouse in our students a perpetual curiosity for learning, one that is continued throughout life. Strong, effective communication is the essential element to achieve this goal. Please feel free to contact us with your suggestions, concerns, and support.

Sincerely,

Christopher Shirley
Principal

Attendance is eight times (8X) more predictive of course failure than prior test scores.

Source: Chicago Consortium of School Research

SES Personnel

Christopher Shirley, Principal

Contact for school-wide suggestions and concerns.

Melinda Hymel, Secretary

Contact for general school related questions, transportation issues, messages for teachers, records requests (when moving), school events, school fees and to volunteer.

Rebecca Miller, Cafeteria Manager

Contact for questions about free/reduced meals or lunch accounts and for special dietary requirements.

Pre-K Teacher: Ms. Allison Guagliardo

K teacher: Ms. Sarah Blanchard

1st grade teacher: Ms. Ramona Busbice

2nd grade teacher: Ms. Lisa Blankenship

3rd grade teacher: Ms. Brandie Peterson

4th grade teacher: Ms. Patty Orgeron

5th grade teacher: Ms. Pamela Verrett

6th/7th/8th grade English Language Arts: Ms. Melanie Belle

6th/7th/8th grade mathematics and science: Ms. Melinda Fields

6th/7th/8th grade social studies: Ms. Samantha Robicheaux

Special education teacher: Ms. Rachelon Delco

Physical Education: Ms. Darlene Verret

French Teacher 8th:

Mr. Shirley

Cafeteria Staff:

Ms. Althea Aucoin

Ms. Julie Landry

Support Personnel:

Ms. Sam Paraprofessional Special Education

Ms. Magan Verret, LPN

Ms. Mary Beadle, RTI interventionist

Ms. Emma Jones, Speech Therapist

Custodial Staff:

Mr. Kelly Legendre

Bus drivers:

Mr. Shelby Daigle

Ms. Carolyn Guidry

Ms. Charlotte Ratcliff

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*St. Martin Parish School Board
School Calendar 2024-2025*



Professional Development

August 5-8, 2024
October 22, 2024
January 6, 2025

Parent Teacher Conference

October 18, 2024
March 21, 2025

Nine Week Report Period

August 9, 2024
October 10, 2024
January 7, 2025
March 13, 2025

October 9, 2024
December 20, 2024
March 12, 2025
May 21, 2025

Holidays

Labor Day
Fall Break
Election Day
Thanksgiving
Christmas
MLK
Mardi Gras
Easter

September 2, 2024
October 21, 2024
November 5, 2024
November 25-29, 2024
December 23, 2024 – January 3, 2025
January 20, 2025
March 3-5, 2025
April 18-25, 2025

Progress Reports

September 10, 2024
November 13, 2024
February 5, 2025
April 11, 2025

Report Card

October 18, 2024
January 10, 2025
March 21, 2025
May 23, 2025

Records Day

May 22, 2025

Report Card Day

May 23, 2025

Student's Last Day

May 21, 2025

Parish wide Graduation May 16, 2025



WELCOME TO STEPHENSVILLE ELEMENTARY SCHOOL!

This handbook is provided as a guide to facilitate a smoothly running school. As a guide, this should answer most questions about school policies, rules, regulations, and activities. Many of the policies are governed by state law and by directives from the Saint Martin Parish School Board.

STEPHENSVILLE ELEMENTARY VISION

The vision of SES is to provide educational excellence in every classroom, for every student, every day.

STEPHENSVILLE ELEMENTARY MISSION

SES will work to create a safe and effective environment where children are motivated to succeed. By maintaining high expectations of ourselves and each other, students will acquire skills necessary to become productive members of society.

STEPHENSVILLE ELEMENTARY GOALS

The goals of SES are the academic achievement, personal and social development for all students.

SCHEDULE

7:30 Initial Entry

7:50 First Bell (Move to classrooms).

7:55 Class begins

3:00 Dismissal

Instruction begins promptly at 7:55 a.m.

Arrival and Dismissal Procedures

Students should arrive on time and be prepared to learn.

Arrival:

- Bus Riders: Fifth to eighth grade students will immediately report to the gym and will sit in the bleachers per grade. Pre-K will report to the cafeteria. K to 4th grade students will immediately report to the elementary building in the hallway in front of their class.
- Upon entering the gym, the duty teacher will check the dress code which includes ID, belt, shirt tucked in (no minors will be written for shirt tucked in-just reminded to do so), and proper shirt, pants or shorts, and shoes.
 - Students will sit in the designated area with their class. If a student chooses to sit in an unassigned section, the student will receive a warning and a conduct mark. Repeated violations will result in written referrals. (See accumulation of minor referrals below)
- Breakfast will be served beginning at 7:30 a.m.
- Car Riders: Students should not arrive before 7:30 a.m. All students should be dropped off in front
- of the school. Students who eat breakfast are to go directly to the cafeteria. All other students are to report to their designated areas.

All students should be at school by 7:45 a.m. Students arriving after 7:55 a.m. must be signed in by a parent. Any student who is not in class by the tardy bell will receive an a.m. tardy.

Dismissal:

The first dismissal bell will ring at 3:00 p.m. for first load bus riders. The second dismissal bell will ring at 3:04 p.m. for car riders, walkers, and second load bus riders. Students are to be picked up in the designated pick-up area only. Bus riders must go directly to the bus area.

Students will not be allowed to go home with friends without written permission dated and signed by parent or guardian.

If the student's mode of transportation changes during the school day, parents must notify the office no later than 2:00 p.m. (Emergencies only).

All students must remain behind the fence until the bus or car comes to a complete stop. The teacher on duty will give permission for the student to pass through the gate to the bus or car.

