

**St. Martin Parish School
System
Student/Parent Handbook
And
Discipline Policy**



**Approved 2009-2010
SUPERINTENDENT OF SCHOOLS
RICHARD LAVERGNE**

Notice of Nondiscrimination

The St. Martin Parish School System does not discriminate on the basis of race, color, national origin, religion, sex, handicap or disability.

The following person has been designated to handle the inquiries regarding the NONDISCRIMINATION POLICIES:

Mozella Gonsoulin, Supervisor Child Welfare & Attendance
337/394-6261 or 332-4501 Ext. 3139
P. O. Box 859
St. Martinville, LA 70582

Communications with Language Minority Students and Parents

All schools with language minority students are obligated to provide written or verbal communications with these students and parents in a language they can best understand. This handbook may be translated or interpreted to meet the Office of Civil Rights (OCR) Standards and the Equal Educational Opportunity Act (EEOA) Guidelines of 1974. For more information contact 394-6261 or 332-4501.



ST. MARTIN PARISH SCHOOL BOARD MEMBERS

Mark Hebert, President
Aaron Flegance, Vice President
Steve Fuselier
Wanda Babin
James Blanchard
Barbara Latiolais
Rodney Ledoux
Richard Potier
Frederick Stelly
Floyd Knott

District X
District III
District I
District II
District IV
District V
District VI
District VII
District VIII
District IX

DISCIPLINE POLICY REVIEW COMMITTEE REPRESENTATIVES

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Angel DeLaunay, Secretary
Mozella Gonsoulin, Supervisor
Ron Leblanc, Director
Gail Dalcourt, Director
Mike Hebert, Supervisor
Khristy Hulin, Coordinator
Eva Potier, Coordinator
Linda Landry, Coordinator
Jody West, Coordinator
Pennye Huval, Principal
Bonnie Thibodeaux, Principal
Mary Wyble, Principal
Ginger Francis, Asst. Principal
Daniel LeBoeuf, Asst. Principal
Bryan Staton, Asst. Principal
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Shirley Cormier
Mary Anglin
Kathy Talley
Latonia Cretian
Melanie Taylor
Nikki Viator
Rodney Potier
Sandy Cassel
Jacoby Lewis

Breaux Bridge Junior High School
Breaux Bridge Primary
Child Welfare & Attendance
Operations & Administration
Curriculum & Instruction
Special Services
Safe & Drug Free Schools
Truancy
JCEP/PAC
Health Centers
Breaux Bridge Primary School
Parks Primary School
Stephensville Elementary
St. Martinville High School
Cecilia Junior High
St. Martinville Junior High
Special Services
Special Services
St. Martinville High School
Breaux Bridge High School
Cecilia High School
Breaux Bridge Elementary
Catahoula Elementary
Teche Elementary
Cecilia Primary
Early Learning Center
Parks Middle
Parks Primary
St. Martinville Primary

**ST. MARTIN PARISH STUDENT POLICY HANDBOOK
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St. Martin Parish School Board

P. O. Box 859 St. Martinville Louisiana 70582

Telephone 337-394-6261
337-332-4501
337-232-2669
Fax 337-394-6387

August 17, 2009

RICHARD LAVERGNE
SUPERINTENDENT

JAMES BLANCHARD
PRESIDENT

MARK HEBERT
VICE-PRESIDENT

Dear Parents and Students of St. Martin Parish:

Welcome to a new school year. A new school year is a time for growth and new learning adventures. The key for a successful school year is preparation and the best way to prepare is to possess knowledge of what is expected.

The purpose of the Student/Parent Handbook is to explain what is expected of students and parents during this school year. This booklet provides information on the guidelines and procedures adopted by the School Board to maintain a good learning environment and a safe school environment. Parents and students should read the manual carefully. The knowledge of what is to be expected enables students to become successful.

The Student/Parent Handbook provides our students with rules that will help them become responsible adults. It provides up to date information from legislative statutes and Board policies as well as providing procedures for a consistent and fair program to help students handle school day situations they may encounter. It outlines disciplinary actions that state the consequences ranging from moderate to severe. Most importantly, the discipline process allows students opportunities to modify their behavior and to prepare for success.

It is important that good habits are formed early. Positive actions become good habits through repetition and good habits contribute to learning success. Review the information in the Student/Parent Handbook with your child. Keep it for future reference. Use the booklet as a guide for your child to succeed. Repeated small successes help develop our students properly and provide a basis for larger successes in life.

We want all students to be successful. Communication among parents, students and school educators is crucial to a successful school year. Keep in touch with your school throughout the school year.

Sincerely,

Richard Lavergne
Superintendent

- DISTRICT 1
STEVE FUSELIER
- DISTRICT 2
WANDA BABIN
- DISTRICT 3
AARON FLEGEANCE
- DISTRICT 4
JAMES BLANCHARD
- DISTRICT 5
BARBARA LATIOLAIS
- DISTRICT 6
RODNEY J. LEDOUX
- DISTRICT 7
RICHARD POTIER
- DISTRICT 8
FREDERIC STELLY
- DISTRICT 9
FLOYD KNOTT
- DISTRICT 10
MARK HEBERT

CENTRAL OFFICE STAFF TELEPHONE DIRECTORY

Superintendent

Richard Lavergne 394-6261 or 332-4501

Curriculum

Gail Dalcourt, Director 394-6261 or 332-4501 Ext.3105
Allen Blanchard, Jr., Elementary Education Supervisor Ext. 3136
William Greig, Secondary Supervisor Ext. 3140
Redell Louis, Technology Supervisor 332-2105 or 394-9861 Ext.3002

Federal Programs

Gayle Blanchard, Director 394-9861 or 332-2105 Ext. 3015
Matt Calais, Math Supervisor 332-2105 or 394-9861 Ext 3042
Ray Latiolais, Language Arts Supervisor 332-2105 or 394-9861 Ext 3043
Angela McFaul, LA-4 Pre-K Supervisor 332-2105 or 394-9861 Ext. 3014
Clair Blanchard, Food Services 394-9861 or 332-2105 Ext.3028

Special Services

Bridget Lovvorn, Sp. Ed. Supervisor 394-3226 or 332-3388 Ext. 3232
Leah Hebert, Sp. Ed. Coordinator 394-3226 or 332-3388 Ext.3201
Michael Hebert, Sp. Ed. Coordinator 394-3226 or 332-3388 Ext. 3239

Human Resources

Lottie Beebe, Director 394-6261 or 332-4501 Ext. 3134
Brenda Courville, LATAP Supervisor 394-6261 or 332-4501 Ext. 3151

Finance

Emile Soulier, Chief Financial Officer 394-9861 or 332-2105 Ext. 3039

Operations

Samuel Wininger, Supervisor 394-6261 or 332-4501
Olan Granger, Maintenance Manager 332-3388

Student Services

Mozella Gonsoulin, Supervisor Child Welfare & Attendance 394-6261 Ext. 3139
Khristy Hulin, Safe & Drug Free Coordinator 394-7634 Ext. 2104
Eva Potier, Attendance Coordinator 394-7634 Ext.2103
Linda Landry, Alternative Programs Coordinator 394-7634 Ext. 2101
Jody West, Health Centers Coordinator 332-2844 Ext. 1264
Cheryl Benoit, School Nurses Coordinator-332-2844 Ext. 1262

Other Support Services

School Nurses/School-Based Health Centers

Breaux Bridge 332-2844 Ext.1268
Cecilia 667-6226 Ext. 1660
St. Martinville 394-6254 Ext. 2689

St. Martin Parish School Board

School Calendar 2009-2010



Opening Date: August 17, 2009 - Student's First day
Staff Development Dates: August 14, 2009 and April 21, 2010



Parent/Teacher Conferences

PreK – 8th & High Schools

October 23, 2009

March 26, 2010

Testing ILEAP and LEAP

April 12 – 16, 2010

Parish Wide Graduation

May 28, 2010

Report Card Day

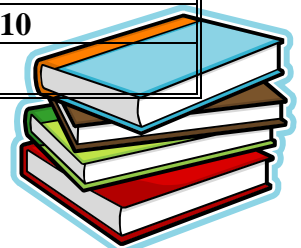
June 2, 2010

NINE WEEKS REPORTING PERIODS

PERIOD BEGINS	PERIOD ENDS
August 17, 2009	October 19, 2009
October 20, 2009	January 11, 2010
January 12, 2010	March 19, 2010
March 22, 2010	June 2, 2010
EARLY DISMISSAL – 12:30 P.M.	
September 16, 2009	February 12, 2010

HOLIDAYS

Labor Day	September 7, 2009
Thanksgiving	November 23, 2009 – November 27, 2009
Christmas and New Year	December 21, 2009 – January 1, 2010
Martin Luther King Day	January 18, 2010
Mardi Gras	February 15, 2010 – February 17, 2010
Easter Holiday	April 2, 2010 – April 5, 2010
Spring Break	April 22, 2010 – April 27, 2010
Memorial Day	May 31, 2010



MISSION STATEMENT

St. Martin Parish Schools will ensure that students learn and feel good about themselves. St. Martin Parish Schools will provide both an atmosphere and an instructional program which reflects high expectations for all students and enables all students to develop to their fullest potential academically, socially, physically and psychologically in order to be lifelong learners and productive citizens.

GOALS OF HANDBOOK

The goals of this handbook are to provide:

1. Pupils, parents, and school personnel with clearly stated advance knowledge of the courses of action to be followed in handling disciplinary matters;
2. Consistency in the administration of disciplinary actions.
3. A sequential discipline program in which actions taken progress from moderate to most severe;
4. The pupils who have discipline problems with ample opportunity for the modification of unacceptable behavior.

STATEMENT OF POLICY II

NOTICE TO PARENTS

St. Martin Parish School Board is an equal opportunity employer who seeks to employ qualified and certified teachers. In compliance with Public Law 107-110, No Child Left Behind Act of 2001, local education agencies are required to notify parents of their right to request information regarding the professional qualifications of teachers.

The following information may be requested:

- Whether the Louisiana State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Louisiana State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of the information, please call
Lottie P. Beebe, Director of Human Resources at (337) 394-6261 Ext. 3134

ST. MARTIN PARISH SCHOOL SYSTEM

TEACHER BILL OF RIGHTS

Act No. 155

Section 1

- A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:
- 1.) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
 - 2.) A teacher has the right to appropriately discipline students in accordance with R.S.17:223 and through 416.16 and any city, parish, or other local public school board regulation.
 - 3.) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S.17:416(A)(1)(c).
 - 4.) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
 - 5.) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S.17:416.9 and 416.16.
 - 6.) A teacher has the right to be treated with civility and respect as provided in R.S.17:416.12.
 - 7.) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S.17:235.1 and 416(A).
 - 8.) A teacher has the right to be free from excessively burdensome disciplinary paperwork.
 - 9.) A beginning teacher has the right to receive leadership and support in accordance with R.S.17:388.1 including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

II. STATEMENT OF POLICY

STUDENT RIGHTS AND RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. While student rights in most cases are specific, student responsibilities are implied. The word "responsibility", in this context refers mainly to the individual's obligation to others within his/her society, because, in order for an individual to preserve his/her rights, each must take upon himself/herself a sense of responsibility toward the preservation of the rights of others. Parents, teachers, and administrators have responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching, learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. Responsibilities then become the foundation upon which individual rights become meaningful and effective.

If one were to enumerate the various responsibilities incumbent upon students, the list would be endless. However, within a school setting and in society, there are certain special responsibilities required of a citizen, who is a student in school that are of vital significance.

