DREW ELEMENTARY STUDENT HANDBOOK

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Drew Elementary School

Mission Statement

We at Drew Elementary are Dedicated to Educational excellence and Successful students. We strive to provide a safe environment in which all stakeholders assist all students in making connections between learning and the skills needed to succeed in their future.

Belief Statement

1. Student learning is the chief priority for our school.
2. Students and teachers deserve a clean, safe, positive, and physically comfortable environment in which to learn.
3. A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
4. Each student is a valued individual with unique physical, social, emotional, and intellectual needs, and teachers must meet the individual needs of each student.
5. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
6. The commitment to continuous improvement is imperative for our school to enable students to become confident, self-directed, lifelong learners.
7. All students can learn; however, exceptional students require special services and resources.

OUACHITA PARISH SCHOOL SYSTEM

Mr. Todd Guice, Superintendent

Vision Statement: Building Bridges to the Future

Mission Statement:

As a community, Ouachita Parish Schools will connect learning to 21st Century skills needed for college and career ready students who will excel in a global society.

Beliefs:

Ouachita Parish students will learn at high levels.

Parents, students, teachers, and community matter.

Safe schools are a top priority.

Bridges connect past and present learning to future dreams.

Ouachita Parish School Board

Pupil Progression Plan - Requirements for Promotion K-5

Attendance & Truancy

Kindergarten	Must pass reading skills, reading knowledge, & math with a final grade of C or higher.
Grade 1	Must pass reading skills, reading knowledge, & math with a final grade of C or higher.
Grade 2	Must pass reading skills, reading knowledge, & math with a final grade of C or higher.
Grade 3	Must pass reading/ELA, math, science, and social studies with a final grade of D or higher. Must score above well below on K-3 Literacy by EOY screener.
Grade 4	Must pass reading/ELA, math, science, and social studies with a final grade of D or higher.
Grade 5	Must pass reading/ELA, math, science, and social studies with a final grade of D or higher.

ATTENDANCE POLICY:

Elementary students shall be in attendance a minimum of 170 days a school year in order to be eligible for promotion to the next grade. This means students can miss no more than a total of 10 unexcused days. If they miss more than 10 unexcused days, they will not be promoted to the next grade. Doctor's excuses must be submitted within two days of the student's return to school. Students arriving late for school or checking out before the end of the school day will not be eligible for Perfect Attendance. Parents will receive a letter notifying them once their child has 3 unexcused absences and then again after 5 unexcused absences.

Ouachita Parish Grading Scale

A.....100-90
B.....89-80
C.....79-70
D.....69-60
F.....59-0

School Fees

Annual school fees are $55.00 and are due on registration day. Breakdown below.

- School fee $40
- Art Activity $10
- Chromebook Technology $5

School fees cover the cost of a variety of supplies and materials including: Chromebook insurance, printing & binding of student workbooks, ink & toner for the copy machine, repair & maintenance of copy machine and Promethean boards, copy paper, and car tags.

Attendance Requirements

The regular school day begins promptly at 7:45 a.m. and ends at 3:00 p.m. for all students. Duty teachers are on their positions at 7:25 a.m. each school day. If students arrive before this time it is the parent's responsibility to supervise them. Students will not be allowed to enter the building before 7:25 a.m.

Elementary students shall be in attendance a minimum of 170 days a school year in order to be eligible for promotion to the next grade. **This means students can miss no more than a total of 10 <u>unexcused</u> days**. If they miss more than 10 unexcused days, they will not be promoted to the next grade. Doctor's excuses must be submitted within two days of the student's return to school. Students arriving late for school or checking out before the end of the school day will **not** be eligible for Perfect Attendance.

Types of Absences

A. Excused Absence

1. **Personal illness – (with physician's verification)**
2. **Serious illness in the family – (with documented verification)**
3. **Death in the family- (not to exceed one week)**
4. **Recognized religious holidays of the student's faith**
5. **Physician's excuses –(must be submitted immediately upon the student's return to school)**
6. **Legal appointments**

The student shall be given the opportunity to make up any school work missed for an **excused absence**. Requests for absences to be excused must be turned in to school officials for approval within two days of the student's return to school. Requests made after two days following the student's return will be denied.

B. Unexcused Absence

1. **Students shall not be excused for any absence other than those listed above and shall be given**

failing grades in all subjects for days missed with no make-up work allowed.

2. **Students will not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents or tutors.**

*Any exceptions to these requirements, due to extenuating circumstances, must be addressed by the parent with the principal or the Child Welfare and Attendance Department at the school board office. All attendance matters must be cleared up for a student to be eligible for promotion.

C. Suspensions

The absences resulting from out of school suspension will be unexcused. In Ouachita Parish students are allowed up to 75% credit on work and/or tests missed due to an out of school suspension.

Summary

A. Regulation requires that a student accumulate no more than ten absences per year from any class. This also applies to those students enrolled in the VIP program.
B. Attendance requirements shall be enforced on a class-by-class basis.
C. A student may not receive a grade from a class if he has accumulated more than ten (10) absences, including suspensions.
D. All excuses must be submitted immediately upon the student's return.

Note- The new accountability system mandated by the state requires that everyone, including students and parents, be more accountable for student improvement in school. This policy will be strictly enforced.

Arrival and Departure from School

Students can arrive and depart from school as a car passenger, bus passenger, or with special permission, as a walker. Procedures for each are listed:

A. Car drop-off and Pick-up

- Students can be dropped off in the morning beginning at 7:25 a.m.
- The car line is designed for multiple cars to unload at one time with the lead car pulling up as far as possible.
- As soon as your car stops in the sidewalk area your child should quickly exit the vehicle. It is not necessary that one of the duty personnel open your child's door for them to exit.
- **Parents should remain in the vehicle**. If assistance is needed, allow the duty personnel to assist.
- **Do not impede the progression of the line**. Some activities that impede progression are handing your child lunch money, signing papers, eating breakfast, conferencing with a teacher, or watching your child until they are in the building.
- Once your child has exited your vehicle, please look to the left before pulling forward to check for pedestrians crossing the parking lot.
- **Passing of other vehicles in the car line is prohibited due to the safety hazard it causes for students and teachers walking across the parking lot.**
- During afternoon pick-up we require a current Drew Elementary issued car tag to hang from your rear view mirror. If your child will be picked up at any time during the school year by car, you must stop by the office to pick up your assigned tags during registration or the first week of school. Two

tags will be issued to each family. If additional tags are needed, they may be purchased for $5.00 each.

