School Mission Statement

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

School Vision Statement

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

Belief Statements

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

INTRODUCTION

Eual J. Landry Education Programs Center Alternative Discipline A Positive Turnaround (ADAPT) is a full day program that affords students the opportunity to continue their education in a supervised setting while they are suspended from their home-based schools. Students are required to attend school at the Landry site before they can return to their home-based schools. Landry is designed to help each student address inappropriate behaviors and realize that they are responsible for their actions. Our faculty and staff will provide academic and social skills instruction. Students also receive counseling and physical exercise.

COMPONENTS OF THE PROGRAM

- **Academics** – Teachers provide direct instruction, direction, and assistance with class assignments.
- **Social Skills Instruction -** Social skills instruction will emphasize social and emotional learning competence.
- **Counseling** – Students are required to participate in individual and/or group counseling sessions.
- **Physical Education** – Students are required to participate in daily sessions consisting of stretching, exercise, and other types of physical activity.

ACADEMIC ASSIGNMENTS

Teachers will follow the assignments provided by the home-base schoolteachers. The student is responsible for completing these assignments. A student's IDEA rights are protected. Teachers will follow the students' IEP/IAP. **Teachers may provide supplemental assignments that the student will be required to complete**.

SOCIAL SKILLS

Every student assigned to Landry is expected to display appropriate social skills. The importance of making proper choices will be emphasized throughout the student's stay at Landry.

COUNSELING

Individual and/or group counseling will be available to students during their stay at Landry.

PHYSICAL EDUCATION

Even though a student may not be enrolled in a physical education class at his/her home-based school, every student will be expected to participate daily in physical education while enrolled at Landry. To be excused from participating in physical education, the student must meet district guidelines as described on page 8 of this handbook.

GENERAL INFORMATION

CRITERIA FOR ENTRANCE

Attendance at Landry is mandatory for any 6th - 12th grade student who commits an offense that results in a suspension as identified in the Student Code of Conduct District Handbook.

Students suspended for severe violence, violence on a school employee, for possessing weapons or drugs may be excluded from this program. These students will be recommended for expulsion.

Students may enter/exit Landry a maximum of two times. A third suspension shall initiate a recommendation for an expulsion. **Please note that a principal may recommend a student for an expulsion at any time (i.e., during a 1st, 2nd, or 3rd suspension).**
The home-based school will be responsible for the following:

- Sending completed assignment log sheets and any accompanying documents, math workbooks, and Chromebooks.
- Sending assignments on the first day of the suspension.
- Providing any medical information.
- Providing copies of the IEP/IAP/BIP.

ATTENDANCE

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

- **All students are required to attend Landry for their assigned full school days, including those students who have early release at their home-based school.**
- If a student is or will be tardy or absent, the parent or guardian is encouraged to notify the school **before 7:30 a.m. Students <u>will not</u> be allowed on Landry's campus before 7:30 a.m. Any student who arrives after 7:45 a.m. must be signed in by an adult.**
- Any student who is tardy or leaves early **without** medical or court documentation will have attendance adjusted but the day will not count as a full suspension day.

TRANSPORTATION

Students are not allowed to walk or drive any vehicles to or from Landry campus. All car rider students must be dropped off or picked up from the side parking lot and NOT in the bus circle.

Middle school students have two options:

- Students may ride the high school bus to the high school campus. The student should catch the high school bus at the bus stop nearest to his or her house. Upon arriving at the high school campus, students will report to the designated area to catch the Landry shuttle bus.
- **Students may be brought to Landry campus at 7:30 a.m. Any student who arrives after 7:45 a.m. must be signed in by an adult.**
- **Students involved in a physical altercation must be brought to Landry on the first day of their ADAPT.**
- In the morning, students will be directed to the designated search area after arriving on campus.