Each student has the responsibility to:

- A. Become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by administrators and teachers.
- B. Respect the human dignity and worth of every other individual.
- C. Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
- D. Study diligently and maintain the best possible level of academic achievement.
- E. Be punctual and present in the regular school program to the best of his/her ability.
- F. Dress and groom in a manner that meets reasonable standards; health, cleanliness, safety, and the uniform dress and appearance code.
- G. Help maintain and improve the school environment; preserve school property and exercise the utmost care while using school facilities.
- H. Refrain from gross disobedience, misconduct or behavior that disrupts the educational process.
- I. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- J. Continue or become actively involved in one's education, understanding of people and preparation for adult life.

St. Martin Parish School Board is committed to providing the best education possible for every student in St. Martin Parish regardless of race, sex, religion, disability or national origin. In order to meet its commitment to guard and maintain for all students the right to equal opportunity in education and to assure an atmosphere conducive to learning, while protecting the United States Constitution and its Amendments, the St. Martin Parish School Board has adopted this "Statement of Policy" concerning student rights and responsibilities.

Every school in itself is a community made up of students, teachers, principals and other support staff. The school, as a community, exists and operates subject to policies and laws that guide the conduct of its members. The function of policies and laws is to assure the community membership that individual rights, privileges and freedoms will not be abridged by disruptive behavior of individuals or groups.

The primary goal of the school system is to provide a quality education for all its students. The rights and responsibilities contained in this handbook have been adopted by the St. Martin Parish School Board to achieve this goal. It is the responsibility of everyone in the school community to respect and accept student

rights, recognize and support student responsibilities, and utilize administrative policies for the betterment of the educational process in the school system.

Below are the student rights and responsibilities:

- A. **QUALITY EDUCATION** - Students have the right to pursue, through study and application, a quality education at public expense and to attain personal goals through participation in the entire school program. In order to obtain a quality education, students must attend classes daily, be on time for all classes, and obey school and district regulations.
- B. **ATTENDANCE** - Students, including those married or pregnant, have the right to attend school until graduation provided they are not expelled because of their conduct. Regular attendance in school is expected of all students. Students shall attend school between kindergarten and 18 years of age. Students between 16 and 18 years of age may withdraw prior to graduation with written consent of a parent, tutor, or legal guardian in order to attend an alternative education program or a vocational-technical education program but will remain under compulsory attendance for fulfilling the attendance requirement for said alternative programs. (La. R. S. 17:226). To be eligible to receive grades/credits for course work, elementary and middle school students (grades 1-8) shall be in attendance a minimum of 160 days a school year. Secondary students (grades 9-12) shall be present 82 days per semester (State of LA, Bulletin 741 & St. Martin Parish Policy). The responsibility for a child attending school lies with the parents or the legal guardian. If the child is chronically absent from school, the parent and/or child may be referred to Child Protection, Court, FINS, and/or the local District Attorney's Office by the Child Welfare & Attendance Office.
- C. **SAFETY** - Students have the right to expect that the school will be a safe place to obtain an education. In order to assure the safety of others, students must follow established rules and regulations and conduct themselves in accordance with the rules. It is the responsibility of the parent/guardian to insure that the school is given current, working telephone and emergency numbers. The school must be informed of any change in status concerning these numbers. Students have a responsibility to report any problems at the school to the teachers and/or administrators.
- D. **ON CAMPUS COMMUNICATIONS** - Students have the right to express their opinions verbally, provided such expressions are not indecent, vulgar, or lewd and are not slanderous of another person. Students have the right to distribute written materials, but prior to distribution, the student must receive written approval from the principal or his/her designee. The written approval will include the number of times a day and the number of days the material can be distributed in the schools. At least 48 hours prior to the intended time for distribution, materials should be submitted for review to determine compliance with the above stated prohibitions. Distribution of materials in areas of the campus that would disrupt order or impede the free flow of student movement is prohibited. Students receiving permission to distribute the materials are also responsible for the cleanup of the materials distributed in a manner that is not disorderly or coercive, and all materials must bear a permanent official disclaimer of school sponsorship.

Students are responsible for knowing that certain expressive activities are prohibited, such as: indecent, vulgar or lewd material or obscenity, materials that invade the privacy of others, materials that promote illegal activities for minors, materials that infringes on someone's copyright, and materials from non-student sponsored organizations.

- E. **OFFICIAL INFORMATION** - 1) Parents or guardians have the right to review with a counselor all official files and data which pertain to the student personally. Students over 18 years of age may make the same request. They have a right to challenge the accuracy of the data through a formal hearing. Schools must produce such records for examination within 30 days of a written request. The school shall respond to reasonable requests for explanation and interpretation of a student's records. 2) No official record, file or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and /or parents except as authorized by law unless the student

and/or parents have executed a written release of such information to a particular person or agency.

- F. **FULL PARTICIPATION** - Students have a right to expect to be able to have full participation in all school organizations based upon their academic credentials and personal talent in accordance with School Board policy and guidelines governing that particular activity. Students have a responsibility to take part in all school activities which are designed to help develop them into full functioning, self-reliant adults.
- G. **DECISION MAKING** - Students have the right to assist in decisions that affect their lives in school. This right includes decisions related to election of courses of study beyond the required curriculum, participation in activities, and representation in an active student government organization. Students should take part in student government by running for office or voting for the candidate of their choice. They are also responsible for making any problems known directly to the staff or through this representation.
- H. **DUE PROCESS** - No student shall be punished for committing any offense except in accordance with law and School Board regulations, and every student shall be afforded due process of law. Copies of School Board and school system regulations requiring or prohibiting certain conduct and the ensuing punishments for violations shall be made available to all students. Due process shall include that the student be advised by the principal or a designee of misconduct of the regulation that has been violated and the detailed reasons for such accusation. The student must be given the opportunity to respond to the accusation. The right of due process is more fully described in La. R.S. 17:416 and in another part of this handbook.
- I. **BUS SAFETY** - Students have the right to ride the school bus to and from school and should recognize that it is a privilege. Students have the right to expect that the school bus will be a safe means of transportation. Students must obey the rules or lose the privilege of riding the bus. Students must follow established school bus rules and regulations in order to insure the safety of others. Any misbehavior on the bus or when going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.
- J. **DRESS AND GROOMING** - Students have a responsibility to dress and appear on school campus according to the standards of propriety, safety and health set forth by the St. Martin Parish School Board and/or its schools. Profane or obscene language, gestures or inference of profanity or advertisement of tobacco, alcohol, drugs or illegal substances or weapons on any article of clothing or jewelry is prohibited at all grade levels. Uniforms are mandatory at all grade levels.

**St. Martin Parish School Board
PARENT INVOLVEMENT POLICY**

2009-2010

Parent Involvement: Empowering parents to participate in their children's education.

The St. Martin Parish School Board recognizes that parental involvement is the key to academic achievement. The term *parent* refers to any caregiver who assumes responsibility for nurturing and caring for children, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc. Studies demonstrate that when parents are involved in their children's education, the attitudes, behaviors, and achievement of students are positively enhanced.

Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the educational communities throughout their children's school career. Although parents come to the schools with diverse cultural backgrounds, primary languages, and needs, universally all parents want what is best for their children. Parental involvement must be a focus in the classroom if schools are to be able to achieve high academic standards and create productive citizens. Schools in collaboration with parents, teachers, students and administrators, must establish and develop efforts that enhance parental involvement and reflect the needs of students, parents, and families in the communities which they serve.

District personnel provide coordination and technical assistance needed by schools' planning and implementing effective parental involvement activities. District personnel will present activities to build the schools' and parents' capacity for strong parental involvement. Two Family Involvement Coordinators and six Parental Involvement Coordinators are available for consultation, assistance and presentation of parental involvement activities. Video, audio, and printed materials to use in preparation of and/or presentation of parental involvement activities are available at the District Office.

The district assigned a parental involvement coordinator (PIC) to each Title I school who acts as a liaison between the parent & the school in an effort to sustain & build upon the effort provided by the District's Parental Policy Plan. The PICs meet monthly, with partnerships from district personnel, community leaders, & parents, to plan & organize parent activities at the school & district level to improve student achievement. Two parish-wide meetings are held for parents. Parents are informed of topics such as content standards, accountability/testing, etc. Also, each school addresses this issue in their School Improvement Plan.

Employing group presentations and individual meetings, school personnel, with assistance from District & Title I personnel, will promote parental understanding of the State's Academic content standards, State student achievement standards, and State and local assessments. These presentations will occur at the beginning of each academic year and upon receipt of assessment results. Presentations will provide detailed overviews of the standards and assessments along with suggestions for monitoring student's progress and improving student achievement.

Six Parent Centers staffed by Parent Involvement Coordinators and stocked with an abundance of educational materials and equipment are located throughout the district. Parent Centers are available for all community members. Coordinators are available to provide individual or group assistance with the selection of activities to improve student performance. Parent Centers host a minimum of one parent training per month. Training topics are selected based upon parents' needs/requests and issues/topics identified by school personnel.

Workshops using Dr. Ruby Payne's "A Framework for Understanding Poverty" will be presented to facilitators from each school who, in turn, will train personnel at their

respective schools. This training will address many of the issues influencing effective parental involvement.

At the onset of each year & quarterly, a collaborative agency partnership meeting is held between Headstart, Office of Family Support, DHH Infant Toddler Social Services, Title I & LA4 representatives to discuss the program year & outreach for parental involvement (ways to discuss parental involvement in programs i.e. Dad's Day, home visits, annual parent meetings). The Title I Family Involvement staff (Family Involvement Coordinators & Parental Involvement Coordinators) design, prepare and implement activities addressing the needs of parents of students enrolled in all Prek-6 programs. Phone calls and flyers sent home with students and/or posted throughout communities are used to invite parents of all the Prek programs (Title I, LA4, EEF, 8g) to attend these activities. Information about Family Center Resources & parent training activities are disseminated to all parents of students at these grade levels. Selection of resources and activities are made in collaboration with Prek teachers and the Early Learning Supervisor.

In order to enhance parental involvement, **six essential elements** should be promoted:

1. **Communication between home and school is regular, two-way, and meaningful:** Effective communication requires school-initiated contact with the parent and parent-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences and appropriate steps must be taken to allow clear communication for all participants. LEP tutors are available to translate oral or print materials sent to homes of parents whose dominant language is not English.
2. **Responsible parenting is promoted and supported:** The family plays a primary role in a child's education, and schools must respect and honor traditions and activities unique to a community's cultural practices and beliefs. Parents are linked to programs and resources within the community that provide support services to families.
3. **Parents play an integral role in assisting student learning:** Educators recognize and acknowledge parents' roles as the integral and primary facilitator of their children's education. Research demonstrates that student achievement increases when parents are actively involved in the learning process.
4. **Schools are open and inviting to parents and families and are actively seeking parental support and assistance for school programs:** Parents are welcome in the school. Their support and assistance are sought. Capitalizing on the expertise and skills of the parents strengthens the family, school and community partnership.
5. **Parents are full partners in the decisions that affect children and families:** Parents and educators have a joint responsibility to make informed decisions related to all aspects of education provided to St. Martin Parish's youth. The role of parents in shared decision making should be continually evaluated, refined, and expanded.

Activities to promote effective participation of parents in decision making will include, but is not limited to:

- a. At least one parent, who is NOT a St. Martin Parish school employee, will serve as a member of each school's advisory council as an equal member.
- b. Parent representatives will be involved in the development, review and evaluation applications for State and/or Federal funds.
- c. District personnel will provide coordination and technical assistance needed in schools' planning and implementing effective parental involvement activities.
- d. District personnel will present activities to build the schools' and parents' capacity for strong parental involvement.
- e. Periodic collaboration of personnel in charge of school, State and Federal program parental involvement projects will coordinate activities at the school and district levels.