- For security reasons parents may not wait or walk up to the sidewalk to pick up their child in the afternoon. Parents may remain in their car or wait at an area designated by school officials. Any exception to this rule will be up to the administration based on extreme special circumstances.

B. Buses

- Students are assigned to one bus for morning and afternoon transport. Students are expected to remain seated at all times on the bus. Proper conduct is critical while riding the bus and while waiting at the bus stop to ensure safety for all passengers.

C. Walkers

- Students living in the mobile home park directly across from the school will be escorted across the street at 3:00 p.m. by a duty person. There must be parent or guardian waiting across the street at this time to take charge of their child. Parents must pick their child up at the designated meeting area.

D. Other

- If you drive your child to school in the morning, and park instead of entering the car line, **you must walk your child from the car safely to the sidewalk. This is not a preferred method of drop-off and a duty teacher is not assigned to monitor the parking lot.** Do not let your child cross the parking lot alone due to the extreme safety hazard presented by morning traffic.

Tardy Policy

In keeping with the Ouachita Parish Attendance Policy, the following steps will be followed when a student is tardy for school. A student is considered tardy if they are not in their classroom when the 8:00 a.m. bell rings. It should be noted that excessive tardiness will not be tolerated because of interruptions in teaching and learning in the classroom.

1. First step – The teacher will notify the parent.
2. Second step- The administrator will notify the parent.
3. Third step – Punitive action can be taken and/or TASC or FINS will be notified.
4. Fourth step – Parent will be required to conference with a CWA officer.
5. Fifth step – Student can be suspended from school for one day. Continued tardiness will result in suspension for a longer period of time.

Checking In and Out of School

Parents are asked to come to the school office and sign the check in/out sheet when they come to check in/out their child during school hours. Parents are prohibited from going directly to the classroom to check out their child. Any child arriving after 7:50 a.m., or leaving before 3:00 p.m., must be checked in or out at the school office before reporting to class or leaving school. Students may not be checked out of school after 2:30 p.m. except in cases of emergency due to safety hazards caused by incoming traffic.

Use of Telephone

Permission to use the office telephone will be granted if the teacher, secretary, or administrators feel that the call is necessary. Making arrangements for after school activities is not considered an acceptable reason to use the office telephone during classroom time.
Students bringing cell phones to school must keep them **in their backpacks** at all times. The phones must be **turned off** to avoid classroom disruptions. Please refer to the school board policy concerning student use of cell phones.

Messages

Due to the large number of students enrolled, it will be necessary that you inform your child about any changes in transportation before he or she arrives at school. **No messages or changes in transportation can be relayed to your child after 2:30 p.m.**

Inclement Weather- Emergency Closing

In the event of inclement weather (sleet, snow, flooding conditions), local television, newspaper, and radio stations will announce the closings of schools. This announcement is always made available to the media ***before*** it is released to school officials. Please do not telephone the school so that our telephone lines can remain open and we can be notified by the central office regarding the closing of school. Radio and television will carry news of dismissal ***before*** we are made aware of it. Phones calls will be sent out at the district level to phone numbers listed in students' records.

Visitors

We welcome parents and visitors in our school and respectfully ask that each adhere to our visitor policy. All parents and visitors are asked to report to the school office when visiting the school. Each visitor must present their driver's license at the office. A visitor's badge will be issued so that teachers and custodial staff can easily recognize that the person has checked in through the office. Anyone not displaying a visitor's badge will be asked to come to the office and will not be permitted inside a classroom. All doorways except the front entrance will remain locked at all times. This precautionary measure is strictly enforced for the safety of our students, so please help us by entering only through the office doors. Under no circumstances will visitors be allowed access to the classrooms unless they have followed the accepted check-in procedure. We appreciate the cooperation of our visitors and guests in helping us maintain a safe environment for all of our students.

Parent Conferences

Parents are encouraged to become involved in their children's education. They should contact the school office or their child's teacher should specific questions arise concerning behavior, grades or the educational enhancement of their child's academic growth. If the need should arise for a parent/teacher conference, the parent should contact the school office so a conference may be set up at a time convenient for all parties. Due to classroom interruption and state mandated teaching time, these conferences cannot be held during instructional time, or prior to school starting without previous arrangements.

Dress Code

All students are expected to comply with the following dress regulations:

- Any form of dress or hair style which is considered contrary to good hygiene or which is distractive or disruptive in appearance and detrimental to the educational enhancement or accepted conduct of the school shall not be permitted. This form of attire would include but not be limited to: A) any markings that are colored, drawn or tattooed on exposed body parts, B) numbers, designs or words cut/shaved into hair, C) use of body piercing(s), D) hair that has been colored an unnatural hair color. (This includes school approved dress-up days.) The appropriateness of added hair accessories is left up to the discretion of the administration.
- Backless tops including, but not limited to tube tops, halters, and spaghetti strap tops will not be permitted. Cut-off athletic T-shirts, fishnet tops and shirts with obscene or questionable printing on them shall not be permitted. Shirt tails should be long enough to cover the top of the pants. Extremely long shirt tails should be worn tucked in. To help determine appropriate shirt length, consider that student's midriffs should not show if they raise their arms.
- Bare midriffs are absolutely prohibited.
- All skirts/skorts or shorts must be an acceptable length, and should be representative of a respectable selection of casual dress attire. Extremely tight, short skirts or short shorts are prohibited. Students wearing shorts, skirts or dresses that are shorter than the accepted length may be sent home to change clothes or call to get an appropriate garment.
- No hats or caps are allowed unless there is a medical need and the principal approves.
- Students are not allowed to wear rings in the face, tongue, nose, or other exposed extremities.
- No one is allowed to wear pants with slits down or across the hips or rear area.
- Underwear may not be worn above the waistband of jeans or shorts.
- No Body Armor is allowed to be worn or in a student's possession.
- Logos or pictures on clothing, including face coverings, must be appropriate for a school setting.