High school students have two options:

- Students may ride their assigned school bus to the high school campus. Upon arriving at the high school campus, students will report to the designated area to catch the Landry shuttle bus.
- **Students may be brought to the Landry campus at 7:30 a.m. Any student who arrives after 7:45 a.m. must be signed in by an adult.**
- **Students involved in a physical altercation must be brought to Landry on the first day of their ADAPT.**
- In the morning, the students will be directed to the designated search area after arriving on campus.

BUS RULES

- Food and drinks are prohibited.
- **All personal electronic devices including cell phones are prohibited.**
- Upon exiting the Landry bus at the high school, students are required to walk in a single line directly to their school site buses and remain on the bus until departure.
- Students must sit upright in assigned seats at all times.
- Students must remain in proper dress code attire at all times.
- Students should not engage in inappropriate or disruptive behavior, including loud talking, that distracts the bus driver.
- **To ensure the safety of all individuals, if deemed necessary, we reserve the right to search a student prior to boarding the school bus.**

NOTE: The specific bus that a student is assigned to ride is determined by administration. An ADAPT student can be assigned to ride a bus that transports them directly to their house from the Landry site and vice versa. The transporting of students to and from Landry is a privilege that can be revoked at any time for failure to comply with school and/or bus rules. Please see the discipline ladder on page 13.

MEALS

Breakfasts and Lunches are not prepared on site; they are transported from R. K. Smith Middle School. Therefore, it is important that students arrive at school on time so lunch can be ordered**.**
Students arriving after 9:30 a.m. may be given an alternative lunch. Students cannot bring any meals, edible items, or drinks to the Landry site. Students are allowed to bring water that has not been opened. Students who pay for meals must have money in their school account. No child is allowed to charge a meal.

RESTROOM BREAKS

Students will be given a morning restroom break and an afternoon restroom break. In addition, students will be allowed to go to the restroom after morning search is completed, during lunch, and during physical education.

If a medical condition exists that requires more frequent restroom breaks, then documentation from a physician must be provided.

MEDICATION

Medication brought to the Landry campus will be kept secure. When the student's stay in the program is completed, the remaining medication will be returned to the home-based school where it will be counted and signed in. If the student is starting a new medication while assigned at Landry campus, then the parent must contact the school nurse to schedule a time to register new medication. **A student must remain at home for a full 24 hours after starting a new medication. This does not count as one of the assigned days and must be made up.**

TRANSITION TO HOMEBASED SCHOOL

ADAPT #1

- Landry's counselor/MHP speaks with students to review expectations, behaviors, academics, etc. and obtain a name of a staff member on your campus that the student would feel comfortable to check in with for a week or two.
- Landry's counselor/MHP will report this information to the home base counselor to set up.
- Home base counselors and/or administrators will meet with the student at some point during the first day to discuss expectations, academics, check in, etc.
- Home base counselors and/or administrators will make a phone call to parents to inform them of meeting with students and document any concerns.

ADAPT #2 and #3

- Landry's counselor/MHP speaks with students to review expectations, behaviors, academics, etc. and obtain a name of a staff member on your campus that students would feel comfortable to check in with for a week or two.
- Landry's counselor/MHP will report this information to the home base counselor to set up.
- Students and Parents will meet at the home base school with a counselor and/or administrator on the first day at the home base school after suspension. (Times to be determined by home base schools. Home base schools can set a time for Landry counselor/MHP to inform students/parents or home base schools will be responsible to contact parent of time to meet)

PROGRAM GUIDELINES

PROCEDURES

All St. Charles Parish Public Schools rules will apply to this program. In addition, the following rules set forth for the program will be enforced. These rules may be revised as needed by the administration of Landry.

- All students will be searched upon entering the building each day.
- Students will address adults in a respectful tone and manner.
- Students will follow the prescribed dress code at all times.
- Students will remain on task at all times.
- Students will not be permitted to sleep or put their head down in class.
- Students will not be permitted to have money in their possession, with the exception of lunch money that must be paid upon arrival.
- Students will not be permitted on any St. Charles Parish Public School campus, nor permitted to attend any extracurricular functions on school grounds during their enrollment at Landry.
- Physical exercise will be required, and the type of exercise will be determined by the teacher.
- Students will not be allowed to use the telephone without the permission of an Administrator. If an emergency should arise, school personnel will contact the parent or guardian.
- Students will have access to technology and the internet for class assignments as needed.