Car riders being dropped off must remain in the appropriate passenger restraint, seat belt or car seat, until the car comes to a complete stop. The teacher on duty can assist to unbuckle at the parent's request.

All students from Pre-k to 3rd grade will be required to walk with a school employee to and from the pickup and drop of area to the cafeteria, front office, or class.

Failure to follow these rules may lead to loss of privileges and disciplinary action.

Parent procedure for Car Line in the afternoon:

- Parents may not begin lining up before 2:50 p.m. each day.
- Remain in line until you are motioned to move forward.
- School personnel will be on duty to assist with exiting the school campus.

Check-In and Checkout Procedures

Check In: All tardiness without proper documentation (original doctor excuse, etc.) is unexcused, but it is important for students to be checked into school by an adult in order for make-up work to be assigned. Any student signed in by a parent/guardian will be allowed to make up assignments according to SMPSB policy.

Check Out: Students are not allowed to leave the school premises without proper authorization from the office. Parents/Guardians needing to check students out during the school day must report to the office and sign the student out. Only parents, guardians, and persons authorized on the student's registration form will be allowed to check a student out of school if a parent is unavailable. Picture identification is required to check a student out of school.

Students who need to check out for illness must report to the office to contact a parent/guardian ONLY.

Attendance and Absences

ATTENDANCE, ABSENCES, TRUANCY & WITHDRAWAL

Students shall be expected to attend every student activity day scheduled by the St. Martin Parish School Board. In order to be eligible to receive grades, junior high school students shall be in attendance **180** days and have no more than **13** excused or unexcused absences in a school year. (*Bulletin 741*)

The standards of attendance apply to tardies; junior high school students shall have no more than **13** excused or unexcused tardies in a school year.

Any student elementary students missing **fourteen (14)** days, excused or unexcused, shall be denied credit. In order to ensure that parents and students are properly notified of a student's attendance problem, the following procedures have been instituted.

A. GRADES PRE-KINDERGARTEN THROUGH GRADE 8 ATTENDANCE

1. Any student having **three (3)** excused or unexcused absences, tardies, or early checkouts from school:
 - a. A computer generated letter should be sent to the home
 - b. The parent/guardian shall be contacted by a school official to discuss the student's absences. This may be by telephone.
2. Any student having **five (5)** excused or unexcused absences, tardies, or early checkouts from school:
 - a. A computer generated **5-Day Letter** should be sent home.
 - b. An appointment letter with a specific date and time shall be sent to the parents/guardian who, along with the student, shall meet with the principal or designated person to discuss the absences. The parent/guardian is expected to meet with the school official.
 - c. Contract should be presented to the parent/guardian by a school official and signed by student and parent agreeing that the student will comply with the attendance policies.
 - d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded for referral to FINS.
3. Any student having **seven(7)** excused or unexcused absences, tardies, or early checkouts from school:
 - a. The student and parents will be referred to the Office of Child Welfare and Attendance.
4. Any student having **ten (10)** excused or unexcused absences, tardies, or early checkouts from school:
 - a. The student and parents will be referred to the 16th judicial court FINS program.

5. When forwarding information the following student information shall be included: truancy documentation, grades, discipline, and basic family information.

6. Any students missing **fourteen (14)** days, excused or unexcused, shall be denied credit shall be referred to FINS by the school, the Truancy Coordinator or TASC/Early Intervention. *(According to La R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.)*

Tardiness

Students are considered tardy (late) to class when he/she enters the classroom after the tardy bell stops ringing. The teacher will have any/all tardy students report to the front office for a tardy slip. Once given a tardy slip, the student must report directly to class. Tardy count and consequences are cumulative.

Students arriving at school after 7:55 a.m. are considered late/tardy to school.

Assignment Requests and Make-Up Work

After an absence, students should return to school with a note from a parent that includes the date(s) absent and excuse.

TYPES OF ABSENCES

The days absent for students shall include excused absences, unexcused absences, and suspensions.

1. **Excused Absences:** Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith. All original excuses must be submitted within three (3) school days, if not, absences shall be considered unexcused. Proper documentation includes original doctor excuses, subpoenas, obituaries, and health center excuses. Parental notes and phone calls are not acceptable documentation for absences. Students who turn in proper documentation within the allotted time will be allowed to make-up work for full credit.

2. **Unexcused absences:** Students shall not be excused for any absences other than those listed above. Students shall not be excused from school to work on any job including babysitting, agriculture, and domestic service, even in their own homes. Students will be allowed to make-up work and earn eighty percent (80%) of the actual score earned. The absence(s) will still be considered unexcused.

3. **Suspensions:** Student absences as a result of any out of school suspension shall be counted as unexcused and shall be given failing grades for those days suspended. Upon students return to school, students suspended shall be allowed to make-up work for days suspended only. Students will earn seventy percent (70%) of the actual score earned for all make-up work.

Any absences shall be considered unexcused until the proper documentation is presented to school officials. All original excuses must be presented within three (3) days of return to school.

In the event a student will be absent for more than three consecutive days, parents may contact the school office to obtain assignments.

Students enrolled in French or other elective classes may have their schedule changed and absenteeism is excessive. Any student missing more than 5 unexcused days per semester will be enrolled into enrichment and remediation classes instead of their elective classes.

Bus Information and Procedures

School bus guidelines have been adopted by the St. Martin Parish School Board in order to provide safe transportation to and from school. The school bus is an extension of the school. All school rules will be upheld while transporting to and from the school.

A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. All buses are equipped with video cameras that continuously monitor student passengers. Bus drivers are permitted to make reasonable rules for the safe and proper transportation of students. Horseplay is not allowed on buses and may result in removal from the bus, as riding the bus is a privilege.