The dress code shall be strictly enforced and failure to comply will result in suspension from school. The final interpretation of the dress code will be determined by the principal or the principal's designee.

Care of Property

Clothing identification – All clothing, backpacks, and school supplies should be clearly labeled with the student's first and last names.
School books and materials – There is no charge for student textbooks. Students shall be required to pay for lost and/or damaged items issued by the school. Rolling backpacks are prohibited.
Chromebooks – Chromebook insurance is included in school fees. If this is not paid, parents are responsible for all damages/replacement costs. Do not remove the OPSB assigned asset tag. Students are responsible for the care and safekeeping of all school materials provided for their use.

Lost and Found

Students should turn in any "found" items into the school office. Bulky articles such as coats, sweaters, backpacks, etc., will be placed in "Lost and Found." Small items such as rings, bracelets, wallets, etc., will be placed in the school office where they may be identified and claimed by the owner. Money not claimed within one (1) week will be given to the finder as a reward for being a good citizen. All clothing items not claimed after thirty (30) days will be donated.

Online School Payments & Cash

Online school payment is the preferred method of payment for fees and other services.
Online School Payments – The Online School Payments tab can be found on our school website under the MAIN heading. When a Student ID is required, please use the Ouachita Parish School Student ID. To find the school student ID, please refer to your Student Report Card, ask your child, or contact the school main office. There will be a $1.00 transaction fee added to the total purchase.
Cash – When sending cash with your child, please enclose it in an envelope labeled with your child's name, homeroom teacher, and a description of what the money's for. Students are discouraged from bringing more money than they need to spend to school each day.

Student Birthdays and Parties

Due to classroom sizes and mandated instructional time, individual classrooms will not have parties unless permission has been granted from the principal. Clowns, balloons, flowers, etc., will not be delivered to the classrooms. If a parent wishes to send a cake, cupcakes, or cookies for the whole class in observance of their child's birthday that is acceptable. The teacher will give the treats to the children immediately before afternoon recess or near the end of the school day. No party invitations may be given out at school unless every student in the homeroom classroom is given an invitation. The only classroom party that is permitted is the Christmas party. Valentine's Day and Easter are left to teacher discretion, but valentine cards may be exchanged in class and Easter egg hunts are permissible.

General Rules

One of the most important lessons educators can teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character and efficiency and is indeed an important key in developing good conduct.

The following is a list of general rules students are expected to follow while on the school campus.

1. Students who arrive at school after 7:50 a.m. should report to the office for an admit slip.
2. Students may not play under the covered walkways, sidewalks, or in the doorways.
3. Students should use every precaution when playing on the playground equipment. Rough play and any action which jeopardizes the safety of others are prohibited. This also includes throwing or playing with rocks, sticks, woodchips, etc.
4. Sports equipment, toys, games, hand held video games, radios, collectible cards, etc., should not be brought to school. If these items are brought to school they will be confiscated, and the punishment

will be decided by the principal.

5. Students should seek help from a teacher if a problem arises. Name calling, bullying, fighting, and obscene language will not be tolerated.
6. Students should show respect to all faculty and staff. Before school, during recess, and after school duty teachers are in charge of student behavior and students should respect their authority.
7. Students are to follow the PBIS rules posted in the classrooms, cafeteria, halls, outside the restrooms, and playground.
8. Students are not to bring real or toy guns, knives or other weapons to school. They are not to use other objects such as pencils, fingers, etc. as weapons to engage in play or to actually harm others or themselves. Students are not to engage in play in which they are pretending to shoot, stab, or harm another student or teacher. Verbal threats or drawings which depict harming or killing another person will not be tolerated. Any of these offenses can result in immediate suspension.

Lunchroom Guidelines

1. All students should enter the lunchroom quietly, in an orderly manner.
2. Any student creating a disturbance during lunch will be asked to sit at the end of the table or he/she will be dismissed from the cafeteria to the office. Quiet talking is allowed at the lunch table. Loud talking and disturbing noises are prohibited.
3. Students are expected to get utensils, condiments, and extra servings before they are seated.
4. All students will return to their seats when their plates have been put away. They will line up behind their teacher and follow her back to the classroom when lunch is finished.
5. No food, milk bottles, or straws can be taken from the cafeteria.
6. Federal law prohibits lunches in their original purchased containers. They may be brought into the cafeteria wrapped in foil or plastic wrap only. No carbonated drinks may be brought into the cafeteria in their original containers but may be consumed from thermos or plastic containers.

Playground Guidelines

1. All students should play in assigned areas only.
2. All playground equipment should be used properly.
3. The areas around the back fence are off limits to all students.
4. The throwing of any object(s), i.e., dirt, sticks, pinecones, rocks, or woodchips is prohibited and this behavior may be punished by loss of privileges or suspension from school.
5. The recess bell is the signal for play to cease and lining up to begin. All students should wait in an orderly manner for their teachers to escort them to their classrooms.
6. Fighting, name calling, excluding peers, and rough play are prohibited and may be punished by loss of privileges or suspension from school.

Concession Area Guidelines

Concession will only be on designated dates. These dates will typically be the last Thursday and Friday of each month. These dates will be communicated to parents.

Rainy Day Recess Guidelines

All students will go to the restrooms and will be allowed to get water immediately prior to recess. Running or boisterous play is prohibited in the classrooms during rainy day recesses. The teacher may allow various board games to be played by the students. Because of safety factors, activities during these recess times must be structured and well planned. There will be duty teachers in position and they will be easily accessible to all students.

Bus Discipline

The bus driver is in charge of all passengers on his/her bus. The bus driver's chief responsibility is to safely transport all students in his/her care to and from school. No student may ride two different buses (one bus in the morning and a different bus in the afternoon). If the student habitually misbehaves or causes the driver to lose concentration, the student may be suspended from riding the bus to and from school. The lives of other children will not be placed in jeopardy because of the inappropriate behavior of a few habitual offenders. Parents will be notified with a bus disciplinary report before this drastic measure is taken, unless it is an automatic expulsion offense.