- f. A District Parent Advisory Council consisting of a parent representative from each school (to include parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) will meet at least twice each year. Once at the beginning of the school year to present the District Parental Involvement Policy and to discuss how the policy should be examined and monitored. Once at the end of the school year to evaluate the policy and consider suggestions for improvement. The policy is read and the effectiveness of each item is determined. Parents participate in a needs assessment at the end of each school term. Suggestions for improvements are reflected in the revised Parental Involvement Policy. The determination of barriers is made through information provided by school personnel, comments made at Parish Advisory Committee meetings, personal contact with parents, and responses provided on meeting evaluations.
- g. School, State and/or Federal programs will coordinate activities to involve parents in school activities. Some activities conducted are: District-wide parent/teacher conference days (two per year), school open house activities (including school's parental involvement plan/policy) at the beginning of each school year, inclusion of parents on school advisory councils, parent workshops to strengthen parenting skills and/or to focus on activities to improve students' academic performance. Individual schools and projects will provide additional activities.

6. Community resources are made available to strengthen school programs, family practices, and student learning: Schools and parents will cultivate relationships with additional members of the community in order to promote and effectively increase educational opportunities for children. The district has implemented a Partner in Education program which involves the community (business & parents) in adopting & partnering with schools. A yearly system report is published and distributed to parents and community leaders which includes test results, school accomplishments, programs and activities, and participating community leaders. Together, parents, educators and community members will join efforts toward identifying and promoting community resources and innovative programs for strengthening schools, families, and student learning.

Providing all St. Martin Parish's children with equal access to quality education is a primary goal. It is vital that all partners (parents, educators, communities, etc.) have the opportunity to provide input and offer resources to meet this goal. These partnerships are mutually beneficial. Developing cooperative efforts and linking access to resources will ensure improved academic achievement for all students, as well as quality schools.

Parents in Louisiana may contact this Parent Information and Resource Center for further information concerning No Child Left Behind and how to assist their children in meeting its requirements:

**Louisiana Promise,
Volunteers of America Highland Center,
520 Olive Street, Suite C-4,
Shreveport, LA 71104,
Phone: 318-429-6968,
Toll-Free Information Line: 1-866-751-6958**

IV. ATTENDANCE, ABSENCES, TRUANCY & WITHDRAWAL

Students shall be expected to attend every student activity day scheduled by the St. Martin Parish School Board. In order to be eligible to receive grades, high school students shall be in attendance 82 days and have no more than 8 excused or unexcused absences for a full credit and no more than 4 excused or unexcused absences for a half credit in a semester; and primary, elementary, and junior high school students shall be in attendance 180 days have no more than 20 excused or unexcused absences in a school year. (*Bulletin 741*)

The standards of attendance apply to tardies. A high school student shall have no more than 8 excused or unexcused tardies in a semester; and primary, elementary and junior high school students shall have no more than 20 excused or unexcused absences in a school year.

In order to ensure that parents and students are properly notified of a student's attendance problem, the following procedures have been instituted.

A. GRADES PRE-KINDERGARTEN THROUGH GRADE 8 ATTENDANCE

1. Any student having five (5) excused or unexcused absences, tardies, or early checkouts from school:
 - a. A computer generated letter should be sent to the home
 - b. **The parent/guardian shall be contacted by a school official to discuss the student's absences. This may be by telephone**
2. Any student having (10) excused or unexcused absences, tardies, or early checkouts from school:
 - a. A computer generated 10-Day Letter should be sent home.
 - b. An appointment letter with a specific date and time shall be sent to the parents/guardian who, along with the student, shall meet with the principal or designated person to discuss the absences. The parent/guardian is expected to meet with the school official.
 - c. Contract should be presented to the parent/guardian by a school official and signed by student and parent agreeing that the student will comply with the attendance polices.
 - d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded for referral to the District Attorney's Office for TASC and/or FINS.
3. On any student having (14) excused or unexcused absences, tardies, or early checkouts from school the student and parents will be referred to the District Attorney's Office (TASC or FINS)
4. When forwarding information to the District Attorney's Office the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
5. Any student elementary students missing twenty-one (21) days, excused or unexcused, shall be denied credit. (*According to La R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.*)

B. GRADES 9-12 ATTENDANCE POLICY (4 X 4 BLOCK)

Due to the concentrated time frame of 4 x 4 Block, the attendance requirements become more stringent and will be strictly enforced.

1. Any student having (3) excused or unexcused absences, tardies, or early checkouts from school or individual block periods:
 - a. A computer generated 3-Day Letter shall be sent home with the student.
 - b. The parent/guardian shall be sent an appointment

letter with a specific date and time for the parents/guardian along with the student, to meet with the principal or designated person to discuss the absences and possible loss of credit. The parent/guardian is expected to meet with the school official.

- c. A contract shall be presented to the parent/guardian by a school official for agreement by student and parent that the student will comply with the attendance policies.
 - d. If the parent/guardian fails to attend or respond to the appointment letter, an immediate referral should be made to the Child Welfare and Attendance Supervisor or Attendance Coordinator and copies forwarded to the District Attorney's Office.
2. Any high school student having (5) excused or unexcused absences, tardies, and early checkouts per school term:
 - a. A second letter shall be sent home with the student.
 - b. Students 17 and under shall be referred to the District Attorney's Office for FINS.
 - c. The student is notified that he/she is in danger of losing credit.
 3. Any high school student missing (9) excused or unexcused days in class, shall lose credit for that class. Any high school student missing (5) excused or unexcused days in a half credit class will lose credit for that class.
(According to La. R.S. 17:221, the only exceptions to the attendance regulation shall be the delineated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance.)
 4. On any student 17 years and under having (9) excused or unexcused absences, tardies, or early checkouts from school, that student and parents/guardian shall be referred to the District Attorney's Office for Families in Need of Services F.I.N.S.)
 5. When forwarding information to the District Attorney's Office the following student information shall be included: truancy documentation, grades, discipline, and basic family information.
 6. Pre-G.E.D. and G.E.D. students shall be held accountable For attendance, tardy, and early checkout policies. Any Pre-G.E.D. students failing to meet the requirements of the attendance policy shall be denied the right to participate in the Graduation Ceremonies. Enrollment in the Pre-G.E.D. program may also be denied.

C. HIGH SCHOOL STUDENTS 18 YEARS AND OLDER WITH EXCESSIVE ABSENCES

Any high school student 18 years and older who exceeds 10 days unexcused absences per semester shall be recommended for expulsion from school for the remainder of the semester for "failure to follow school rules." All due process procedures shall be followed and an expulsion hearing shall be conducted. The student shall be afforded all opportunity to present relevant information.

D. TYPES OF ABSENCES

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

1. Excused Absences: Students shall be considered excused from school for personal illness, serious illness in the family, death in the family (not to exceed one week), family military leave (not to exceed one week), or for recognized religious holidays of the student's own faith. All original excuses must be submitted within three (3) school days, if not, absences shall be considered unexcused.

Proper documentation includes original doctor excuses, subpoenas, obituaries, and health center excuses. Parental notes and phone calls are not acceptable documentation for absences.

2. Unexcused absences: Students shall not be excused for any absence other than those listed above and shall be given failing grades in those subjects missed with no make up work allowed. Students shall not be excused from school to work on any job including babysitting, agriculture and domestic service, even in their own homes.
3. Suspensions: Student missing school as a result of any out of school suspension shall be counted as absent, shall be given failing grades for those days suspended and shall not be given an opportunity to make up work.

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

School-Based Health Centers can provide medical excuses for students who have been seen at one of the health centers and the student is sent home due to illness or injury. (refer to page 36B)

Students who are absent due to lice will be allowed three (3) excused absences due to lice. Excessive absences due to lice infestation shall be referred to Families In Need of Services (F.I.N.S.).

E. EXTENUATING CIRCUMSTANCES:

Listed below are extenuating circumstances as established by state law and as adopted by the St. Martin Parish School Board.

1. Extended personal or emotional illness as **verified by a physician**.
2. Extended hospital stay as **verified by a physician**.
3. Extended recuperation from an accident as **verified by a physician**.
4. Extended contagious disease within a family as **verified by a physician**.
5. Prior school system approval travel for education.
6. Death in immediate family (**Obituary or written verification must be presented**).
7. Natural catastrophe and/or disaster.
8. Court subpoena (**copy of subpoena must be presented**)
9. For any other extenuating circumstances parents must make a formal appeal in accordance with the due process procedure established by the St. Martin Parish School Board.

Parents may appeal the decision by presenting additional information to the Supervisor of Child Welfare and Attendance. Students participating in school-approved activities that necessitate their being away from school shall be considered present and shall be given an opportunity to make up work.

F. MAKEUP WORK

All makeup work must be completed within 5 school days upon receipt of verification of excused absence(s).

G. STUDENT ATTENDANCE ACCOUNTING

Student Attendance Guidelines for Reporting Purposes

The following guidelines were developed to address the need for standardization of the definition of attendance and procedures for reporting to the Louisiana Department of Education. All absences whether excused or unexcused shall be counted as an absence for reporting purposes to the State Department.

1. Half-Day Attendance- A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25 % but not more than half(26%-50%) of the student's instructional day.
2. Whole-Day Attendance-A student is considered to be in attendance for a whole day when he or she (1)is physically present at a school site or

is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51% - 100%) of the student's instructional day.

Note that students who are not physically present or who are participating for less than 25% of the school day shall be deemed absent for attendance reporting purposes.

H. COMPULSORY ATTENDANCE AGES

State law establishes that any child between the ages of seven (7) and eighteen (18) inclusive (i.e., from his/her seventh to his/her eighteenth birthday) shall be required to attend school except as exemptions are provided by statute. (La. R.S. 17:221 and La. R.S. 17:226) Any child below the age of seven (7) who legally enrolls in school shall also be subject to the provisions of said statute.

LOUISIANA SCHOOL ATTENDANCE LAW

According to the *Louisiana Revised Statute 17:221 (A) (1)*, a child from his seventh birthday to the eighteenth birthday must attend a public or private day school in regularly assigned classes during the regular school hours or participate in an approved home study program. Any child below the age of seven (7) who is legally enrolled in school is subject to the compulsory school attendance laws.

Louisiana Revised Statute 17:221 (A) (2) states whoever violates this (A) (1) shall be FINED not more than \$250.00 or IMPRISONED not more than 30 days or both.

I. CHECKOUT PROCEDURES

Anyone checking out a student must present a picture ID. Students will only be allowed to be checked out with persons listed on the current student information sheet on file at the school.

J. TRUANCY

All instances of possible truancy from school shall be investigated, as required by law, and appropriate measures will be taken by the school administration and/or supervisor of Child Welfare and Attendance.

A student, absent from school without an authorized excuse or leaves school before the end of the day without permission, shall be subject to suspension. (La. R.S. 17:221, La. R.S. 17:223, La. R.S. 17:228, La. R.S. 17:233)

K. WITHDRAWAL FROM ENROLLMENT

The parent, tutor, or legal guardian of a child who is under eighteen and who is enrolled in school beyond his sixteenth birthday may request that the student be allowed to attend an alternative education program or a vocational technical education program but will remain under compulsory attendance for fulfilling the attendance requirement for said alternative programs. (La. R. S. 17:226). Upon receiving such a request the school system shall be responsible for determining whether the student remains in regular school or attends an alternative education program or vocational education program and for developing and implementing an individualized program for such student effective July 1, 2002 (La. R.S. 17:221).

V. STUDENT ASSIGNMENT, GRADING, PROMOTION AND EVALUATION OF STUDENT PROGRESS

A. ATTENDANCE REQUIREMENTS

1. Elementary students, kindergarten through grade 8 must be present a minimum of 160 days to be eligible to receive credit for courses taken and to be considered for promotion.
2. Secondary students must be present a minimum of 82 days per semester to be eligible to receive credit for courses taken. The requirement for high schools operating in the 4 X 4 block schedule will be 82 days per Carnegie unit or 41 days per $\frac{1}{2}$ Carnegie unit of credit.