A note is also required from a parent or guardian giving permission for a student to ride with them. Written permission must be on file from both parents/guardians.

Please be aware that due to some overcrowding, there may be some buses that cannot accommodate any extra students and will not be allowed to take students who are not assigned to those buses for safety reasons. **Students may be refused permission to ride other buses as deemed necessary by school administrators.**

Homework

Homework is a necessary part of a student's educational experience. It is essential that everyone consider their part in this important aspect of student success. Homework completion is essential for a student's academic success. Homework includes written assignments, studying, practice, and projects.

Uniform Policy and Dress Code

A. STUDENT DRESS & APPEARANCE CODE

The St. Martin Parish School Board has a responsibility to establish a dress and appearance policy that balances the rights of its students for freedom of expression and individuality against its duty and responsibility to maintain a positive learning environment on campus and to foster the values of the communities served by the public schools.

Students will wear clothing and optional accessories that do not detract from the learning process. To ensure an atmosphere of order, discipline, and safety, which are prerequisites to providing education, students will be required to follow the guidelines below at school, on a school bus, or at a school sponsored activity or field trip:

1. All students enrolled in St. Martin Parish shall wear school IDs. IDs must be worn on or near the collar or on a lanyard with a breakaway clasp.
2. If earrings (including "body piercing" jewelry) are allowed by individual school policy, they can only be worn on the ear.
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.
6. Book bags, Knapsacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.

8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.
9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.).
10. Body art/tattoos which cause undue attention, distracting from the educational environment as determined by the principal must be covered.
11. Hoodies are **not** allowed.

B. ELEMENTARY AND JUNIOR HIGH UNIFORM CODE

Appropriate Parish approved Uniform Allowed (Grades Pre-K through 8):

Shirt: Solid color: Red or white

Polo (golf)

Short or long sleeves

Two or three buttons at the top front and collar

No emblems, insignias, or monograms

Designated school PBIS uniform shirt

Jumpers: Allowed grades Pre-K - Grade 5

Uniform Navy Blue

Uniform shirts must be worn under jumpers

Styles must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

Hems no more than 2" above knees when student kneeling

Navy blue shorts must be worn under jumper

Skirts:

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 2" above the knee when student is kneeling

Must be worn at waistline

Skorts: Allowed in Grades Pre-K - Grade 8

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Hems no more than 3" inches above the knee when student is kneeling

Must be worn at waistline

Shorts: Allowed in Grades Pre-K – Grade 8

Solid color: Navy blue

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

Hems no more than 3" inches above the knee when student is kneeling

No pockets on pant legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at the waistline

Slacks:

Solid color: navy blue

Style must be cotton twill or cotton blend (no jean material)

Set in-side pockets, no patch pockets

No elastic or gathered at the ankles

Must be hemmed and length not to exceed the top of the shoe.

No pockets on lower legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at waistline

Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

Belts:

Mandatory when wearing slacks, shorts, skorts, or skirts (with belt loops)

Belt buckles must be plain. Large or oversized belt buckles are not allowed

Emblems, insignias, or initials prohibited

Appropriate length for waist size

Socks/Tights: Mandatory wear**Shoes:**

No sandals, boots, moccasins, crocs, slippers, or heels above one inch

Close toe and close heel shoes

If tie shoes, shoes should be properly tied

No rollerblade, lighted or any extraordinary features

Must wear appropriate sneakers for P.E.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:

Solid color: School color, black, gray, white

No designs, emblems, insignias, or monograms

Can only be worn under polo shirt

Hats/Caps:

No caps, "do rags", sweatbands, sport bands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings.

Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit Shirts:

A school approved spirit shirt may be worn on the pre-designated days.

Coats & Jackets: PRE-K - 5

Coats and jackets of any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed.

Coats & Jackets: 6 - 8 Solid color: school color (green), black, gray, white or navy

School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, and sweaters (open front, zip, and button) are allowed in the building. Students may not wear hoods inside the school building.

No long, below the knee dusters or trench coats allowed.

Sweatshirts: school color (green), black, gray, white. Solid color, no emblems, monograms, insignias, etc.

General Information:

The uniforms will be classic-traditional style. No baggy or oversized clothes will be allowed. All clothing worn must be appropriate size, not oversized or too tight. Shorts and slacks must fit at the waist and the crotch (within one size of student's actual waist and in-seam measurement). All clothing must be hemmed (not frayed or slit at the seams or stapled or taped at the hem) and may not have any holes or tears. Pants or skirts which are too tight, revealing, or which allow underclothing to show are not allowed. Shirts must be worn tucked into slacks, shorts or skirts so that the waist is visible. Sweaters, sweatshirts, or jackets worn in cold weather do not have to be tucked in. Belts must be kept in the belt loops. Girls may wear shorts under their skirts or jumpers as long as the shorts are not visible. Socks or tights must be worn.

Pre-Designated Days/Spirit Days:

The principal may allow on the pre-designated days for students on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts. All other school uniform clothing must be worn on pre-designated days. This is also true for field trips.