- First infraction – The bus driver will contact the parent.
- Second infraction – The bus driver will submit a written disciplinary report to the principal. The principal will counsel with the student in the office and the principal will contact the parent either by phone or in writing, describing the inappropriate behavior exhibited by the student on the bus. The student may lose recess or other privileges.
- Third infraction – The student may be suspended from riding privileges for a minimum of 3 days. The principal may hold a conference with the bus driver, parent, and student.
- Fourth infraction – The student may be suspended from riding the bus for the remainder of the semester or school year.

***At any time, if the severity of behavior warrants, the student may be suspended from riding the bus on the first infraction. The following actions are considered severe, unacceptable behavior and students shall be suspended immediately for a minimum of three (3) days from riding the bus to and from school.**

1. Fighting
2. Possession of alcohol or drugs
3. Possession of a weapon
4. Assault
5. Destruction of School Board property
6. Intentional disrespect(ex. – cursing the driver)

Firearms

R.S. 17:416 Act 385

Kindergarten – Grade 5 – A firearm or knife offense requires an expulsion from school for two complete semesters (four 9 week grading periods).

It will now be discretionary whether or not to expel a student for a fourth suspension for all other disciplinary offenses, and requires a student expelled for knife, firearm, and drug related offenses to provide documentation that the student has participated in a rehabilitation or counseling program related to the offense causing the expulsion **before readmission to school, including alternative education placement.**

Discipline

Each student is expected to follow the established school and classroom rules. All students are taught the School-Wide Expectations: PAWS – P - Prepared; A - Always Respectful; W – Working Hard; S – Staying Safe. Conduct sheets are used by each teacher to record weekly conduct grades which are sent home at a minimum of once a week on Wednesdays for parents to view, sign, and return. If a behavior becomes disruptive to the learning environment, causes harm to the student or others, or is a perceived threat to harm self or others, teachers will use conduct marks, invoke a loss of privilege(s), contact parents, and/or refer to administrators depending on the severity of the infraction(s). Once the student is referred to the office, the administrators will work with the student, contact parents, revoke privileges, and/or suspend the student. The severity and frequency of the infraction determines the course taken.

Suspension

Suspension from school is considered and enforced when other measures of disciplinary action have been exhausted or if the administrators deem the offense worthy of suspension. Parents will receive a letter and/or phone call from the teacher or principal before this action is taken unless it is an automatic suspension from school for the one of the following offenses.

1. Fighting
2. Possession of alcohol, drugs or controlled substances
3. Possession of cigarette/nicotine devices
4. Possession of any kind of weapon
5. Possession of "toy" weapons
6. Assault, bullying, or fighting
7. Making threats to kill or harm another individual (i.e. verbally, with gestures, in writing/drawing)
8. Destroying or attempting to destroy property (School Board's property, teacher's property, or classmate's property)
9. Intentional disrespect (example-cursing a teacher)
10. Habitually breaking school rules
11. Inappropriate use of computers (searching unapproved websites).

*Louisiana law provides that a student may be recommended for expulsion at any time for any serious violation of school regulations and shall be recommended for expulsion the fourth suspension offense. Each consecutive suspension from school is increased by one day of duration.

Lunchroom Payment

A hot, type "A" breakfast and lunch is provided daily in accordance with the National School Lunch Regulation Handbook. The menus are planned by the Ouachita Parish Food Service Supervisor, assisted by the school lunchroom managers. It is most important that breakfast and lunch money be paid each Monday morning. No student shall be allowed to charge lunches for more than three (3) school days. No child should go without lunch, regardless of the circumstances. At the end of these three days, if lunch money has not been sent, the parent will be asked to apply for assistance with the Ouachita Parish Food Service Supervisor. Federal regulations prohibit extension of food services to those who do not pay. Free and reduced lunch applications are available in the cafeteria or online.

Full Price:	**Breakfast**	**$1.00**	**Lunch**	**$1.50**
Reduced Price:	**Breakfast**	**$0.30**	**Lunch**	**$0.40**
School Employee:	**Breakfast**	**$1.50**	**Lunch**	**$3.00**
Visitor Price:	**Breakfast**	**$2.50**	**Lunch**	**$5.00**

Charging of Meals

Secondary students (middle and high school) will not be allowed to charge any meals. Elementary students may only charge up to three (3) days on lunch meals at a time. No charging of breakfast or extras will be allowed unless written approval received from parent. See the Cafeteria Manager for an approval form.

End of Year Balances

Students will not be allowed to charge meals beginning May 1st of the school year. No checks will be accepted for payment of meals after May 1st. Students who owe balances May 1st must have balances cleared/paid in full or they will not be allowed to purchase meals during the last two weeks of school until the bill is paid in full.

Money may be left in student accounts and carried over to the next school year. If a student transfers to another school with Ouachita Parish, their money goes with them. A parent may request a refund of money in a student's account, if a request is placed in writing along with the designation of whom the money is to be given.

Every child will receive an application for Free/Reduced Meal Benefits which you may choose to complete and return or not. Participation in the Free/Reduced meal program is strictly confidential. You are to submit only ONE application for all the children in your household. Please remember that each child must PAY for all meals received UNTIL the family is notified that they are approved for Free/Reduced Meal benefits.

Procedures

As with most federally funded programs, State and Federal regulations dictate procedures. A few of the regulations which apply directly to visitor meals are as follows:

1. A visitor is defined as an individual who is not employed by Ouachita Parish School Board, such as parents, visiting children not currently enrolled in Ouachita Parish School System (regardless of age), and Senior Citizens.
2. Principals may invite visitors on campus to eat in the school cafeteria. The meal must be paid for by the Principal or the visitor. Otherwise, meal service is prohibited for "passers-by".
3. Meals are priced as a whole unit. State regulations do not allow "a la carte"(by the item) sales. The charge for Visitor Meals in Ouachita Parish is $5.00 per plate.
4. All foods and beverages available to adults shall also be a part of the regular meal served to the children.
5. Adults shall be served the same meal as students with portions not to exceed that of secondary students.

Ouachita Parish Nurse Program

The school nurse program continues to expand their services, and strives to fulfill mandated legislation; their primary concern is for the health, safety, and welfare of the students. The school nurse is available as a resource person for any health related concerns you may have. The nurse can provide preventative measures, health counseling and education, and can assist with medical problems. The nurse can help to promote understanding of chronic health problems and assist the student, family, and school personnel in the adjustment to those problems.