B. REQUIREMENTS OF THE LOUISIANA EDUCATIONAL ASSESSMENT PROGRAM (LEAP)

1. A student may not be promoted to the 5th or 9th grade until he or she has scored at or above *Basic* achievement on either the English/Language Arts or math component on the 4th or 8th grade LEAP and at the *Approaching Basic* achievement level on the other. After the summer retest, the district, through the Superintendent, may consider a waiver for an 8th grade student who has scored at the *Approaching Basic* level on both the ELA and math components of the LEAP. The district may grant the waiver in accordance with the local Pupil Progression Plan and *High Stakes Testing Policy, Revised May 2008*. Students not meeting the State's high stake testing standard shall be required to attend remediation before consideration for promotion is granted thought a wavier or an appeal. See local Pupil Progression Policy for promotional criteria.
2. Summer remediation and end-of-summer retest will be offered by the school system at no costs to all students whose scores do not meet the state standard of the *Basic/Approaching Basic* combination on the LEAP tests in grades 4 and 8. Students must attend remediation and take the summer retest to be eligible for an appeal or a promotional waiver.
3. In addition to completing a minimum of 27 Carnegie units of credit, the students will be required to pass the Grade 10 English/Language Arts and math portions of the Graduation Exit Exam (GEE) and either the Grade 11 Science or Social Studies portions of the GEE. The English/language arts, written composition, and mathematics components of the test shall first be administered to students during the 10th grade. The science and social studies components shall first be administered to students in the 11th grade. Remediation and retake opportunities will be provided for students who do not pass the test.
4. Students who participate in LEAP Alternate Assessment 2 will receive a report card each nine week period to be accompanied by a progress report.
Students who meet the criteria for LAA-2 are performing below grade level and it is highly unlikely that they will earn a high school diploma; however, they may earn Carnegie units based on an Individualized Education Plan (IEP) committee decision. Students who meet LAA-2 criteria but choose to pursue a high school diploma must pass the required components of the Graduation Exit Exam (GEE) and earn the necessary Carnegie units. Students participating in LAA-2 are also eligible for a Certificate of Achievement but may earn Carnegie units when appropriate and may participate in the Pre-GED/Skills Option Program based on eligibility criteria.

C. **EVALUATIVE CRITERIA: GRADING POLICIES**

1. **KINDERGARTEN:** Kindergarten student progress will be recorded on a Kindergarten Skills Checklist which will be maintained on each student. In lieu of grades, a rubric with designated indicators will be used for recording purposes. Portfolios and anecdotal notes shall be maintained as documentation of progress in all areas of development. Reports to parents shall indicate progress in areas addressed that nine weeks period.

Students with an IEP will follow the parish Pupil Progression grading policy unless otherwise indicated on the IEP.

2. **For Grades 1-12, letter grades of A, B, C, D, or F will be awarded according to the following standard:**

A = 90 - 100	4 pts.	Excellent
B = 80 - 89	3 pts.	Above Average
C = 70 - 79	2 pts.	Average
D = 60 - 69	1 pts.	Below Average
F = 59 or Below	0 pts.	Failure

3. **In grades 1-12, the basis for averaging marks shall be as follows:**

A = 4.0 - 3.5
B = 3.4 - 2.5
C = 2.4 - 1.5
D = 1.4 - 1.0
F = Below 1.0

In averaging the two semester grades in grades 9-12 for the purpose of 1/2 or fraction in averaging, the final grade shall be the average of the numerical value for the letter grades for the two nine weeks. However, F's earned during the second and fourth nine weeks constitutes a failing mark pending the recommendation of the School Building Level Committee. Final grades for repeated courses previously failed shall be averaged using the repeat/delete method. Only students in the TOPS curriculum will be allowed to repeat TOPS core courses previously passed on a one time basis to achieve a higher average to qualify for higher levels of funding. The final GPA will be calculated using the repeat/delete method. This policy adheres to legislative guidelines in which the state uses the repeat/delete method for calculating the GPA for TOPS recipients. To qualify to repeat a TOPS core course, a review of the GPA must indicate that such action will move the student up to the next level of TOPS funding, i.e. TOPS Tech to TOPS Opportunity. This policy does not apply to students wishing to repeat a course to qualify as valedictorian, salutatorian or for other scholarships; only TOPS funding will apply due to applicable legislation.

During the first two weeks of the second semester, only seniors may drop a course without penalty. If a student fails to complete the course after the first two weeks, an F will be awarded which will be part to of the student's GPA.

Any student with excessive absences will constitute an F in the course after which will be part of the student's GPA.

In grades 1-3, a minimum of nine (9) grades per nine weeks, with no less than one per week, shall be recorded in the DAILY RECORD BOOK (JPAMS) in the major disciplines of reading and mathematics, and in the minor areas of social living, language, spelling, art, and physical education.

In grades 4-6, a minimum of nine (9) grades per nine weeks, with no less than one per week, shall be recorded in the DAILY RECORD BOOK (JPAMS) in the major disciplines of reading, language, mathematics, science, and social and in all minor subjects including spelling, music, art, French, and physical education.

In grades 7-8, a minimum of one major grade per week must be recorded for each discipline for a total of nine (9) grades in each discipline every nine weeks. A minimum of nine major grades per semester (one nine week period on 4 X 4 schedule) is required in grades 9-12 (4 X 4 block schedule).

It is not necessary that the required grades per nine weeks periods be of equal weight (exact number of points), however, the points awarded for each grade should be of similar value.

Grade 8 students enrolled in Algebra I or French I with a certified secondary teacher must receive letter grades in order to receive Carnegie Units.

3. In grades 1-3, students receive letter grades in reading, math, and language. In grades 2 and 3, students also receive letter grades in the areas of spelling and social living. In grade 1 only, students will receive S (Satisfactory) and N (Needs Improvement) for the first marking period. In grade 1, the spelling grade will be included with the language grade. Final grades in all subjects are determined by the point value system. However, Fs earned in the final two nine week periods constitute an automatic failing mark pending the recommendation of the SBLC and the principal with final approval of the Director of Curriculum. Marks of S (Satisfactory) and N (Needs Improvement) are given in the areas of art, music, handwriting, physical education, French and in grade 1, social living. Final grades in these content areas are S and N markings. Students working below level in reading will receive a mark of N if successfully progressing below reading level and a mark of U if not progressing below reading level.
4. In grades 4-8, students receive letter grades in all disciplines. At least a 1.0 (D) average is required to pass a subject. Final grades are determined by averaging grades for the 4 nine week periods. However, F's earned in the final two nine week periods constitute an automatic failing mark in that subject regardless of other grades earned, pending the recommendation of the SBLC and the principal with final approval of the Director of Curriculum. In grades 4-6, letter grades are not to be given in the areas of art, music, and handwriting. Marks of S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) will be given instead. Students working in a textbook below the minimum grade level in the area of reading will receive a mark of N if successfully progressing below reading level and a mark of U if not progressing below reading level.
5. No student shall be denied one half unit of credit for any course for which that student has a passing grade for a semester. However, high school students attending schools operating in a 4 X 4 block schedule will be required to reschedule the entire course, even if they have passed one semester. For courses in which a full credit is to be awarded, the final grade is determined by quality point averaging of the two semester grades. For full credit to be awarded, the average of the two semester grades must be at least one quality point. However, if the second semester grade is "F", the student is not eligible for a full credit even though the average for the two semester grades is one quality point.

6. Students eligible for participation in LAA-2 follow the same evaluation system as those in LEAP Alternate Assessment-1.

Special education students not participating in alternate assessment will follow the regular education grading policy unless otherwise stipulated in the IEP.

Evaluation System, K-8: Students will receive marks as follows unless otherwise stated in the IEP.

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Evaluation System, 9-12: Students will receive marks as follows:

A = Satisfactory
B = Improving
C = Needs Improvement
D = Unsatisfactory

D. PROMOTION CRITERIA GRADES K-12

Each teacher shall, on an individual basis, determine promotion of each student based upon the criteria established in these guidelines.

Students in grades 1-8 transferring from non-approved schools, home study programs or foreign systems, will be administered an informal reading inventory and/or a basal reader placement test to determine reading placement and the parish CRT's (frameworks) in the areas of language arts and mathematics.

1. **KINDERGARTEN:** To be promoted from kindergarten, the student should:
 - a. Show evidence and ongoing development of knowledge of learned skills, as documented by work samples and anecdotal notes in portfolio and as noted on the Kindergarten Skills Checklist.
 - b. Meet attendance requirements.
 - c. Parish Assessments may be used to support decisions made for promotion or retention.
2. **GRADES 1-3:** To be promoted the student must:
 - a. Achieve a minimum D (1.0) average in math and reading
 - b. Meet attendance requirements
 - c. Achieve satisfactory progress on the reading program assessment by reaching the following minimum reading levels:
 - 1) Grade 1 should reach Level 4 in Roots or complete the Grade 1 series in the current adopted basal.
 - 2) Grade 2 should complete 2.1.
 - 3) Grade 3 should complete 3.1.A school may opt to administer an Independent Reading Inventory (IRI) to obtain additional assessment information.
3. **GRADES 4-6:** To be promoted the student must:
 - a. Achieve a minimum D (1.0) average in at least four major subjects, two of which must be reading and math. Major subjects are reading, language, math, science, and social studies. Physical education, spelling, art and music are to be considered minor subjects.
 - b. Meet attendance requirements
 - c. Achieve satisfactory progress on the reading program assessment by reaching the following levels:
 - 1) Grade 4 - should complete the fourth reader
 - 2) Grade 5 - should complete the fifth reader

- 3) Grade 6 - should complete the sixth reader
 *Reading level requirement does not apply to SFA schools
 (PP, ELC, and BBP)
- d. Achieve the state mandated proficiency level of *Basic/Approaching Basic* combination on the grade 4 LEAP in the areas of English language arts and mathematics.
4. **GRADES 7-8:** To be promoted the student must:
- a. Successfully pass 4 of the 5 major subjects which must include reading, English, math, and either science or social studies. Physical education, art, foreign languages, and other electives are to be considered minor subjects.
- b. Meet attendance requirements ----Students with ten or more excused absences during a six week period will be given an incomplete (I) and allowed to make up work missed. A grade will be awarded prior to the end of the next grading period. In no case may an incomplete be awarded for more than one six week period. In addition, an incomplete may not be given to an entire class except in extenuating circumstances with the approval of the principal.
- c. Achieve the minimum reading levels listed below:
 1) Grade 7 - should complete the seventh reader
 2) Grade 8 - should complete the eighth reader
- d. Achieve the state mandated proficiency level of *Basic/Approaching Basic* combination on the LEAP in grade 8 in the areas of English/language arts and mathematics
5. **GRADES 9-12**
- a. At grade levels 9, 10, 11, and 12, the end of course grade is obtained by averaging the two nine weeks (semester) grades. To obtain credit in a course, the average of the two nine weeks grades must average at least one quality point. The semester grades will be indicated by the mid-point of the course (the end of the first nine weeks period).
- b. Grade classification is as follows:
- | | | |
|-------------------|-----------|------------|
| 0 - 5.5 credits | Freshmen | 9th grade |
| 6 - 13.5 credits | Sophomore | 10th grade |
| 14 - 19.5 credits | Junior | 11th grade |
| 20 - 27 credits | Senior | 12th grade |
- c. Students must meet attendance requirements.
- Students with eight or more excused absences during the eighteen-week period for 4 X 4 block will be given an incomplete (I) and allowed to make up work missed.
- d. When high school student transfer from a school on traditional scheduling (non-block), each students' transcript will be reviewed in order to determine the number of Carnegie units of credit required. (Example: A senior with 18 units transferring from a school requiring 23 units for graduation would not be able to earn 27 units, even with 8 in the final year.) Students in grades 9-12, transferring from home study program will be awarded Carnegie credit based upon the successful completion of end of course exams.
6. **SUMMER SCHOOL**
 Students not meeting the promotion criteria during the regular school year are eligible to attend a state approved summer school for promotional purposes. The students must meet the same promotion criteria established for students during the regular school year.