Incentive Days:

Principals may allow for special dress days, including jeans, for school incentives. (ex. Perfect attendance, Honor roll, positive behavior support)

Dress Code Violations**Uniform Violation:**

- First Offense: Conference with student, parental contact, redress
- Second Offense: Conference with student, parental contact, redress, **assigned recess detention**
- Third Offense: Conference with student, parental contact, redress, **assigned one recess detention**
- Fourth Offense: Conference with student, parental contact, redress, **two hours of weekend detention**
- Fifth Offense: Conference with student, parental contact, redress, **four hours of weekend detention**

ID Policy Violation:

- Students must wear an ID at all times at school (except when dressing out for P.E.) Students without IDs will be given a temporary ID. The temporary ID will cost \$1, 5 gator bucks, or a recess detention. If an ID is lost, it can be replaced for \$5.
- Student ID photos must be visible - cannot be covered with stickers, etc.
 - o First Offense: Warning, conference with student, temporary ID (purchase for \$1 or recess detention)
 - o Second Offense: Conference with student, parent contact through ClassDojo, temporary ID (purchase for a \$1 or recess detention) Minor infraction written.
 - o Third Offense: Conference with student, parent contact through ClassDojo, temporary ID (purchase for a \$1 or recess detention) Minor infraction written.
 - o Fourth Offense: Conference with student, parent contact through ClassDojo, temporary ID (purchase for a \$1 or recess detention) Minor infraction written with 2 hours of Saturday detention.

- o Fifth Offense: Conference with student, parent contact through ClassDojo, temporary ID (purchase for a \$1 or recess detention) Major infraction written with 4 hours of Saturday detention.

Student Expectations and School Rules

School Rules:

1. Follow all classroom rules and procedures. Classroom rules and procedures will be posted in each classroom and will be discussed by each teacher during the first few days of school.
2. Adhere to the student dress code.
3. Leave gum, candy, food, and drinks at home. Gum chewing is not allowed in any classroom or area of the school. **Students are not allowed to bring any food or drinks to school other than lunch.** Students must eat their lunch during designated lunch times only.
4. Respect the rights of others.
5. Keep your hands, feet, objects, and hurtful words to yourself.
6. Obtain permission to leave class. Students may not leave the classroom without a hall pass
7. Public Display of Affection (PDA) is prohibited at school and at all school events.
8. Leave electronic devices at home. Use of electronic devices at SES is prohibited. (See the Cell Phone and other Electronic Device section of the handbook.)
9. Use appropriate voice and language in all areas of the school.
10. Walk and talk during class changes. Students are not allowed to congregate in halls or common areas of the school during changes. Students are expected to be walking directly to their assigned destination, to the restroom, or to get water.
11. Walk on paved walkways only in the designated direction. Students are not allowed to walk, visit, run, or play in grass/dirt areas of the campus during class changes or lunch shifts.
- 12. REFRAIN FROM FIGHTING: STUDENTS WHO FIGHT AT SCHOOL ARE SUBJECT TO ARREST, SUSPENSION, AND POSSIBLE EXPULSION/EXCLUSION FROM SCHOOL.**
13. Students may not possess any instrument capable of inflicting bodily harm.
14. Students may not possess alcohol, tobacco, or drugs on or near SES property.
15. Students may not possess lighters or matches on school property.
16. Students may not be involved in gambling, immorality, inappropriate behavior, or extortion on or near school property.
17. Students may not damage, deface, vandalize, or destroy school property or illegally enter school buildings.
18. Maintain the cleanliness of campus and bathrooms. No littering.
19. Keep all personal items of value at home. We are not responsible for any lost or stolen personal items.

Saturday Detention Policy

Saturday Detention is the primary disciplinary action for students who routinely break the tardy policy, repeatedly receive uniform violations, or for major rule violations as an alternative to suspension. It is preferred to more severe consequences because students do not miss classroom instruction from their classroom teacher. Students receiving detention on Saturday will adhere to the following regulations:

- Students must arrive promptly at 8:30 a.m. Any students arriving after 8:30 a.m. will not be allowed to enter and will be considered absent. Failure to attend Saturday detention punctually will result in further disciplinary action.
- Students must come to detention with academic activities to complete for the duration of the detention. Students may bring assignments from school. If students are not prepared, they will work on iReady for the duration of the detention.
- Students who fail to remain busy at all times or break any other school rules while on campus will receive appropriate disciplinary action to the extent of the student handbook.
- Students must adhere to all school rules while at school. This includes wearing school uniforms to detention on the weekend.
- Students must be picked up promptly at 11:30 a.m.

There is no school providing transportation for detention, thus parents will need to arrange transportation. Students are not allowed to walk home from detention. Parents will be notified in advance of student placement in detention. Students must adhere to all school policy and rules during detention. This includes wearing school uniforms. Failure to report to an agreed upon detention will result in further disciplinary action. If a student is assigned detention on the day of an extracurricular activity or sports practice, they must complete the detention before participating in the extracurricular activity, practice, or game.

Positive Behavior Interventions and Support

In an effort to establish SES as a safe, welcoming and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At SES, the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on being a **3 R** Gator - assume **Responsibility**, show **Respect**, and recognize **Rights** of others during interactions at school. The staff will recognize and reward students for good behavior. The staff will issue checks called Gator Bucks to students when they observe behavior aligned to 3R philosophy. The Gator Bucks can be used to purchase a variety of items, privileges from teachers and access to special PBIS activities.

Violating any of these rules will result in a Disciplinary Referral, After-school detention, suspension, and/or recommendation for expulsion/exclusion depending on severity and frequency of rule violation. If a law is violated, the student is subject to arrest.

Stephensville Elementary 5th - 8th Discipline Plan

The St. Martin Parish School Board adopted a new discipline policy for the 2023-2024 school year. The aim of the new policy is to prevent/reduce misbehavior by providing additional support for students. A copy can be provided at your request.

- Teachers will mark students in the Classroom Dojo. Students will have **1 point** deducted from their conduct grade for each mark. Dojo will be marked for Level 1 behaviors as listed in the district handbook.