The school nurse conducts screening programs during the year as follows:

1. Mandated vision and hearing screenings per recommendations by the American Academy of Pediatrics or by special request by parents, children, and school personnel. Screenings are primarily conducted in PK, K, and odd grades through 9th grade.
2. Personal hygiene classes taught to 5th grade girls.
3. General overall assessment of students which may include, but not limited to, vital signs, listening to heart and lung sounds, and visual assessments.

If you do not want your child to participate in any of the above then you must let the school nurse know in writing by September.

The Louisiana State Legislature has passed a school medication law. The Ouachita Parish School Board has established guidelines and procedures in order to be in compliance with this law.

As a general principle, medications will not be given at school. However, when circumstances arise in which a student must take medication at school, the following **will be** adhered to:

1. Medications must have our medication order form completed by the physician detailing the name of the medicine, dosage, and exact time to be given.
2. Parents must meet with the school nurse to sign appropriate medication forms before any medication can be administered at school.
3. Medication must be brought to the school by a parent or guardian in a current container appropriately labeled by the pharmacy. No more than 25 day supply in a tablet form can be kept at the school for each child. **No medicine will be accepted in plastic bags or mislabeled bottles. Have the pharmacist place <u>ADD meds</u> in a blister pack.**
4. If a dosage should change, the nurse must receive a new written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued. If the medication and dosage should change and a written statement is not received, then that child will not be given his/her medication.

***No over the counter medication can be given unless prescribed by a doctor or dentist.** A pharmacist must label it with the child's name, correct dosage, and dispensing information. This means Tylenol, cough syrup, cough drops, antacids, etc.

***No eye or ear drops can be given at school unless there is a school nurse present to administer & all required paperwork is in place.**

***Antibiotics should be given in a time-span so they may receive it at home if at all possible.**

According to OPSB policy, DO NOT to send your child to school:

1. If in the last 24 hours, your child has had a Temp of 100.0 or more.
2. If in the last 24 hours, your child has had Nausea, Vomiting, or Diarrhea.
3. If your child has a WOUND that is draining, and is not covered OR has the potential to begin draining while at school. (This includes Impetigo.)
4. If your child has suspected Chicken Pox.
5. If your child has Head Lice, (live bugs OR nits).
6. If your child has an Untreated Ringworm (*you must send written documentation of current ongoing treatment for at least 24 hours for return to school, and it must remain covered with a band-aid until resolved).
7. If your child has a rash that covers a large part of the body or is spreading.
8. If your child has Conjunctivitis or Suspected Pink-Eye. Student may return after being under treatment for at least 24 hours.
9. If your child is WHEEZING and having breathing difficulty, seek medical care immediately.
10. If your child has thick, discolored nasal drainage or frequent cough.

Children must be symptom free, without medication, for 24 hours before returning to school. If you have any questions, please call the school nurse.

We will follow all CDC and/or Louisiana Dept. of Health guidelines and procedures.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that prohibits discrimination on the basis of a disability in any entity receiving federal funding. Section 504 states that: "No otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from the participation in, be denied, the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" Included in the U.S. Department of Education regulations for Section 504 is the requirement that disabled students be provided with a free appropriate public education (FAPE).

The Act defines a person with a handicap as anyone who has a mental or physical impairment that substantially limits one or more major life activities

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Major life activities also include other general activities such as eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. In addition, major life activities include major bodily functions such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The above list of major life activities is not exhaustive.

School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Appropriate services are those designed to "level the playing field" and meet the

needs of students with disabilities to the same extent that the needs of students without disabilities have been met so that students with disabilities may enjoy full participation in educational opportunities. This law is intended to provide individuals with disabilities equal opportunity to pursue employment, educational, and recreational goals without discrimination.

A student must meet the definition of a student with a disability as defined in the statute to be covered under Section 504. This determination is made by a team of persons knowledgeable about the student, the evaluation data, and placement options. If the student is determined to be disabled under Section 504, the team should review the nature of the disability, how it affects the student's education, and what accommodations and services are needed. An Individual Accommodation Plan (IAP} must be developed and implemented if needed by the student. Periodic re-evaluations are required for qualified students who receive services.
Districts are expected to establish prior notice and consent procedures to encourage parents' involvement in the educational decisions affecting their children. If the parent or legal guardian disagrees with the determination made by the professional staff of a school district, grievance procedures are in place to be followed.

POLICY STATEMENT
Section 504 Compliance

The policy of the Ouachita Parish School System is to provide a free and appropriate public education (FAPE) to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability.

It is the responsibility of the Ouachita Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of students with disabilities and their parents under Section 504 will be enforced.

TITLE VI, TITLE IX, THE AMERICANS WITH DISABILITIES ACT (ADA), AND SECTION 504 COMPLIANCE Title VI, Title IX, ADA, and Section 504 are federal laws which ensure that individuals will be free from discrimination based upon sex, race, national origin, or disabilities. The Ouachita Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. To resolve problems which students, employees, or applicants for employment may believe are the result of discriminatory practices, the Ouachita Parish School Board has established a grievance policy. For further information about these federal laws or the grievance process, contact:

Todd Guice
Superintendent
1600 North 7th Street
West Monroe, LA 71291
(318) 432-5000

Dr. Gail Autrey
Director of Student Support Services
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

Barry Johnson Section
504/ADA Supervisor
800 Claiborne Street
West Monroe, LA 71291
(318) 432-5400

PARENT AND STUDENT RIGHTS

IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY AS DEFINED IN
SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law (Section 504 of the Rehabilitation Act of 1973) to students with disabilities. The law states that "qualified disabled persons will not be discriminated against on the basis of disability in any program, activity or employment practice. A disabled person is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment." The intent of the law is to keep students and parents fully informed concerning decisions about the student and their right to agree or disagree with any of these decisions.