Students who fail to achieve the *Basic/Approaching Basic* combination at grades 4 and 8 on the LEAP, will be required to attend a summer school remediation program for remediation in the specific area needed and will be retested at the conclusion of the course.

In grades 9-12, students may earn one Carnegie unit of credit for the whole credit courses and may only earn ½ unit of credit in those courses deemed ½ credit courses (such as Civics and Free Enterprise and LEAP Remediation courses). Although a student may have earned ½ unit of credit for a full credit course, the students will be required to repeat the entire course. Students will receive credit only once for any course work repeated and passed.

VI. SECTION 504 of THE REHABILITATION ACT OF 1973 PARENT AND STUDENT RIGHTS IN STUDENT DETERMINATION OF PROGRAM ELIGIBILITY

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 an 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 THE RIGHT TO:

- A. Have the school system advise you of your rights under federal law (Section 504).
- B. Have your child receive 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.
- C. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition.
- D. Receive notice and an invitation to participate in meetings with respect to identification, evaluation, and educational placement of your child, including proposals to initiate or change, or refusal to initiate or change the identification, evaluation, and educational placement of your child. Notice should be made to you in your native language, unless it clearly is not feasible to do so.
- E. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
- F. 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.
- G. Have fair evaluation, educational and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation date, and placement options.
- H. 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.
- I. Request changes in the educational program of your child.
- J. Examine all relevant records relating to decisions made regarding your child's identification, evaluation, educational program, and placement.
- K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- L. Receive a response from the school system to reasonable requests for explanations and interpretations of your child's records.
- M. 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 system refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.

- N. 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 have an attorney represent you. Hearing requests must be made through the St. Martin Parish 504 Coordinator.
- O. Request payment of reasonable attorney fees if you are successful in your claim.
- P. File a local grievance.

The person in St. Martin Parish who is responsible for assuring that the system complies with Section 504 is:

Gail Dalcourt
St. Martin Parish School Board
P. O. Box 859
St. Martinville, LA 70582
394-6261 ext. 3105 or 332-4501 ext. 3013

VII. STUDENT RECORDS (FERPA)

Notification of Rights

Family Educational Rights & Privacy Act (FERPA)

Release of Student Records: According to La. R.S. 17:81, education records or information from education records may be release to state and local law enforcement officials and other officials within the juvenile justice system without the consent of the parent or guardian of the student who is the subject of the records according to the terms set forth in said statute.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

- A. The right to inspect and review the student's education records within 45 days of the day the St. Martin Parish School Board receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- B. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Martin Parish School Board to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School Board decides not to amend the record as requested by the parent or eligible student, the School Board will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School Board as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit

personnel); a person serving on the School Board; a person or company with whom the St. Martin Parish School Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.[Optional] Upon request, the St. Martin Parish School Board discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Martin Parish School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

The following "Directory Information" shall also be released when necessary. "Directory Information" includes name of student, address, telephone listing, date and place of birth, photo, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution or agency attended by the students. If parents do not want this information distributed, they must notify the school in writing, within the first fifteen (15) days of the school year.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

VIII. STUDENT APPEARANCE

A. STUDENT DRESS & APPEARANCE CODE

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

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

1. All students enrolled in St. Martin Parish shall wear school IDs.
2. If earrings (including "body piercing" jewelry) are allowed by individual school policy, they can only be worn on the ear.
3. Heavy chains hanging from belt loops or pockets and other type items are prohibited.
4. Hair curlers and rakes of any kind are prohibited.
5. Sunglasses (unless prescribed by a physician) are prohibited. A principal or designee may request a statement from the physician.

6. Book bags, Knapp sacks, or other bags used to carry student books and accessories must be mesh or see-through.
7. Gang-related jewelry, insignias, colors, paraphernalia, and materials are prohibited. Such may vary school to school and may change year to year.
8. Make-up, hair designs, and hair colors which cause undue attention, distracting from the educational environment as determined by the principal, are not allowed.
9. Excessive jewelry or clothing that is considered a distraction or a danger by the administrator is prohibited. (ex. Black trench coats, large dangling or hoop earrings, oversized purses etc.).

Individual school administrators have the right to implement a more restrictive student dress and appearance code policy. Any student who violates the Student Dress and Appearance Policy will be subject to the following consequences:

(See Discipline Portion of Handbook)

B. ELEMENTARY AND JUNIOR HIGH UNIFORM CODE *(The principal has the right to be more stringent with the following policy.)*

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

Shirt: Solid color: Red or white

Polo (golf)

Short or long sleeves

Two or three buttons at the top front and collar

No emblems, insignias, or monograms

Jumpers: Allowed grades Pre-K - Grade 6

Uniform Navy Blue

Uniform shirts must be worn under jumpers

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

Set in-side pockets, no patch pockets

Hems no more than 2" above knees when student kneeling

Navy blue shorts must be worn under jumper

Skirts: Solid color: Navy blue

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

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

Must be worn at waistline

Skorts: Allowed in Grades Pre-K - Grade 6

Solid color: Navy blue

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

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

Must be worn at waistline

Shorts: Allowed in Grades Pre-K - Grade 6

Solid color: Navy blue

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

Set in-side pockets, no patch pockets

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

No pockets on pant legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at the waistline

(Pre-K & Kindergarten students may wear pull-on shorts)

Slacks: Solid color: navy blue

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

Set in-side pockets, no patch pockets

No elastic or gathered at the ankles

Must be hemmed and length not to exceed top of shoe

No pockets on lower legs

Can be pleated or flat front

Must have front waistband and belt loops

Elastic allowed on back and sides

Must be worn at waistline
(Pre-K & Kindergarten students may wear pull-on pants)
Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

Belts: Mandatory when wearing slacks, shorts, or skirts (with belt loops)
Belt buckles must be plain/large or oversized belt buckles are not allowed
Emblems, insignias, or initials prohibited
Appropriate length for waist size

Socks/Tights: Mandatory wear

Shoes: No sandals, boots, moccasins, crocs, slippers, or heels above one inch
Close toe and close heel shoes
If tie shoes, shoes should be properly tied
No roller blade, lighted or any extraordinary features

Sweatshirts: Solid Color: navy, white, red, or gray
Pullover, no hood (v-neck, crew, no hood) may be worn over polo shirts. No pictures or writing on clothing. School spirit sweatshirts may be worn. Hoods may not be worn in the building.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:

Solid color: navy, red, or white
No designs, emblems, insignias, or monograms
Can only be worn under polo shirt.

Hats/Caps: No caps, "do rags", sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings.
Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit Shirts: A school approved spirit shirt may be worn on the pre-designated days, not to exceed one day a week. No jeans allowed.

Coats & Jackets: PRE-K - 6 Coats and jackets of any color (zip or pull-over) are acceptable. Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed. Coats and jackets are not to be worn in the building.

Coats & Jackets & Sweaters: 7 -8 Solid color: black or navy

Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed. School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, and sweaters (open front, zip, and button) are not to be worn in the building.

General Information:

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

Pre-Designated Days:

The principal may allow on the pre-designated days for student on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts or their Boy/Girl Scout sashes. All other school uniform clothing must be worn on pre-designated days. No pre-designated days shall include the wearing of jeans or other clothing not stated in the above sentence. This is also true for field trips.

Incentive Days:

Principals may allow for special dress days for school incentives.
(ex. Perfect attendance, Honor roll, Student of the month, positive behavior support)

School Pictures:

Fall Semester Pictures are uniform pictures only. The level of free dress for students for the Spring Semester pictures shall be determined by the school administrator. Any deviations from the uniform policy must comply with the Dress and Appearance Code.

Medical Necessity:

Slings, casts, prosthesis, bandages or the like shall not be considered to violate this policy. If the principal or other official deems it necessary, the child can be asked to bring a medical certificate as to the wearing of the item. Follow-up with the parents is indicated where the child fails to comply with such a request.

Penalty for Violation of Uniform Policy:

(See Discipline portion of the Handbook)

C. **HIGH SCHOOL UNIFORM CODE** *(The principal has the right to be more stringent with the following policy.)*

Appropriate Parish approved Uniform Allowed (Grades 9 through 12):

Shirt:

Solid color: White or
School Colors as follows: BBSH-Maroon, CSH-Green and SMSH-Purple
Polo (golf)
Short or long sleeves
Two or three buttons at the top front and collar
No emblems, insignias, or monograms
School-approved logo optional

Skirts:

Solid color: Khaki
Style must be cotton twill or cotton blend (no jean material)
Hems no more than 2 inches above the knee when student is kneeling
Must be worn at waistline

Slacks:

Solid color: khaki
Style must be cotton twill or cotton blend (no jean material)
Set in-side pockets, no patch pockets
No elastic or gathered at the ankles
Must be hemmed and length not to exceed top of shoe
No pockets on lower legs
Can be pleated or flat front
Must have front waistband and belt loops
Elastic allowed on back and sides
Must be worn at waistline
Cropped, stirrup, parachute, wind, stretch/warm-up, and jean-style pants not allowed

Belts:

Mandatory when wearing slacks or skirts (with belt loops)
Belt buckles must be plain/large and oversized belt buckles are not allowed
Emblems, insignias, or initials prohibited
Appropriate length for waist size

Socks/Tights:

Mandatory wear

Shoes:

No sandals, boots, moccasins, crocs, slippers, or heels above one inch
Close toe and close heel shoes
If shoes tie, shoes should be properly tied.

Sweatshirts:

Solid color white, purple (SMSH), maroon (BBHS), green (CHS),
Pullover, no hood (v-neck, crew, no hood) maybe worn over polo shirts in the building. No pictures or writing on clothing. School spirit sweatshirts may be worn. Hoods may not be worn in the building.

T-Shirts/Undershirts, Turtlenecks/Mock Turtlenecks:

Solid color: white, black, or gray the following school colors
Maroon(BBHS), Purple (SMHS), Green (CHS)
No designs, emblems, insignias, or monograms
Can only be worn under polo shirt.

Hats/Caps: No caps, "do rags", sweatbands, sportbands, bandanas, hairnets, wrap caps, or scarfs are allowed on buses, playgrounds, or inside buildings
Winter knit pullover hats shall be allowed on buses and outdoors during cold weather.

Spirit Shirts: A school approved spirit shirt may be worn on the designated days, not to exceed one day a week. No jeans allowed.

Coats, Jackets, & Sweaters: Solid color: black or navy
Hoods may not be worn in the building. No long, below the knee dusters or trench coats allowed. School issued jackets are permissible (letter jacket, A-team, band, etc.). Coats, jackets, & sweaters (open front, button, and zip) are not to be worn in the building.

General Information:

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

Pre-Designated Days:

The principal may allow on the pre-designated days for student on an approved list to wear "A" Team t-shirts, 4-H shirts, spirit shirts or their Boy/Girl Scout sashes. All other school uniform clothing must be worn on pre-designated days. No pre-designated days shall include the wearing of jeans or other clothing not stated in the above sentence. This is also true for field trips.

Incentive Days:

Principals may allow for special dress days for school incentives.
(ex. Perfect attendance, Honor roll, Student of the month, positive behavior support)

School Pictures:

Fall Semester Pictures are uniform pictures only. The level of free dress for students for the Spring Semester pictures shall be determined by the school administrator. Any deviations from the uniform policy must comply with the Dress and Appearance Code.