Teacher Interventions for Dojo marks include, but are not limited to

- Give warning, restate the expectation/rule
- Redirect student
- Re-teach the expectation
- Seating change
- Parental contact
- Student conference
- Verbal cue
- Extra time spent on task
- Reflection assignment

*Some Level 1 behaviors may result in an immediate minor infraction which will result in a deduction of **5 points** in Dojo.

- Minor/Major Infractions
 - -5 points in Dojo = minor infraction
 - 1st minor infraction - teacher will issue a formal warning to the student. Parental contact will be required. Before any detention is issued, we will reteach expectations for the student and teach a replacement behavior to support the student.
 - 2nd minor infraction - teacher will issue a behavior reflection activity that will be completed during recess detention. The teacher will reteach expectations, and contact parent/guardian. We will further support the student by teaching a replacement behavior in hopes to correct student misbehavior.
 - 3rd minor infraction - teacher will issue two days of recess detention. A behavior reflection essay must be completed. The student will meet with the principal for a conference to discuss the behavioral concern. The principal will contact the parent/guardian to come up with a strategy to support the student.
 - 4th minor infraction - the 4th minor infraction becomes a major infraction. The student will be issued a weekend detention. During this time, the student will complete social emotional learning courses that specifically address his/her displayed behavior. The behavior team will come together to create a contract for the student.
 - Immediate major infractions will result in a consequence issued by the principal in accordance with the district discipline policy.

*An immediate major infraction can be given for Level 2-5 as stated in the district handbook.

ADDITIONAL INFORMATION REGARDING BEHAVIOR EXPECTATIONS:

Examples of Level 1 behaviors that may result in minor infractions (Handled by Classroom Teacher)

| | | | |
|---|--|--------------------------|----------------------|
| Academic Dishonesty for homework or classwork | Dress Code Violations | Violation of Class Rules | Willful Disobedience |
| Harassment | Habits potentially injurious to others | Disrespect | Habitually Tardy |

*repeated Level 1 behaviors will be considered Level 2 behaviors after proper support has been given to the student.

Examples of Level 2-5 behaviors that will result in major infractions (Handled by Administration)

| | | | | | |
|---|--|---|---|---|---|
| Bullying | Major habits injurious to others | Severe disrespect to authority | Academic Dishonesty for tests | Arson | Assault or Battery |
| Vandalism | Failure to complete assigned consequence | Purposeful false report against authority | Purposeful false report against student | Forgery on test papers or other school reports | Gambling |
| Immoral or vicious practices | Violation of internet/technology policy | Obscene behavior | Profane or obscene language | Instigates or participates in a fight | Possession of unauthorized medication |
| Possession of a blade less than 2.5 inches long | Public indecency | Stealing | Sexual harassment | Throws object liable to injure others | Trespassing |
| Violation of traffic/safety regulations | Burglary | Forgery on official documents | Criminal damage to property | Making a false alarm for fire, 911, etc. | Robbery |
| Serious bodily injury | Discharge or use of a weapon | Kidnapping | Possession of body armor | Possession of a firearm or blade 2.5 inches or larger | Use or possession of dangerous substances |
| Use or possession of alcohol | Cyber bullying | | | | |

STUDENT INFRACTION DEFINITIONS

Minor Infractions: (If there is a conflict with the St. Martin Parish School Board Discipline Policy, we will follow the District's guidelines.)

Argument or Non-physical Confrontation: does not involve physical contact; only two individuals are involved; the conflict is verbal but students follow the direction of the staff member.

Telecommunication Devices: possession of any electronic telecommunication device including any facsimile system, radio paging services, mobile telephone service, intercom or electro-mechanical paging system.

Disruptions: behavior which interferes with or brings disorder to normal school activity or to the general learning process.

Dress and Appearance Code Violation: wearing of the school uniform in a manner other than the school dress code outlined in the Parish Discipline Handbook, including “slabbing.”

Gambling Paraphernalia: possession of cards, dice, mini slot machine devices, or any other device that could be used in gambling activity.

Gum Chewing / other snack foods: possession and use of gum, candy, chips, or any other prohibited items while on the school campus.

Incomplete Assignments: failure to finish class, home, punish work, or time out assignments.

Indecent Behavior: exhibiting behavior by word, act, immodesty of dress or obscenity that is socially unacceptable or morally offensive.

Locker Policy Violation: use of an assigned storage compartment in a manner not directed in policy.

Scuffle: pushing or shoving in a rough manner without punching, using a fist, or entanglement that is not self-defense.

Tardy: the act of getting to class or school after the designated time.

“Yes Ma’am” “No Ma’am” / “Yes Sir” “No Sir”: failure to address or respond to school personnel by using certain respectful terms.

Major Infractions: *(If there is a conflict with the St. Martin Parish School Board Discipline Policy, we will follow the District’s guidelines.)*

Assault / Threatening of School Employees: a violent or sudden verbal attack; an apparent attempt or threat to do harm to another which is not in self-defense; assault of a school employee is a verbal assault committed when the victim is a school employee acting in the performance of employment duties.

Assault / Threatening of a Student: a violent or sudden verbal attack; an apparent attempt to do harm to another student which is not in self-defense.

Battery on a School Employee: the infliction of force or violence on a person when the actual contact is made with the intent is to do harm; battery on a school employee is the use of violence or force against a school employee when the employee is acting in the performance of employment duties

Battery on a Student: the act of committing an action that will cause injury toward another student.

Bomb / Explosive Device – Threat: any student made a statement by writing, speaking, phone, mail, e-mail, or any other method that is threatening the school, office, or any other school property with destruction using an explosive device or weapon.

Bomb / Explosive Device – Facsimile: possession of an object similar to or a look-alike of an explosive device or incendiary device fused to detonate under specific conditions.