YOU HAVE A RIGHT TO:

1. Have the school system advise you of your rights under federal law (Section 504).
2. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school system make reasonable accommodations to allow your child an equal opportunity to participate in academic, nonacademic, and extra-curricular activities offered by the school system.
3. Have your child take part in and receive benefits from public educational programs without discrimination because of his/her disabling condition.
4. Receive notice with respect to identification, evaluation, and educational placement of your child.
5. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
6. Have your child receive accommodations/modifications and related services that will meet his/her needs as well as the needs of non-disabled students if he/she is found to be eligible for services under Section 504.
7. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school system.
9. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
10. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny access to the records.
11. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
13. Have an opportunity to present complaints and/or to request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and your child may take part in the hearing and be represented by counsel. Hearing requests must be made through the Ouachita Parish 504 Coordinator.
14. Request payment of reasonable attorney fees if you are successful on your claim.
15. File a local grievance.

For more information regarding Section 504, or if you have questions or need additional assistance, contact Ouachita Parish's Section 504 Coordinator: Barry Johnson, 800 Claiborne Street, West Monroe, LA 71291, 318-432-5400.

Homeless Education Assistance Program

"Bridges of Ouachita" Homeless Education Assistance Program abides by federally mandated policies to ensure that homeless children and youth have access to free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance, or school success of homeless students. (Federal Law: Title VII-B; of the McKinney-Vento Homeless Assistance Act; 42 USC 11431 at seq.) (State Law: LA. RS. 17.238/Public Law 107-110, No Child Left Behind Act of 2001; BESE Policy: 1.012.00 — 1012.05 and 2.012.00 — 2.012.04.

Definition of Homeless or
"Highly Mobile" Individual...

The Stewart B. McKinney Homeless Assistance Act (P.L. 107-110) defines the term *"homeless person"* as one who lacks a fixed, regular, and adequate nighttime residence and who has a primary nighttime residence that is:

- Displaced due to a natural disaster
- A shelter/transitional housing
- The streets, cars, abandoned buildings, campgrounds, etc.
    - An institution that provides a temporary residence for individuals intended to be institutionalized
    - A residence with substandard living conditions (not fit for human habitation- no electricity, no heat, no running water, no widows/doors, holes in the roof/floor, no way to cook/store food)
    - Two or more families living together in crowded or undesirable living conditions, (doubling/tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity
    - Runaway children who have run away fi¯om home and live in a shelter or inadequate accommodations even if parents are willing to provide a home
    - Unaccompanied youth
    - In December 2001, Congress made the law protecting the educational rights of those children even stronger by passing the McKinney-Vento Act. It gives children and youth in homeless situations the right to stay in their *"school of origin"* even if they move; enroll in a new school without proof of residence, immunizations, school records or other papers; some transportation to school; go to pre-school programs; get all the school services available; have disagreements with schools settled quickly (Dispute Resolution Policy) and be enrolled in the school for the *"best interest of the child'* while disagreements are settled.

Homeless Education Services:

- Immediate Enrollment Assistance, including obtaining birth and immunization records
- Free lunch
- Uniforms
- School Supplies/some school fees
- Medical/Dental /Housing/counseling referrals
- Tutorials in shelters and schools
- Connect students to summer programs/preschool programs/parenting education
- Link to literacy, social, and life skills training
- Pre-service case management
- Identify homeless and youth by utilization of the Residency Questionnaire

Enrollment: (Bulletin 741, Section 341)

In order to ensure homeless students are being identified and tracked appropriately in our school system, the following procedure is to be followed for enrolling any homeless child residing within our district:

1) The person who has the responsibility for enrolling a homeless child in school must contact the District Liaison Supervisor at the OPSS Media Center to fill out a Louisiana Residency Questionnaire for eligibility required by law. *(Forms are also available at each school.)*
2) Upon completion of this interview process and signature of the District Liaison, all legal documents will accompany the student/guardian to the school where the child will be attending and completing the enrollment process. Student information will also be sent to the Food/Nutrition Supervisor, SIS Coordinator and Child Welfare and Attendance.
3) As a result of this procedure, copies of enrollment process of any homeless child will be filed at the Media Center, the CWA office, school of attendance, SIS office, and Food/Nutrition office.

NOTE: A homeless child may or may not be in the custody of a legal parent or guardian. It is the responsibility of local LEAs to eliminate barriers that homeless youth may face, including revising local enrollment policies to accommodate unaccompanied youth. In the event of natural disasters, which may cause a sudden influx of homeless students locating within our school district, we will make the enrollment of these youth an immediate priority and assist them and their caregivers in *every* way possible to make the enrollment process go as smoothly and quickly as possible.

Contact Information:

Jerlyn D. Bobo, District Liaison Supervisor
(318) 432-5330 (318) 432-5297(Fax)
Ouachita Parish Media Center
1600 North 7th Street
West Monroe, Louisiana 71291

State Coordinator
1-225-219-2949, 1-877-453-2721
State of L.A. Department of Education
1201 North Third Street
Baton Rouge, Louisiana 70802

HOMEWORK ASSISTANCE

SERVICES – HomeworkLa.org

Homework Louisiana, a service of the State Library of Louisiana, offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Get help in math, science, social studies or English from a live tutor. The services can be accessed from a Louisiana public library, from your home computer or from your mobile device.

STUDENT USE OF CELL PHONES AND OTHER ELECTRONIC TELECOMMUNICATION DEVICES

The Ouachita Parish School Board shall prohibit, as outlined in La. Rev. Stat. Ann. §17:239, students from using or operating cell phones, cameras, video tape recorders, digital recorders of any kind, or any electronic telecommunication device in public school buildings and on school buses used to transport public school students. Cell phone *"use"* is defined for this policy as the cell phone or device being in the ***"on"*** position or mode. Student cell phones or devices are required to be kept out of sight and turned off during school hours in a school building or on school grounds, or whenever on a school bus. This policy is inclusive of any such device as stipulated above in a student's possession.

ELEMENTARY SCHOOL CELL PHONE/ELECTRONIC DEVICES DISCIPLINE

First Offense: Parents will be called. Phone is taken and returned to student at the end of the day. Written minor infraction that parents must sign.

Second Offense: Parents will be called. Phone taken and returned when parent picks it up prior to 3:00 p.m. Written minor infraction that parents must sign.