PHYSICAL EDUCATION GUIDELINES

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

MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY

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

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

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

EXCUSES FOR STUDENTS WITH TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL AND CLASSROOMS

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

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

DRESS CODE

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

- Students must be properly dressed according to the St. Charles Parish and Landry rules while on site.
- **The school uniform of designated home-base schools must be worn.**
- **A school ID must be worn at all times. This is part of the school uniform.**
- Only uniform pants and shorts are allowed. **Capris, skirts, warm-up pants, cargo pants, dresses, leggings, jeggings, and baggy pants are NOT allowed**.
- Pants must be solid navy or khaki with no trim or adornments. Pants must be hemmed with no slits or holes.
- Uniform pants must be worn at the natural waistline. No oversized belts/belt buckles are allowed.
- No shorts under pants.
- Uniform pant legs, collars, and jackets must be worn as designed.
- School uniform shirts MUST be worn under sweatshirts. School designated spirit shirts are allowed.
- No hooded clothing/apparel is allowed on campus.
- Outerwear that does not follow district policy will not be allowed. Outerwear that does not open the entire length of the front by snapping, buttoning, or zipping is not allowed.
- Shoes must cover the entire foot. Shoes must be tied and/or fastened as designed. **Sandals, slippers(including but not limited to Ugg slippers), and croc styled shoes are not allowed.**
- Food and beverages (excluding water) are not allowed. Water bottles must be sealed and unopened.
- **Extra shoes cannot be brought to the Landry site.**

NOTE: Any violation of the dress code will result in disciplinary action. Students who are in violation of the dress code policy will not be permitted to board the bus. Please see the discipline ladder on page 13.

PROHIBITED ITEMS

Any prohibitive item or accessory not meeting dress code guidelines will be taken by school officials. All cell phones will be confiscated and returned to a parent/ guardian on the day of confiscation. If a student fails to turn over a prohibitive item upon request, he or she will receive a consequence.

Personal items being confiscated will be returned on the student's last day at Landry. If a student's behavior is deemed unsafe, then the student will not be allowed to go to class or get on the bus. A parent or guardian will be contacted for any student who fails to comply with search procedures.

- No money is allowed on campus.
- No oversized purses or handbags allowed.
- Gang-related attire is not allowed (i.e. handkerchiefs, colors, insignias, symbols, etc.).
- Stocking caps, do-rags, combs, brushes, bonnets, barrettes, hair picks, or **any** other hair items are not allowed.
- Earbuds/plugs, headphones (ex. Beats), cell phones, and other personal electronic devices are not allowed.
- Cosmetics (i.e. – lipstick, lip gloss, lip balm, mascara, eye shadow, etc.) are not allowed.
- Food and beverages (excluding water) are not allowed. Water bottles MUST be sealed and unopened.
- No gum is allowed.

Please see the discipline ladder on page 13.

CONSEQUENCES

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

- Physical exercise (push-ups, sit ups, running, etc.)
- Removal from classroom
- Lunch Detention or additional suspension days.
- Suspension (out of school, ISS)

- Arrest

SEVERE CLAUSE

A verbal or physical threat to another person, improper physical contact, damage to school or community property may result in an arrest by the St. Charles Parish Sheriff's Office. Any student who attempts to leave the grounds prior to dismissal will be arrested. Any inappropriate student behavior that disrupts the campus and/or classroom will result in an arrest for disturbing the peace.

If a student is arrested, he or she may receive an out of school suspension for a minimum of three (3) days. A parent or guardian is required to participate in a reinstatement conference at the end of each suspension period.