Burglary: the unauthorized entry of property.

Computer Hacking: unauthorized accessing or causing to be accessed of any computer, computer system, computer network, or any part thereof to view, alter, delete, or insert programs or data.

Cutting Class: missing all or part of a class period without permission from the teacher or other school personnel.

Damage to Personal Property of Teachers or Others: the cutting, defacing, or damage to student’s, teacher’s, or other’s personal property.

Defacing School Property: to mar, destroy, or injure school property in any way

Deliberate Disobedience: considered, planned, or premeditated refusal or failure to follow an order or rule

Disrespect to School Board Employee or School Board Member: to treat a school employee with a lack of courtesy or respect; offensive behavior; to pay no attention or heed to a school employee or others

Drug / Alcohol / Prescription Drug Possession / Distribution – Facsimile: possession or distribution of a drug, alcohol, or controlled substance “look-alike”

Extortion: the process of obtaining property or favors from a person by threat, intimidation, or force

Fighting: a physical conflict between two or more individuals with the intent of harming one another

Fighting Instigation: the act of provoking a physical conflict between two or more individuals

Firearm – Facsimile: possession of a “look-alike” of an instrument used in the propulsion of a shot, shell, or bullet

Fireworks and/or Facsimile: possession or shooting a device that produces a striking display (light, noise, and/or smoke) by the combustion of explosives or flammable composition

Forged Official Documents: the unauthorized changing of any document

Gambling: playing a game of chance for stakes

Gang Fight: a physical confrontation between several students which poses a threat to the safety of students and staff

Harassment: any unwelcome advance that persistently torment or irritate another individual

Inciting or Participating in a Riot / Incipient Unrest: taking part in activities that aggravate a situation of general unrest among groups of students

Laser Lights: possession of a device that utilizes the natural oscillations of atoms for amplifying or generating electro-magnetic waves in the visible region of spectrum with the intent to do bodily harm

Leaving Campus: exiting from the school campus without the knowledge and permission of school authorities

Lighter, Matches, or Paraphernalia: possession of materials that can ignite

Major School Disturbance: a serious act of misconduct that interrupts the orderly process of educational activities

Missile Throwing: throwing objects in a manner that could cause damage or injury to person or property

Over-the-Counter Medication: possession and/or distribution of non-prescription medication

Pornography Possession and/or Distribution: possession and/or distribution of materials that show erotic behavior and is intended to cause sexual excitement

Profanity / Obscenity: the act of writing, gesturing, or using socially unacceptable language or drawn pictures in/or on school materials or property

Sneaking (sucker punching): the act of joining in a fight between two parties by punching or kicking one of the students

Stealing / Theft: taking another property without permission

Threatening Other Students: the use of threats or “bully” behaviors to intimidate another student

Threatening School Personnel with Bodily Harm: the act of writing or speaking a statement that indicated the intent to do bodily harm to school personnel

Tobacco and Tobacco Products – Possession or Use: possession or use of any tobacco products including smokeless tobacco

Traffic or Safety Regulation Violation: failure to follow any traffic or safety law en route to and from school

Trespassing: unauthorized entry on a school campus by a student who is suspended or expelled

Truant: one who is absent from school without permission

Unfounded Charges against School Personnel or School Board Members: the act of making an untrue charge or lacks a sound basis against school personnel or school board members

Vandalism / Destruction of School Property: willful damaging, cutting, or defacing of any school property

Willful Disobedience: the refusal to follow a reasonable request of a teacher, administrator, or other authority figure on a school campus

Severe Infractions: *(If there is a conflict with the St. Martin Parish School Board Discipline Policy, we will follow the District's guidelines.)*

Arson: the intentional or unintentional damage to property by the use of an explosive substance or the setting of fire to any school, school property, or personal property

Bomb or Explosive Device: possession of an explosive device or incendiary device fused to detonate under specific conditions

Bullets or Facsimile: possession of a missile designed to be fired from a firearm or a "look-alike"

Dangerous Weapon – Possession: possession of any gas, liquid, or any other substance or instrument, which in the manner used, is calculated or likely to produce death or great bodily harm

Drug – Alcohol – Prescription Drug, Possession – Distribution – Use: possession, distribution, or use of drugs, alcohol, or any controlled substance on school property, on a school bus, or at a school sponsored event

Drug Paraphernalia: possession of equipment, materials, or products which are used with drugs

Firearm – Possession: possession of an instrument used in the propulsion of a shot, shell, or bullet

Knife – Possession: possession of a cutting instrument consisting of a blade and a handle

Molesting another Student: to make indecent advances in which physical contact is made

Stun Gun: the use of any item emitting an electrical charge

Trespassing with Intent to Fight: unauthorized entry on a school campus by a suspended or expelled student with the intent to fight with another student

Weapon or Instrument to do Bodily Harm: the use of any object to inflict bodily injury

Consequences:

Detention

In School Suspension

Loss of Privileges

Out of School Suspensions

Recommended for Expulsions

Parent/Teacher Conference

Assemblies

Students are to be courteous and respectful at all school activities. Each student is personally responsible for the impression made by the school as a whole. Unacceptable behavior in assemblies includes whistling, uncalled for clapping, boisterousness, and talking during a program. Students are to sit in their assigned areas with their teachers during all assemblies. **Students who do not display appropriate behavior during an assembly will not attend any more assemblies for the semester and will receive disciplinary action as determined by administration.**

Halls and Class Changes

While changing classes, students are to continue moving toward their next class. Students are not to use time between classes to stop and visit with friends. Students should make every effort to keep traffic flowing smoothly during class changes. Students are to **walk on the right side** of the hall. Loud talking, yelling, and causing disruption to traffic flow are not allowed. Violation of these rules will result in disciplinary action.