Third Offense: Parents will be called. Phone will be taken for three (3) days and parents must pick up phone at school prior to 3:00 p.m. Written minor infraction that parents must sign.

Fourth Offense: Parents will be called. Phone will be taken for five (5) days and parents must pick up phone at school prior to 3:00 p.m. Referral is written and put into system.

Fifth Offense: Parents will be called. Phone will be taken for ten (10) days and parents must pick up phone at school prior to 3:00 p.m. Referral is written, student is given suspension, and must see CWA (Child Welfare and Attendance) before returning to school.

EXCEPTION FOR EMERGENCIES: In the event of an emergency, any person may use any electronic device available. Emergency is defined as an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

Signatures and Return Documents

The following pages contain the OPSB cell phone policy, the OPSB Technology Acceptable Use Policy, the OPSB Web Publishing policy, Crisis Management Evacuation Plan, and signature pages stating that both parent and student have read and understand all the policies in this handbook. Also included on the signature pages are statements asking that you acknowledge receipt of a free and reduced lunch packet, as well as, a school insurance packet.

OUACHITA PARISH SCHOOL SYSTEM
TECHNOLOGY ACCEPTABLE USE POLICY

Internet and network resources access is available to students, employees, and guests in the Ouachita Parish School System. We are very pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to all of our users. Our goal in providing this service to students, employees, and guests is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The following *Terms and Conditions of Use* are provided so that network users are aware of their responsibilities. These responsibilities include efficient, ethical, and legal utilization of the network resources. Please read the Terms and Conditions of Use carefully.

Terms and Conditions of Use

1. **Personal Privacy and Safety**
   a. Users will not reveal any personal contact information about themselves or any other person on the Internet.

b. Users will not agree to meet with someone they have met on the Internet without appropriate approval. Inappropriate contacts should be reported to school authorities immediately.

2. Illegal Activities

a. Users will not transmit any material or engage in any activities in violation of any national, state, or local regulations.
b. Users will not attempt to gain unauthorized access to any network resources including (but not limited to) computer systems and other users' accounts or files.
c. Users will not attempt to disrupt the network or network resources or destroy data by spreading computer viruses or worms or by any other means.
d. Users will not attempt to impersonate another individual using network resources for any reason.

3. Security

a. Users will immediately notify system administrators of a possible security problem is identified. However, purposely looking for security problems may be considered an illegal attempt to gain access.
b. Users will only use storage media (disks, CDs, pen drives, etc.) that have been scanned and found to be free of viruses.
c. Users will not attach any device to the network without prior approval by the system administrators.
d. Users should be aware that all network traffic (including Internet usage and email) is regularly monitored for inappropriate use.
e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to network resources.

4. Network Resources

a. Users will only use network resources in support of the educational goals and objectives of the Ouachita Parish School System.
b. Users will not intentionally waste network bandwidth (listening on online radio stations, viewing streaming video, downloading large files, etc.)
c. Users will not use network resources for commercial purposes.
d. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in network communications. This includes personally attacking or harassing another person.
e. Users will not display, download, or transmit any inappropriate materials (including offensive messages, images, and videos).
f. OPSB.net email accounts are for employees only. Students will not be assigned OPSB.net email accounts.
g. Users will not send or forward email "chain letters" or send annoying or unnecessary messages.
h. Users will not send mass email or "spam" any users (internal or external) with unauthorized communications or solicitations.
i. Users will respect copyrighted material and other intellectual property. Users may not duplicate or distribute electronic resources without the appropriate permissions, documentations, or citations.

5. Software

a. Users will not download, store, or install any unapproved or unlicensed software on school system computers.
b. Users will not install any unauthorized or unlicensed school system software on their personal/home computers.

6. **Content Filtering**
   a. Precautions have been taken to eliminate inappropriate content. However, it is impossible to restrict access to all inappropriate content.
   b. Users will immediately report to school authorities any website they access that contains inappropriate content.
   c. Users will not attempt to bypass the district's content filters to view inappropriate content.

7. **Consequences of Inappropriate Use**
   a. The use of the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of that privilege and/or other disciplinary action (including suspension, expulsion, or legal action) as deemed appropriate by administration, faculty, and staff.
   b. Note that no information on the network (including email and personal files) is guaranteed to be private. Information relating to or in support of illegal activities must be reported to the authorities.
   c. Inappropriate use of the network may result in legal action and/or prosecution, and may require restitution for costs associated with system restoration, hardware, or software costs.
   d. Users bringing illegal and/or inappropriate materials onto the network will be subject to disciplinary action.

OUACHITA PARISH SCHOOL SYSTEM
OPSB.net WEB PUBLISHING POLICY

Purpose

The purpose of the Ouachita Parish School Board (OPSB) website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the OPSB website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

Organizational Responsibilities

- The Website Administrator is responsible for developing and maintaining the OPSB district website.
- The Communications Department has the primary responsibility for the content of the OPSB website. All content of the OPSB district website must be approved by the Communications Department.
- A Website Coordinator will be designated for each school in the district. Each school's Website Coordinator will be responsible for all content posted to that school's website. The Website Coordinator is also responsible for insuring that a release form is on file before publishing any identifiable student photos or works.
- The Webmaster is the person who actually creates, publishes, and maintains the school's website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

Content Standards

- All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
- All official school board and school web pages should reside primarily on the OPSB web server. If a school chooses to host its website with another provider, the OPSB website will provide a link to the school's website only if the school's website meets all other criteria maintained in this policy.

- All content must be related to curriculum, instruction, or other school or school district related information.
- Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system
- The OPSB web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.
- All web pages must not link to or contain any inappropriate material. The Communications Department will have full discretion in determining the appropriateness of content.

Student Safety

- Student names may be published without a release form. However, no identifiable student photo or student works may be published unless a signed release form is on file for the current school year for every associated student.
- No personal information (other than the student name) should ever be published about a student.
- No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
- Students are not allowed to have or use OPSB assigned email accounts.
- Students are not allowed to publish information to the OPSB web server.