EXITING GUIDELINES

Students must successfully complete the Landry (ADAPT) program before they are allowed to return to their home-based school. Exiting from ADAPT program is contingent upon the following components, as determined by the Landry staff:

- Attending the assigned number of days.
- Successful completion of all academic assignments.
- Participation in all components of the physical education class.
- Exhibiting behavior consistent with program requirements
- Completion of Exit Survey

The student and parent or guardian are required to attend a reinstatement conference when the student returns to his/her home-based school.

DISCIPLINE LADDERS

TARDY LADDER

1st Lunch detention (one day)
2nd Lunch detention (two days)
3rd Suspension

DRESS CODE/PROHIBITED ITEMS LADDER

1st Lunch detention (one day)
2nd Lunch detention (two day)
3rd Parent Conference
4th Suspension

Wearing a school ID is a part of the dress code. If the interaction continues an afterschool detention could be given.

BUS VIOLATIONS LADDER

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

Incidents of fighting, disrespect towards an adult, and non-compliance with an adult's directive will not follow this ladder. **Due to safety concerns, students who habitually violate bus rules will not be provided bus transportation.**

TECHNOLOGY MISUSE LADDER

1st Lunch
2nd After-school detention and parent conference
3rd Suspension and parent conference
4th Suspension, loss of privilege, and parent conference

Depending on the circumstances, consequences can be determined by the administrator. Consequences on the discipline ladders are continuous; they do not start over for each suspension at Landry or each grading period.

NOTE: This handbook is subject to editing and/or changes at any time and at the discretion of the administration.

ADAPT CHECK LIST

Student Name: _____

Parent Contact Name: _____

Working Phone Number: _____

Contact Date: _____Time**:** _____

A. Please provide to the student:

_____1. **ADAPT Student/Parent Handbook**, with the following sections highlighted or pointed out to the student:

_____a. Bring all textbooks & workbooks needed (Book sacks allowed with school supplies only).

_____b. Transportation (Pg. 6)

_____c. Rules (Pg. 11)

_____d. NO CELL PHONES OR PERSONAL ELECTRONICS (Pg. 15)

_____e. Dress Code (Pg. 13)

_____f. School ID required (Pg. 14)

_____g. Exiting Guideline (Pg. 17)

_____h. Prohibited Items (Pg. 15)

_____ 2. Blue bus pass with Bus #

_____ 3. MUST BRING CHROMEBOOK

B. Please provide to the ADAPT site:

_____1. Suspension Form

_____2. Lunch status: ___ free ___ reduced ___ full

_____3. Takes medication ___YES___NO

Any physical limitations ___YES___NO

Explanation: _____

_____

_____4. A copy of this checklist signed by the assigning Administrator.

_____5. IEP and/or IAP

_____6. Dates of ADAPT_____

C. Please provide to the Student's Teachers:

_____1. Request for assignments – ASAP.

***NOTE: Assignments from every teacher must be **emailed, faxed,** to the ADAPT site or placed in Google Classroom by 8:00 a.m. of the student's first day in ADAPT (Landry schedule

times are different and do not coincide with the home base school schedule times)

Fax #: 985-783-6638
Middle School ADAPT:
middleadapt@stcharles.k12.la.us
High School ADAPT:
highadapt@stcharles.k12.la.us

St. Charles Parish Public Schools complies with Louisiana's Act 479 (2025) and Bulletin 1706, Sections 540–543, to prioritize student safety and promote positive behavioral development. Each school's guidelines for crisis intervention—including the appropriate use of seclusion and physical restraint—are outlined in this addendum to the student handbook.

Crisis Intervention

The goal of crisis intervention is to prevent and minimize behavioral incidents through proactive strategies.

- Prevention: Staff ensure students' basic needs are met in organized, predictable environments. Staff provide engaging activities, meaningful choices, and supportive relationships.
- Minimization: Staff learn each student's triggers and early warning signs (body language, tone, engagement) to respond before behavior escalates.
- De-escalation Techniques: Staff use the following techniques to prevent a student from moving to the crisis level:
    - Stay calm, respectful, and professional.
    - Maintain personal space and non-threatening body language.
    - Redirect or ignore minor, undesired behavior.
    - Offer clear choices, reasonable limits, and allow students to express feelings verbally.
    - Focus on calming the student and maintaining dignity, not immediate compliance.