PHYSICAL EDUCATION

1. All students are required to participate in Physical Education activities. If a student is suffering from an illness or other condition that may hinder his/her ability to participate in physical activity a doctor's note will be necessary to excuse the student from physical activity. Illness, however, does not excuse a student from dressing out. Casts or other ambulatory hindrances which may restrict a student from his/her full range of motion may excuse him/her from dressing out. Each situation will be considered on a case by case basis.
2. Grades 6th, 7th & 8th grades are required to dress out for P.E. Required dress is Stephenville Elementary PE shirt and PE green shorts (to be purchased at school), tennis shoes and socks.
Tennis shoes and socks are required for grades K - 8th.

Bullying

We take bullying very seriously whether it is verbal, physical, or cyber bullying. We ask any person being bullied or any student aware of bullying to report this activity to school personnel immediately. Your name will be kept confidential. Our goal is to have a safe, secure, and bully-free campus and community. Students are prohibited from making threats toward students, administrators, school board members, other school board employees, and/or school property.

Students who bully other students are subject to disciplinary action.

[Act 861](#), enacted during the 2012 Louisiana Legislative Session, requires that all school districts in the state to adopt an official policy prohibiting bullying of students while on school property, at a school sponsored or school-related activity or event, on a school bus or van, at any designated school bus stop, and in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The Act defines bullying as any pattern of obscene gestures; written electronic or verbal communications that threaten harm; taunting; malicious teasing; physical acts, not limited to hitting, kicking, pushing, or damaging personal property; and repeatedly shunning or excluding students from activities.

Under the new law, school officials who receive a complaint of bullying are required to verbally report the allegation to the principal the day of the incident and in writing within two days of the incident. The principal is required to notify the students' parents and launch an investigation within one school day and complete the investigation within ten days.

Cell Phones and Other Electronic Devices

Cell phones and similar electronic devices (iPod, MP3 players, etc.) are prohibited for all students in grades pre-Kindergarten through 12.

When a principal or designee has reasonable cause to believe, and after verifying the same, discovers that a student is using or operating any electronic device while on school grounds or on a school bus in violation of school board policy, that student shall be subject to disciplinary action.

SES will also utilize parish policy for random search with a metal detector. “Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted

without deliberate touching of the student.” You can find the entire Search and Seizure Policy in the SMPSB Handbook.

The following consequences will be administered for an Electronic Device Violation:

- **First Offense:** Remove device, conference with student, contact parent.
- **Second Offense:** Remove device, conference with student, contact parent. **PHONE WILL BE HELD BY SCHOOL FOR 5 DAYS.**

An Electronic Device Violation during state testing will result in a Recommendation for Expulsion.

School Sponsored Trips, Special Activities, and Events

Students who have maintained good attendance, good behavior, and have not been suspended from school during the semester OR assigned detention for one month prior to the field trip or event will be allowed to participate in the field trip or event. Some trips, especially out-of-town trips, may have special rules and more rigorous guidelines designed by the trip sponsor and approved by the administration (please read all permission slips carefully and make a copy for your records). Regular attendance (as defined by the administration) is required for students to attend trips. All school rules are in effect while on field trips with the school.

Student Messages

Messages **will not** be taken for students during school hours. In the case of an **emergency** please contact the school office.

Visitors and Conferences

We encourage parents to visit our school, attend your child’s programs and sports events, and become an active part of our school community. All classroom visits must have principal approval and should be prescheduled. These visits should be purposeful and planned. **All visitors must sign in at the office.** All teacher conferences should be scheduled through individual teachers. Conferences with teachers should be arranged before school, after school, or during the teacher’s planning time. Parents may schedule conferences with the teachers or principal by calling the office during school hours. If a parent needs to speak with an individual teacher about a classroom issue, your message will be forwarded to that teacher.

Lost and Found

Any items found on campus are to be turned in to the office immediately. Students may check with the office if an item is lost during their lunch time. Under no circumstances should any item that has been found be taken from school property. Keeping items that do not belong to you will result in disciplinary action. Please write your child’s name on the tags of their jackets and sweatshirts so we can return them to their rightful owners. Items not claimed within one month will be discarded or donated to charity.

Fundraisers and Selling Items on Campus

The only items that can be sold at school are those that are part of a school sponsored activity. No other items may be sold or traded on the school campus.

Textbooks & Chromebooks

Textbooks & Chromebooks are assigned to students on a loan basis. Students are responsible for the storage and care of their materials. They are not to be written in or defaced in any manner. Parents will be expected to be responsible for any damage to textbooks and chromebooks and will be billed accordingly.

Damages include:

1. Torn covers or pages
2. Soiled or written-on covers or pages
3. Broken bindings
4. Missing book covers or pages
5. Broken Computer Screen
6. Damage due to misuse

Guidelines for Textbook Fines –

- Minor damage (writing, torn pages) - \$1.00
- Major damage (still useable, damaged corners, major writing, or excessive wear) - \$2.00
- Rebinding (edges or cover-spine damage) - \$8.50
- Cover(s) missing, pages missing, book unusable – Price of book

Chromebook Repair Fee

Individual parts can be repaired at cost. Any damage done to chromebooks due to misuse by students will be to students.

Screens:

\$54.50 - touch screen

\$25.50 - non touch

\$54 - keyboards

Chromebook:

\$360 - touch screen chromebook

\$280 - Non touch chromebook

Cafeteria

All students should purchase a lunch from school or bring a nutritious lunch from home. Meals from restaurants bearing the restaurant's name are not allowed at school. Any food brought to school must be in a non-labeled container. Students should visit quietly and keep their area clean. Students are not allowed to take food or drink from the cafeteria. Students may only purchase concessions during their lunch break.