Medical Necessity:

Slings, casts, prosthesis, bandages or the like shall not be considered to violate this policy. If the principal or other official deems it necessary, the child can be asked to bring a medical certificate as to the wearing of the item. Follow-up with the parents is indicated where the child fails to comply with such a request.

Penalty for Violation of Uniform Policy:

(See Discipline portion of the Handbook)

IX. HARASSMENT/BULLYING/INTIMIDATION/HAZING POLICY

A. GENERAL POLICY

The St. Martin Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no individual feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of a bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en-route from home to bus stop and from bus stop home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel or school property shall be unacceptable.

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

Bullying, Intimidation and Harassment

Bullying, intimidation and harassment shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming an individual or damage his/her property or placing an individual in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for an individual.

Hazing

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

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

B. SEXUAL HARASSMENT/BULLYING/INTIMIDATION

For the purpose of this policy, sexual harassment/bullying/intimidation consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee and/or student causes an individual to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee, student or third party agent of the school district causes a individual to believe that the employee will make an educational decision based on whether or not the individual submits to unwelcome advances.
2. The unwelcome sexual conduct is so severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from and educational programs or activity, or creates an intimidating, threatening, or abusive educational environment.

Sexual harassment/bullying/intimidation may include but is not limited to:

- a. Unwelcome verbal harassment of a sexual nature or abuse;

- b. Unwelcome pressure for sexual activity;
- c. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact;
- d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- e. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender;
- f. The use of authority to emphasize the sexuality of an individual in a manner that prevents or impairs that individual's full enjoyment of educational benefits, climate, or opportunities.

This prohibition against sexual harassment/bullying/ intimidation applies whether the harassment is between people of the same or different gender.

This prohibition against sexual harassment/bullying/ intimidation does not preclude legitimate, nonsexual contact such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.

C. HARASSMENT/BULLYING/INTIMIDATION BASED ON RACE, COLOR, ETHNICITY, NATIONAL ORIGIN OR DISABILITY

For purpose of this policy, racial harassment/bullying/ intimidation of an individual consists of verbal or physical conduct relating to an individual's race, color, ethnicity, national origin or disability when

- 1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.
- 2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- 3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment/bullying/ intimidation include:

- graffiti containing racially offensive language-name calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race, color, ethnicity, national origin or disability;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race, color, ethnicity, national origin or disability;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of or in a manner reasonably related to, race, color, ethnicity, national origin or disability; and/or
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race, color, ethnicity, national origin or disability.

D. HAZING

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

not mean an adult-directed and school-sanctioned athletic program practice or event or military training program.

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

E. REPORTING PROCEDURES

Any individual who believes he or she has been the victim of sexual harassment, harassment/bullying/intimidation on race, color, national origin, sexual orientation, or disability or hazing by a student, teacher, administrator, or other school personnel of the St. Martin Parish School Board or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the St. Martin Parish School Board, is encouraged to immediately report the alleged acts to an appropriate School Board official designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment, harassment/bullying/intimidation based on race, color, national origin, sexual orientation, or disability or hazing by a student, teacher, administrator or other school personnel of the School Board, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the School Board, is required to immediately report the alleged acts to an appropriate School Board official as designated by this policy.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment, harassment/bullying based on race, color, national origin, sexual orientation, or disability, or hazing as set forth above, is encouraged to immediately report the alleged acts to an appropriate School Board official designated by this policy.

The School Board encourages the reporting party or complainant to use the report form available from the principal of each school or available from the School Board Office or Instructional Center, but oral reports shall be considered complainants as well. Use of the formal reporting form is not mandated. Nothing in this policy shall prevent any person from reporting harassment directly to the School Board Human Rights Supervisor or to the superintendent.

1. In each school, the principal is the person responsible for receiving oral or written reports of sexual harassment, harassment/bullying/intimidation based on race, color, national origin, sexual orientation, or disability, or hazing at the building level. Any adult School Board personnel who receive a report of sexual harassment, harassment/bullying/intimidation based on race, color, national origin, sexual orientation, or disability or hazing shall inform the school principal immediately.

Upon receipt of a report, the principal must notify the School Board Human Rights Supervisor immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Supervisor. If the report was given verbally, the principal shall personally reduce it to written form with 24 hours and forward it to the Human Rights Supervisor. Failure to forward any harassment/bullying/intimidation/ hazing report or complaint as provided herein shall result in disciplinary action against the principal. If the complaint involves the school principal, the complaint shall be made or filed directly with the Superintendent or the Human Rights Supervisor by the reporting party or the complainant.

2. The St. Martin Parish School Board has designated Supervisor of Child Welfare & Attendance as the Human Rights Supervisor with responsibility to identify, prevent, and remedy harassment/bullying/intimidation/hazing for student. The St. Martin Parish School Board Human Rights Supervisor for students shall:
 - receive reports or complaints of sexual harassment, harassment/bullying/intimidation based on race, color, national origin, sexual orientation, or disability, or hazing;
 - oversee the investigative process;
 - be responsible for assessing the training needs of St. Martin Parish staffs and student in connection with the dissemination, comprehension, and compliance with this policy;
 - arrange for necessary training required for compliance with this policy; and
 - insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment/bullying/intimidation/hazing, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment/bullying/intimidation/hazing, recommend appropriate discipline and remedies when harassment/bullying/intimidation/hazing is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Human Rights Supervisor, the complaint shall file directly with the Superintendent. The St. Martin Parish School Board shall conspicuously post this policy against harassment and violence in each school that the School Board maintains, in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the state agency responsible for investigating allegations of discrimination in educational opportunities and the mailing address and telephone number of the United States Department of Education, Office of Civil Rights.

3. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this policy with students and employees. Training on the requirements of Non-discrimination and the appropriate responses to issues of harassment/bullying/intimidation/hazing will be provided to all school personnel on an annual basis, and at such other times as the School Board in consultation with the human rights supervisor determines is necessary or appropriate.
5. This policy shall be reviewed at least annually for compliance with state and federal law.
6. The St. Martin Parish School Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, the witnesses as much as possible, consistent with the School Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

F. RETALIATION

The St. Martin Parish School Board will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against or attempts to retaliate against any person who reports alleged harassment/bullying/intimidation/hazing or violence, files a complaints of harassment/bullying/intimidation/hazing who testifies,

assists or participates in any investigation, hearing or proceeding related to such harassment/bullying/intimidation/ hazing or violence. Retaliation includes but is not limited to may form of threat, intimidation, reprisal or discrimination.

X. HEALTH POLICIES

A. HEALTH CENTERS

St. Martin Parish School Board sponsors three school-based health centers. Parents must complete a consent form before a student can use the health center. The centers are opened from 8:00 A.M. to 3:30 P.M. when school is in session.

There is a full-time staff consisting of a social worker, registered nurse and Kid-Med/Medicaid Specialist. Twice a week there is a medical doctor and/or a nurse practitioner available for appointments. These appointments are scheduled by the registered nurse.

The health centers provide treatment of minor illnesses and injuries, immunizations, sport physicals, laboratory testing, Kid-Med screenings, mental health services, including but not limited to crisis counseling, individual, family and group counseling. Parents are encouraged to visit the center when their child is receiving services.

Breaux Bridge School-Based Health Center is located on Breaux Bridge Junior High campus. It serves students attending Breaux Bridge Primary, Breaux Bridge Elementary, Breaux Bridge Junior High, Breaux Bridge High, Parks Primary and Parks Middle. **Cecilia School-Based Health Center** is located on Cecilia Junior High campus. It serves students attending Cecilia Primary, Teche Elementary, Cecilia Junior High and Cecilia High. **St. Martinville School-Based Health Center** is located on St. Martinville Primary campus. It serves students attending Early Learning Center, St. Martinville Primary, St. Martinville Elementary, St. Martinville Junior High, St. Martinville High and Catahoula Elementary. Bus transportation is provided by the health centers.

B. POLICY ON SCHOOL MEDICAL EXCUSES

POLICY: It is the policy of St. Martin Parish School-Based Health Centers to assist in providing medical school excuses.

PROCEDURE: A school-based health center professional may provide a student with a medical excuse at his/her discretion if the student has been seen at the center on the day service was provided. On the day the child is absent from school and requesting a medical excuse, the parent should contact the school health center nurse or leave a message describing the symptoms to determine if the child should be absent from school. The parent must pick up the medical excuse from the health center. The health center will provide up to six (6) excuses per school year for students that have a consent form to receive services.

Students leaving school with an illness should receive an excused absence from the school.

C. MEDICATION IN SCHOOL

As a general principle, medications are not to be given at schools. Acutely ill students should be sent home. Students convalescing from an acute illness should remain at home until the need of medication no longer exists.

Students are not allowed to have any drugs in their possession on the school grounds.

Special circumstances exist for a health problem that can be expected to be of a longer duration. When such a condition exists, the following will be adhered to:

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness, any student who is required to take medication during the regular school day, must comply with school regulations. These regulations must include at least the following:

1. Parents may come to the school and administer medication anytime during the school day, after checking in at the school office and signing the necessary document.
2. School nurses will observe trained school personnel before approving staff to administer medication.
3. **Parents will be responsible** for medication at school until staff has completed training.
4. School nurses will be responsible for accepting and/or reviewing new medication (only one medication per form). Please do not bring new medication to school, unless appointment made to meet with nurse.
5. A parent/guardian is required to call the school nurse and schedule an appointment. The school nurse will meet with the parent/guardian and student at his/her school. See below for nursing staff numbers.
6. When appointments are scheduled, an assessment of the child and pertinent health information from the parent and child will be obtained.
7. If the medication is for a student participating in the special education program, a special education nurse will review the medication. This includes students enrolled in *gifted, resource, self-contained, and speech classes*.
8. Refilled medications will continue to be accepted by the school personnel, after being checked in by nurse, if the orders remain the same for that school year.
9. According to state policy, a parent may not refill a pharmacy bottle with medications from another container. The medication must have the original bottle when filled from the pharmacist.
10. If your child needs a medication at school the guardian/parent should contact the nurse responsible for that school.
11. The parent/guardian will provide the school principal with a written request for the medication to accompany their child prior to the day of scheduled field trip. The principal/designee will attempt to assign a trained staff member for medication delivery on the field trip. If a problem arises with assignment, the principal or designee will call the parent.
12. School medication orders shall be limited to medication that cannot be administered before or after school hours. Special circumstances must be approved by school nurse. (example: emergency medicine or court order medicine)

REGULAR ED NURSES		SPECIAL SERVICES NURSES <i>(gifted, speech, resources or self contained)</i>	
Cheryl Benoit BBP, BBE, BBJH & BBHS	Office # 332-2844 ext. 1262	Rita Trailer BBP, BBE, BBJH, CP, TE, CJH, CSH, SBS	Office # 332-3388 Ext. 3204
Sharon Boudreaux SMP, SME, SMJH, SMSH & ELC	Office # 394-6333 ext. 2683		
Susan Thibodeaux CP, TE, CJH, CHS	Office # 667-6226 ext. 1663	Stephanie Latiolais ELC, SME, SMJ, PP, CE, TCS, JCEP	Office # 332-3388 Ext. 3205
CE, PP, PMS, SE, JCEP, PAC	Beeper # 332-7784 Office # 394-6333 ext. 2683	Bridget Defelice SMP, SMSH, PMS, BBHS, SE, PAC	Office # 332-3388 ext 3236

D. COMMUNICABLE DISEASE CONTROL POLICY

In compliance with law, all children entering the St. Martin Parish Public School system for the first time, including kindergarten, at the time of registration or entrance, into school shall present satisfactory evidence of having been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps and rubella, or shall present evidence of an active immunization program in progress. (La. R. S. 17:170)

School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the necessary Vaccine Preventable Disease Section's School Immunization Report forms to provide for control of preventable communicable diseases.

E. NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL AND MENTAL HEALTH INFORMATION ABOUT YOU MAY BE USED AND SHARED WITH OTHERS. THIS NOTICE ALSO DESCRIBES HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY AND FEEL FREE TO ASK ANY AND ALL QUESTIONS THAT YOU MIGHT HAVE. IT IS IMPORTANT THAT YOU UNDERSTAND THIS MATERIAL.

A federal regulation, commonly known as the "HIPAA Privacy Rule", says that we must provide all of our patients with a detailed notice, in writing, of our privacy practices. Beyond that, we believe that it is important to know what kind of information we collect, what is done with that information, and how you can go about protecting the information. This notice is long and detailed, but the HIPAA Privacy Rule requires that we address many specific things. We have tried to make this information as understandable and easy to read as possible.

1. PROTECTING HEALTH INFORMATION ABOUT YOU

In this notice, we describe the ways that St. Martin Parish School-Based Health Centers may use and disclose health information about our patients. There are many reasons that we might be asked to tell others about the treatment/assessment that was completed by our staff. Other health providers may need this information to simply make things more efficient. A number of legal situations may require that some of this information be shared. For example, if you are assessed to need emergency care or you enter a lawsuit or other legal proceeding where your medical or mental condition is an issue, we may be required to release some of this information. You should consult with a lawyer in such a case. There are other, less common, reasons that information could be requested. In most cases (almost all), we will ask your permission before this information is released.

The HIPAA privacy Rule requires that we protect the privacy of any health information that identifies a patient, or even information that could easily lead someone to know that you have been a patient. This information is known as "protected health information" or "PHI". We will use that abbreviation throughout this notice - whenever you see "PHI", please understand that we are talking about health information that is specific to you - sometimes information that you may not want shared with anyone else. This document describes your rights as our patient, and our obligations regarding the use and disclosure of this personal health information. We are required by law to do the following things:

- Protect the privacy of PHI about you
- Give you this Notice of our legal duties and privacy practices with respect to PHI - when you received this document we satisfied this responsibility; and
- Comply with the terms of this Notice of Privacy Practices that is currently in effect.

Please be aware that we may have to make changes to this notice, and to make these changes for all personal health information we may already have about you. These regulations change over time. If and when this notice is changed, we will post a copy in our office, in a prominent location. We will also provide you with a copy of the revised notice when you ask for it. You have been introduced to our "Privacy Official" - this is the person that we have put in charge of making sure that these regulations are met. Our Privacy Official is the person to ask about the latest version of this Notice.

2. HOW WE MAY USE AND DISCLOSE PROTECTED HEALTH INFORMATION ABOUT YOU USES AND DISCLOSURES FOR TREATMENT, PAYMENT, AND HEALTH CARE OPERATIONS

The following list describes the different ways we may use and disclose PHI for treatment or the operation of our practice. The examples included do not list every type or use or disclosure that may fall within that category but they are listed to help you understand how these regulations might apply to you.

Treatment:

We may use and share PHI about you to provide, coordinate or manage your medical and mental health care and related services. It may be necessary, or best, for us to consult with other health care providers such as physicians, counselors, social workers, or staff members from an outside agency about your treatment. This will help to coordinate and manage your health care and ensure that you are receiving the best care possible. When we refer to another provider it is always best to share what we know - it may prevent you from having to repeat many of the same procedures and/or go over your history "one more time". For example, if you are referred to your medical or mental health provider, we may share PHI to your provider regarding the results of your assessment or medical care. We may send a report about your care from us to a provider that we refer you to so that the other provider may treat you.

Health Care Operations

We may have to communicate PHI in performing business activities which are called health care operations. Health care operations means those things that allow us to improve the quality of care we provide and to reduce mental health care costs. This is how your PHI may be used relating to health care operations:

- Reviewing and improving the quality, efficiency, and cost of care that we provide to our patients. For example, we may use PHI about you to develop ways to help our doctors and our staff in deciding how we can improve the medical and mental health treatment we provided to others;
- Improving health care for groups of people who have similar medical and/or mental health problems and helping to manage and coordinate the care for these groups of people. We may use PHI to identify groups of people with similar medical and/or mental health problems to give them information, for example, about treatment alternatives and educational classes;
- Reviewing and evaluating the skills, qualifications, and performance of medical and/or mental health care providers taking care of you and our other patients;
- Providing training programs for students, trainees, interns, health care providers, or non-health care professionals (like billing personnel) to help them practice or improve their skills;
- Cooperating with outside organizations that assess the quality of the care that we provide;
- Cooperating with outside organizations that evaluate, certify, or license health care providers or staff in a particular field or specialty;
- Cooperating with various people who review our activities. For example, PHI may be seen by other doctors reviewing the services provided to you,

and by accountants, lawyers, and others who help us in complying with the law and managing our business;

- Assisting us in making plans for our practice's future operations;
- Resolving grievances within our practice;
- Reviewing our activities and using or disclosing PHI in the event that we sell our practice to someone else or combine with another practice;
- Business planning and development, such as cost-management analyses;
- Business management and general administrative activities of our practice, including managing our activities related to complying with the HIPAA Privacy Rule and other legal requirements;
- Creating "de-identified" information that is not identifiable to any individual;

If another medical and/or mental health care provider, company, or health plan that also falls under this HIPAA Privacy Rule has or once had a relationship with you, we may disclose PHI about you for certain health care operations of that health care provider or company. For example, such health care operations may include:

- Reviewing and improving the quality, efficiency and cost of care provided to you
- Reviewing and evaluating the skills, qualifications, and performance of health care providers
- Providing training programs for students, trainees, health care providers, or non-health care professionals
- Cooperating with outside organizations that evaluate, certify, or license medical and/or mental health care providers or staff in a particular field or specialty
- Assisting with legal compliance activities of that health care provider or company
- For the health care operations of an "organized health care arrangement" in which we participate.

Communication from Our Office:

We may contact you to remind you of appointments and to provide you with information about treatment, treatment alternatives, or other health related benefits and services that may be of interest to you.

OTHER USES AND DISCLOSURES WE CAN MAKE WITHOUT YOUR WRITTEN AUTHORIZATION OR OPPORTUNITY TO AGREE OR OBJECT

We may use and disclose PHI about you in the following circumstances, even without your approval, authorization, or opportunity to agree or object, provided that we make sure we follow certain conditions of the law that may apply.

Required By Law: We may use and disclose PHI when federal, state, or local law requires that we do so. Any such disclosure complies with the law and is limited to the requirements of the law.

Public Health Activities: We may be required to share PHI with public health authorities or other authorized persons to carry out certain activities related to public health including the following activities:

- To prevent or control disease, injury, or disability;
- To report disease, injury, birth, or death;
- To report child abuse or neglect;

Abuse, Neglect, or Domestic Violence: We may need to disclose PHI in certain cases to government authorities if we reasonably believe that you have been a victim of domestic violence, abuse, or neglect.

Health Oversight Activities: We may disclose PHI to a health oversight agency – organizations who work to ensure that we are doing our job well, for oversight activities including, for example:

- audits,
- investigations,
- inspections,
- licensure and disciplinary activities, and
- other activities conducted by health oversight agencies to monitor the health care system, government health care programs, and compliance with certain laws.

Lawsuits and Other Legal Proceedings: We may use or disclose PHI when required by a court. We may be required to release PHI in response to subpoenas, requests from attorneys for “discovery” information, or other required legal purposes. In most cases, efforts are required to have been made to advise you of the request or to obtain an order protecting the information requested, sometimes referred to as a “motion to quash”.

Law Enforcement: Under certain conditions, we may have to disclose PHI to law enforcement officials for the following purposes where the disclosure is:

- About a suspected victim of a crime if there is an emergency;
- To alert law enforcement of a death that we suspect was the result of criminal conduct;
- Required by law;
- In response to a court order, warrant, subpoena, summons, administrative agency request, or other authorized process;
- To identify or locate a suspect, fugitive, material witness, or missing person;
- About a crime or suspected crime committed at our office; or
- In response to a medical emergency not occurring at the office, if it is necessary to report a crime, including the nature of the crime, the location of the crime or the victim, and the identity of the person who committed the crime.

Research: We may use and disclose PHI about you for research purposes under certain limited circumstances. We must obtain a written permission to use and disclose PHI about you for research purposes except in situations where a research project meets specific, detailed criteria established by the HIPAA Privacy Rule to ensure the privacy of PHI.

To Avert a Serious Threat to Health or Safety: We may use or disclose PHI about you in limited circumstances when necessary to prevent a threat to the health or safety of a person or to the public. This disclosure can only be made to a person who is able to help prevent the threat. The information may not need to be released if we can take an action that prevents the danger to the other person.

Specialized Government Functions: Under rare circumstances we may disclose PHI:

- For certain military and veteran activities, including determination of eligibility for veterans for veterans benefits and were deemed necessary by military common authorities;
- For national security and intelligence activities;
- To help provide protective services for the president and others;
- For the health or safety of inmates and others at correctional institutions or other law enforcement custodial situations for the general safety and health related to corrections facilities.

Disclosures required by HIPAA Privacy Rule: We are required to disclose PHI to the Secretary of the United States Department of Health and Human Services

when requested by the Secretary to review our compliance with the HIPAA Privacy Rule. This is so that DHH can determine if we are following HIPAA guidelines. We are also required in certain cases to disclose PHI to you, upon your request, to access PHI or for an accounting of certain disclosures of PHI about you (those requests are described below in this notice).

OTHER USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION REQUIRE YOUR AUTHORIZATION

All other disclosures of PHI about you will only be made with your written authorization. If you have given us permission to use or disclose PHI about you, you may revoke your permission at any time, except to the extent we have already taken action based on the permission.

3. YOUR RIGHTS REGARDING PROTECTED HEALTH INFORMATION ABOUT YOU

Under federal law, you have the following rights regarding PHI about you:

Right to Request Restrictions: You have the right to ask us to ensure additional restrictions on the PHI that we may use for treatment, payment, and health care operations. In other words, you can specify that there are certain kinds of information we should not seek. You may also ask for additional restrictions on how, what, and why we share PHI to certain individuals involved in your care that otherwise are permitted by the Privacy Rule. Please understand that we are not required to agree to your request. If we do agree to your request, we are required to honor this agreement except in certain cases, including where the information is needed to treat you in the case of an emergency. To ask for restrictions, you must make your request in writing to our Privacy Official. In your request, please include:

- (1) the information that you want to restrict;
- (2) how you want to restrict the information (for example, restricting use to this office, only restricting disclosure to persons outside this office, or restricting both); and
- (3) To whom you want those restrictions to apply.

Right to Receive Confidential Communications: You have the right to ask that we communicate with you about PHI in a certain manner or at a certain location. For example, you may request that we contact you at home, rather than at work. You may specify that we should not use e-mail, or a cordless telephone. You must make your request in writing to our Privacy Official. You must specify how you would like to be contacted (for example, by regular mail or to your post office box and not your home). We are required to accommodate reasonable requests.

Right to Inspect and Copy:

You have the right to ask to see and get a copy of PHI about you in certain records that we maintain. This includes your medical and billing records but does not include psychotherapy notes (which are only for the use of the therapist) or information gathered or prepared for a civil, criminal, or administrative proceeding. We are allowed to deny your request to inspect and copy PHI, but only in limited circumstances. To inspect and copy PHI please contact our Privacy Official. If you ask for a copy of PHI about you, we may charge you a reasonable fee for the copying, postage, labor and supplies used in meeting your request. These fees are determined by state law.