Crisis Intervention & Use of Physical Restraint and Seclusion

Physical Restraint & Seclusion
Every effort should be made by staff to prevent the need for using seclusion or restraint techniques. Environments should be structured and focused on positive interventions and supports to greatly reduce, and in many cases eliminate, the need to use seclusion or restraint. Physical restraint and seclusion should only be used as a last resort when a student poses an imminent risk of harm to self or others. Physical Restraint Physical Restraint should only be used when a student's behavior presents a threat of imminent danger of serious physical harm to self or others, and only as a last resort to protect the safety of self or others.

Seclusion
Seclusion should only be used as a last resort, if and when less restrictive crisis intervention techniques such as positive behavioral supports, constructive and non-physical de-escalation, and restructuring of a student's environment have failed to stop a student's actions that pose an imminent risk of harm to self or others.

Guidelines and Procedures for Crisis Intervention and Implementing Seclusion/Restraint Techniques can be accessed on the District's website at wearescpps.org

Intervención en crisis y uso de la contención física y el aislamiento

Las Escuelas Públicas del Parroquial St. Charles cumplen con la Ley 479 (2025) y el Boletín 1706, Secciones 540–543, de Louisiana, para priorizar la seguridad de los estudiantes y promover el desarrollo de comportamientos positivos. Las pautas de cada escuela para la intervención en crisis, incluido el uso adecuado del aislamiento y la contención física, se describen en este anexo al manual del estudiante.

Intervención en crisis
El objetivo de la intervención en crisis es prevenir y minimizar los incidentes de comportamiento mediante estrategias proactivas.

- Prevención: El personal se asegura de que las necesidades básicas de los estudiantes se satisfagan en entornos organizados y predecibles. El personal ofrece actividades atractivas, opciones significativas y relaciones de apoyo.
- Minimización: El personal aprende los desencadenantes y las señales de alerta temprana de cada estudiante (lenguaje corporal, tono, participación) para responder antes de que el comportamiento se intensifique.
- Técnicas de reducción de la tensión: El personal utiliza las siguientes técnicas para evitar que un estudiante pase al nivel de crisis:
    - Mantener la calma, ser respetuoso y profesional.
    - Mantener el espacio personal y un lenguaje corporal no amenazante.
    - Desviar o ignorar comportamientos menores y no deseados.
    - Ofrecer opciones claras, límites razonables y permitir que los estudiantes expresen sus sentimientos verbalmente.
    - Centrarse en calmar al estudiante y mantener la dignidad, no en el cumplimiento inmediato.

Restricción física y aislamiento
El personal debe hacer todo lo posible para evitar la necesidad de utilizar técnicas de aislamiento o restricción. Los entornos deben estar estructurados y centrados en intervenciones y apoyos positivos para

reducir en gran medida, y en muchos casos eliminar, la necesidad de utilizar aislamiento o restricción. La contención física y el aislamiento solo deben utilizarse como último recurso cuando un estudiante represente un riesgo inminente de daño a sí mismo o a otros.

Contención física
La contención física solo debe utilizarse cuando el comportamiento de un estudiante presente una amenaza de peligro inminente de daño físico grave a sí mismo o a otros, y solo como último recurso para proteger la seguridad de sí mismo o de otros.

Aislamiento
El aislamiento solo debe utilizarse como último recurso, si y cuando las técnicas de intervención en crisis menos restrictivas, como los apoyos positivos para el comportamiento, la desactivación del conflicto de manera constructiva y no física y la reestructuración del entorno de un estudiante, no hayan logrado detener
las acciones de un estudiante que representen un riesgo inminente de daño a sí mismo o a otros.

Puede acceder a las Directrices y procedimientos para la intervención en crisis y la implementación de técnicas de aislamiento/restricción en el sitio web del distrito en *wearescpps.org*