SPORTS

SES participates in several competitive sports including girls volleyball, boys baseball, and girls softball. We will offer sports anytime that we have enough students to field a team. Try-outs are held during the school year and will be announced in advance during the morning announcements. All students must be medically cleared to participate in sports. We will require a physical form completed by a doctor before students will be allowed to practice and play any scheduled games.

Age Limit

A student becomes ineligible for participating in middle school athletics if he/she has reached his/her 15th birthday before September 1st of the school year. If he/she becomes 15 on or after September 1st, he/she is eligible for the remainder of the school year. Students in Grades 6-8 are eligible to play sports in the middle school division. (Exception: Due to the small number of students enrolled at Stephenville Elementary, a 5th grade student may be allowed to play sports only at Stephenville Elementary.)

Academic Requirements

1. Each athlete must maintain a minimum G.P.A. of a 1.8 to be eligible to play sports.
2. The principal of the school is allowed to require a higher G.P.A.

Participation Requirements

No student shall be permitted to practice or participate in any interscholastic athletic program in any public school of the St. Martin Parish School Board until such student shall have furnished to the principal of the school documentation that he/she has met the following requirements:

- 1. Evidence of having had a physical examination by a licensed physician who shall have completed documentation as required by the Louisiana High School Athletic Association (LHSAA).
- 2. Properly complete a School Entrance and General Health Exam Form/LHSAA Medical History and pass a medical examination by a licensed physician prior to the first time he/she participates in a sport in a LHSAA school. Physicians may continue to use the original LHSAA Sports Physical Form in performing sports physicals. In addition, parents shall be required to complete the Authorization for Release of Confidential Information.
- 3. Once a student passes the initial medical examination and completes an LHSAA Medical History Form prior to the sports season in which he/she participates, he/she shall annually pass any medical screening or medical examination required by a licensed physician and shall update his/her LHSAA Medical History Form as required.
- 4. A copy of all completed and signed medical examination and participation/release of information forms (and any others required by the School Board) must be on file at the school for every student before he/she practices or participates in interscholastic athletics during that school year.
- 5. An agreement signed by the student's parent(s) or legal guardian(s) to hold the School Board and its members, employees, agents, assigns and insurers harmless from and against any liability for any accidents involving the student while participating in such

athletic activities and any injuries suffered by the student during, or as a result of, such participation. The agreement shall also authorize team physicians to treat the student in the event of an injury requiring emergency treatment.

- 6. Students shall sign a form consenting to random drug screening and must obtain the written consent of their parent(s) or guardian(s) for said tests in order to be eligible to participate in any athletic activity. (See policy IDFAA, Drug Screening for Student Athletes)

(Requirements above are taken directly from the SMPSB Policy Manual.)

Medical Insurance of Athletes

All students are covered by the St. Martin Parish School Board student insurance policy. However, this policy is limited so students need to be adequately covered by insurance through their parents or guardian, as the student insurance policy will NOT cover all costs or expenses of medical care.

4-H

Any student can join 4-H. If you are interested in shooting sports, showing animals, gardening, or volunteering, this is a great club to join. All students have to turn in fees for t-shirts & dues and then are given a 4-H application. If anyone is interested in being an officer, they will be required to fill out an officer application. Each application is scored by a rubric system based on their activities of their previous years in 4-H. Members are encouraged to attend our monthly meetings and officers are required. Monthly meetings will be held every first Wednesday, in the art room, from 7:15 to 7:40. The deadline for ALL applications will be September 30th.

MEDICATION

1. Any student who is required to take medication during the regular school day must comply with parish regulations. These regulations include the following: Parents must provide the school nurse with a written order from a physician detailing the name of the drug, dosage and time interval that the medication is to be taken. This form must be obtained from school. Parents must go to school to sign a permission release form allowing school personnel to comply with the physician's order. Medication must be brought to school in the original bottle, properly labeled by the pharmacist. (If possible bring in an extra label, this helps in the copying process.)
2. All medication will be locked up near or in the principal's office.
3. The principal will designate a person in the school to administer all medications.
4. Each medication given must be recorded on a medication log which includes date, time, dosage, and signature of the person giving medication.
5. Parents administering medications to their children at school must fill out and sign a form.

SCHOOL SUPPLIES AND MATERIAL FEE

1. Students are expected to purchase such supplies as required by the teacher's supply list. Supply lists are distributed at the end of the school year. Extra copies can be obtained from the office.
2. If there are any extenuating circumstances where a family is having difficulties purchasing school supplies, please contact the front office. We will make sure that every student has what they need.
3. 1st grade through 8th grade students must buy and wear an ID.

STUDENT FEES, FINES AND CHARGES

The St. Martin Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the *Student Fees, Fines and Charges* policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The *Student Fees, Fines and Charges* policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

REGULATIONS

1. A school shall not charge or access a fee unless the fee has been set and included in the School Board's approved *Schedule of Fees*.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

SCHEDULE OF FEES

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the *Schedule of Fees* (Appendix A) attached to this policy.

Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:

1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.
6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be *confidential*.

All records associated with a fee waiver request due to economic hardship shall not constitute a *public record*, but may be audited to ensure compliance with the School Board's policy. A student's *personally identifiable information* associated with such a waiver request shall **not** be made public.

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers, and these lists must be sent to the Director of Curriculum for approval. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the *Federal Family Educational Rights and Privacy Act*.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be

denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*) ; La. Rev. Stat. Ann. "17:8, 17:81, 17:112, 17:177, 17:178; Board minutes, 3-8-17.