Web Publishing Guidelines

- All published content must reflect educational goals.
- All published content should be reviewed for accuracy, correct spelling, and correct grammar.
- All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission as long as the material is on the OPSB web server.
- All published content must be kept up-to-date.
- Do not use spaces in naming pages or directories. Use the underscore character ("_") instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.
- School web sites must include:
    - School name
    - Principal's name
    - Full address
    - Telephone number
    - Fax number
    - A link to http://www.opsb.net

Drew Crisis Management Plan

It is our plan, in case of a crisis situation that requires evacuation, to walk our students to Arkansas Stone. Arrangements have been made for the safety of our students while at this location. Check out procedures will be in place at that location just as they are at our regular school site. If the crisis situation requires we distance ourselves further from our building site then we will bus the students to the New Chapel Hill Gymnasium and follow checkout procedures from there. In an extreme situation where neither alternate site is the safest place for our students the OPSB will provide the information of our location.

EMPLOYEE AND STUDENT USE OF ARTIFICIAL INTELLIGENCE

OVERVIEW

The Ouachita Parish School Board recognizes the rapid growth of artificial intelligence (AI) technologies and their potential to enhance educational experiences. This addendum to the School Board's Acceptable Use Policies outlines the expectations for using AI within our schools. The objective of these guidelines is to ensure that all tools used to support teaching, learning and school operations align with our mission and values.

DEFINITIONS

- *Artificial Intelligence (AI)*: Computer systems or software that perform tasks requiring human intelligence, including but not limited to learning, decision-making, and language processing.

- *Machine Learning*: A subset of AI that involves computers learning from data without being explicitly programmed for specific tasks.

- *Natural Language Processing (NLP)*: AI's ability to understand and generate human language. To the best of its ability, the School Board will work to ensure AI tools are accessible to all students, including those with disabilities and English Language Learners, in compliance with ADA and Section 504 requirements.

- *Generative AI*: AI technologies that can generate new content, including text, images, audio, and video, based on their training data. These tools can be used for creative and educational purposes, but must be used with consideration for accuracy, appropriateness, and originality. (i.e. Google Gemini, ChatGPT)

- *Deepfake*: An image or recording that has been convincingly altered and manipulated to misrepresent an individual as doing or saying something that was not actually done or said.

- *Non-Consensual Intimate Imagery (NCII):* Sexual content, including photographs or videos, that is distributed without the consent of the person depicted. This includes manipulated imagery to misrepresent an individual, imagery captured without the victim's knowledge and the nonconsensual sharing of consensual imagery.

ACCESS AND PERMISSIONS

- Access to approved AI tools is granted to students, faculty, and staff for educational and administrative purposes only.

- A list of district-approved AI tools will be maintained by the Information Technology Department and reviewed biannually. Staff may request evaluation of additional tools by submitting a formal proposal to the Information Technology Director.

ETHICAL USE

- Users must not employ AI tools to conduct or support cheating, plagiarism or any academic dishonesty.

- Generative AI content that is inappropriate, offensive or harmful is prohibited.

- Respect and courtesy must be maintained when interacting with AI systems, recognizing their impact on the learning environment.

- Users should be aware of the potential for AI bias in tools and consider this when interpreting AI-generated information or content. The School Board encourages critical thinking and scrutiny of AI outputs and training data sets for large language models and other generative AI tools. Teachers are encouraged to guide age-appropriate discussions on AI bias as part of digital literacy instruction.

PRIVACY, SECURITY, AND DATA PROTECTION

- Users must be aware of data privacy concerns with AI tools, especially regarding the handling of personal and sensitive information.

- Personally identifiable information, confidential information and/or sensitive information should never be shared with an AI tool unless such sharing is explicitly approved by the School Board.

- All AI tools must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA) and other relevant privacy laws.

- Students in fifth grade or below may only use AI tools compliant with COPPA and explicitly approved by the School Board.

- The Information Technology Department ensures that AI tools employed have robust security measures to protect user data from unauthorized access.

- Users are expected to be aware of and comply with the terms and conditions of all AI tools, specifically with respect to age requirements.

- The Information Technology Department conducts regular security assessments of AI technologies to safeguard against vulnerabilities.

DEEPFAKE AND NON-CONSENSUAL INTIMATE IMAGERY

- The use of AI technology to create Deepfake or Non-Consensual Intimate Imagery (NCII) are subject to Policy JCDAF on bullying and Policy GAEAA on sexual harassment or other forms of harassment.

ACADEMIC INTEGRITY

AI tools should supplement the educational process without undermining the integrity of academic work. Examples of appropriate use include generating ideas for brainstorming sessions, providing tutoring in specific subjects, and automating administrative tasks.

Direct submission of AI-generated work as one's own without proper attribution or reliance on AI for completing assignments without understanding the content is prohibited.
When AI-generated content is used in academic work, users must include an attribution statement.

Example of Attribution:

- Portions of this content were generated with the assistance of [AI tool name].

- In written assignments, this attribution must appear in a footnote or at the end of the document.

- Users must respect copyright laws and intellectual property rights when using AI tools. This includes not using AI to replicate or modify copyrighted materials without authorization and properly citing all sources of content, including AI-generated content, to avoid plagiarism.

STAFF USE IN INSTRUCTION

Educators are encouraged to use AI to support instructional design and differentiation, but should maintain final judgment over instructional decisions and avoid fully automating feedback or grading without human oversight.

PROFESSIONAL DEVELOPMENT

The School Board will provide ongoing professional development on ethical and effective AI use for educators and staff to ensure confidence and competence in using these technologies.

STUDENT AND PARENT EDUCATION

The School Board will provide students and parents with resources to understand AI tools, their appropriate use and related risks.

MONITORING AND ENFORCEMENT

- The School Board reserves the right to monitor the use of AI tools to ensure compliance with this policy.

- This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.

- Users should have no expectation of privacy when using School Board technology or networks. All activity may be monitored to ensure compliance with this policy.

- Violations of this policy may result in disciplinary action, including but not limited to suspension of access to technology resources, disciplinary measures as per the student and employee handbooks and notification of supervisors, parents or guardians.

EXAMPLES OF ACCEPTABLE USE

- Brainstorming ideas
- Language translation support
- Assisting with grading (teacher use)

EXAMPLES OF UNACCEPTABLE USE

- Submitting AI-written essays as original work
- Using AI to bypass assigned reading
- Fully automating student grades