Right to Amend:

You have the right to ask that we amend or change PHI about you, as long as such information is kept by and for our office. To make this kind of request you must submit your request in writing to our Privacy Official. You must also give us a reason for your request. We may deny your request in certain cases, including if it is not in writing, or if you do not give us a reason for the request.

Right to Receive and Accounting of Disclosures:

You have the right to ask for an "accounting" of the times we have had to release PHI about you. This is a list of disclosures made by us during a specified period of up to six years, *other than* disclosures made:

- a. for treatment,
- b. for health care operations;
- c. for use in or related to a facility directory;
- d. to family members or friends involved in your care;
- e. to you directly;

pursuant to an authorization of you or your personal representative, or for certain notification purposes (including national security, intelligence, correctional, and law enforcement purposes) and disclosures made before April 14, 2003. If you wish to make such a request, please contact our Privacy Official identified on the last page of this Notice. The first, list all that is asked for in a 12-month period will be free, but we may charge you for our reasonable costs of providing additional lists in the same 12-month period. We will tell you about these costs, and you may choose to cancel your request at any time before costs are incurred.

Right to a Paper Copy of this Notice:

You have a right to receive a paper copy of this Notice at any time. You are entitled to a paper copy of this Notice even if you have previously agreed to receive this Notice electronically.

To obtain a paper copy of this Notice, please contact our Privacy Official listed on the last page of this notice.

4. Complaints

If you believe your privacy rights have been violated, you may file a complaint with us or the Secretary of the United States Department of Health and Human Services. To file a complaint with our office, please contact our Privacy Official at the address and number listed below. We will not retaliate or take action against you for filing a complaint.

5. Questions

If you have any questions about this Notice, please contact our Privacy Official at the address and telephone number listed below.

6. Privacy Official Contact Information

You may contact our Privacy Official at the following address and phone number:

Jody West, LCSW
Privacy Official
P.O. Box 1344
Breux Bridge, LA 70517
337) 332-2844 Ext. 1264

XI. SCHOOL RESOURCE OFFICERS

School Resource Officers will function under dual administration of the St. Martin Parish Sheriff's Office and the St. Martin Parish School Board with law enforcement being the priority supervisor. While school is in session, the School Resource Officer will report to the school principal or his/her designee at their assigned school.

Focusing on the prevention of juvenile delinquency and enhancing the relationship of law enforcement and the school community, including students, school staff and the community at large are two of the objectives of the School Resource Officer Program. In addition, the program will establish a rapport with young people to promote a better understanding of the role of law enforcement and it attempts to divert youth from the juvenile justice system by providing interaction, reality-based counseling, education, and problem identification of students both at home and at school.

XII. SCHOOL VISITORS

All visitors shall check in with the main office of the school and obtain clearance from the school administrator prior to contact with a staff member or student. Visitors shall not be allowed to contact or visit with students on campus at any time without approval of the school administrator. All unauthorized visitors are subject to prosecution.

XIII. TECHNOLOGY and INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

A. PURPOSE

The St. Martin Parish School District offers Internet access for student use. This document is the Acceptable Use Policy for student use of the Internet. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum. The St. Martin Parish School Board has the right to place reasonable restrictions on the material accessed or posted, require the training needed before a student is allowed to use the system, and enforce all rules set forth in the school code and the laws of the state. Further, students may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through school only with permission of the principal or his or her designee and the student's parent(s). Access to technology is a privilege accorded to students who agree, along with their parents/guardian, to abide by the Acceptable Use Policy. Students found in violation of this policy may have these privileges revoked along with other suitable penalties in accordance with the St. Martin Parish School System Discipline Policy.

B. WHAT IS POSSIBLE?

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that the school and District web sites may contain links that are maintained and controlled by third parties. Because some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive, District personnel will make every effort to filter, screen, and research links for appropriateness. St. Martin Parish School District is not responsible for the content in the linked site, any link contained within the linked site, or any changes or update to the linked site that changes its appropriateness.

We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying

the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access.

C. WHAT IS EXPECTED?

It is expected that users will comply with District standards and the specific rules set forth below. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents/guardian or teachers to see. The use of the network is a privilege, not a right, and may be revoked if abused.

D. WHAT ARE THE RULES?

Privacy -- Network and/or computer storage areas are like school lockers. The computer equipment is school property. Network administrators may access and review communications to maintain system integrity and insure that students are using the system responsibly.

- The student will not post personal or private contact information about self or others. Personal contact information may include, but not limited to, social security number, home address, home phone number, personal email address, etc. This also includes photographs of oneself and others, as well as student work.
- While accessing the St. Martin Parish School District's computer system, the student will not agree to meet with someone they have met online.
- The student will promptly disclose to the teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.
-

E. ILLEGAL ACTIVITIES

- The student should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless given written permission from the Network Administrator. All copyright laws must be adhered to. The student should never make illegal copies of copyrighted software, nor illegally load copyrighted software on computers that are not licensed specifically for that software.
- The student will adhere to all copyright laws. Violations include, but are not limited to, copying or reproducing work that is protected by a copyright, files/documents created by others, and copyrighted multimedia content such as music and video clips accessed through MP3, Wave, software via Morpheus, Napster, Kazaa, I-tunes, etc.
- The student will not attempt to gain unauthorized access to the St. Martin Parish School District's computer system (i.e. Forum, PC Link, Intranet, online lesson plan management system, etc.) or to any other computer system via the District's computer system or go beyond the authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- The student will not make deliberate attempts to disrupt the computer system's performance, destroy data by spreading computer viruses or by any other means. This includes the destruction and vandalism of computer equipment and its components.
- The student will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, participating in virtual games that mimic illegal activities, or threatening the safety of others, etc.

- The student will not pursue or otherwise access information on weapons and the manufacture or purchase of weapons for purposes other than assigned class research.
- The student will not use the District's computer system for personal acquisitions such as shopping, trading stocks, any form of financial gain unrelated to the mission of the school district, personal entertainment, and on-line gambling.
- The student will not use the District computer system to play non-educational, student-initiated games.
- The student will not use the school district's computer system to conduct plagiarism. Plagiarism is using another person's ideas or writings and presenting them as one's own.

F. INAPPROPRIATE MATERIALS OR LANGUAGE

- The student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, impolite, disrespectful, or sexually explicit language to communicate. Materials which are not in line with the rules of school behavior should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately and turn off the monitor.
- The school district's computer system is considered a limited forum, similar to the school newspaper, therefore the district may restrict speech for valid educational reasons.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- The student will not access, post, distribute, or store materials using language that is inappropriate to the educational setting or disruptive to the educational process.
- The student will not engage in personal attacks, including prejudicial or discriminatory attacks.
- The student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. When requested by another to stop communication in the form of messages, e-mail, or other means of electronic contact, the student will do so immediately.
- The student will not knowingly or recklessly post false or defamatory information about a person or organization.
- The student will not use his/her access to review, upload, download, store, print, post, or distribute materials that:
 - o are pornographic, obscene or sexually explicit;
 - o use language or images to advocate violence or discrimination towards other people (hate literature); A special exception may be made for hate literature if the purpose of access is to conduct educational research and both the teacher and parent have approved.
 - o contain images of individuals engaged in any illegal act or violate any local, state, or federal statute/law.

G. E-MAIL

- Students may not access personal email accounts at school.
- Students are not allowed to have email accounts through the St. Martin Parish School District's computer system.
- Students will only be allowed to set up and use a district-approved, teacher-monitored, safe, school email account (i.e. gaggle.net). Students must have permission from parent(s), teacher, and school administrator in order to open an email account.
 - o Students are not allowed to correspond with others beyond restrictions set by the teacher.
 - o The teacher will have full access to the student's email account and can access, filter, and control incoming mail.
 - o Students will not be able to receive unsolicited email (i.e. junk mail, spam).

H. MISUSE

- The student will use the St. Martin Parish School District's Computer system only for educational and career development activities and limited, high-quality, self-discovery activities.
- The student will not download files and/or stream music.
- The student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
-

I. DUE PROCESS AND CONSEQUENCES

- Users of the school district's computers, network, and Internet are held personally responsible for actions in accessing and utilizing available resources. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences:
 1. Suspension or cancellation of use and access privileges;
 2. Payment for damages and repairs;
 3. Disciplinary actions in accordance with other appropriate school district policies as stated in the St. Martin Parish Student Handbook including:
 - a) Detention, suspension, and or expulsion from school;
 - b) civil or criminal liability under other applicable laws;
 - c) restitution for restoration costs.

J. LIMITATION OF LIABILITY

- Although the St. Martin Parish School District enforces a policy of technology and Internet safety and employs measures to block and or filter inappropriate material from student and employee access, the District is not responsible for damages suffered, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through its services or stored on its system. The District will not be responsible for any costs or liabilities arising from the unauthorized use of the system.

XIV. ALTERNATIVE PROGRAMS

A. SATURDAY DETENTION

1. The first Saturday Detention will begin on the last Saturday in August or on the first Saturday thereafter that referrals are received from the respective schools.
2. Each program will run for approximately thirty sessions.
3. Student will spend three hours in the centers from 8:30-11:30 a.m. Coordinators are to be in the centers one-half hour before and one-half hour after each session.

Implementation Guidelines:

1. Parents are to be contacted directly or by phone and advised that their child is to be taken to Saturday Detention.
2. On Friday all student assigned to the next day's Detention should be assembled and given the particulars: when, where, what, etc. Consequences for not attending must be stressed.
3. Complete a Saturday Detention Referral list is to be faxed or given to the Detention Coordinator by 2:00 p.m. on the preceding Friday.
4. On following Monday, a follow-up must be conducted by the principal using a report submitted by the Detention Coordinator.
 - a. All students who failed to attend and have a valid reason are to be reassigned.
 - b. Students who miss without valid reason are assigned to in-school suspension for one day, are reassigned Saturday Detention, and a parent conference.
 - c. Students who miss a second time without a valid excuse are given a one-day out-of-school suspension with a parent conference.
 - d. Students who had to be removed from Saturday Detention due to improper behavior shall receive a one-day in-school suspension and reassigned.
 - e. A student may be sent to Saturday Detention four times during the school year.
 - f. For special circumstances and for relatively minor offenses, a student may be sent for more than the allotted number, subject to approval by the Supervisor of Child Welfare and Attendance.

B. IN-SCHOOL SUSPENSION

Program Guidelines: Each school shall operate its own In-School Suspension, alone or in conjunction with another school or schools and shall be conducted in a strict and controlled setting. **NO STUDENT WILL BE ACCEPTED INTO IN-SCHOOL SUSPENSION WITHOUT A WRITTEN REFERRAL.**

1. Students guilty of serious infractions of school and classroom rules and/or chronic negative behaviors not corrected through school and class level interventions will attend In-School Suspension for a full day.
2. The school administrator of discipline (principal or assistant) is the only person who can assign a student to In-School.
3. All normal due process rights are accorded the student as with regular out-of-school suspensions.
4. A referral to In-School is for a specified number of days and the parents are notified in writing.
5. Unless otherwise noted, the student uses normal transportation to get to and from In-School.
6. At In-School the student is under the supervision of the In-School Suspension Teacher throughout the day and is denied contact with regular student population.
7. A maximum of number of students, to be determined by the school(s) will be in In-School on any given day.
8. A student does not have the choice to refuse an In-School Suspension and choose some other form of discipline.

9. A student must comply with the behavior standard and complete all required assignments before returning to the regular school setting.
10. Number of times: To be determined by the school administration.
11. All schools, regardless of level, should receive equal access to the In-School program.

Center Rules

Each school shall establish center rules that will govern the operation of the individual in-school suspensions or other behavioral interventions to be used in lieu of out of school suspensions.

1. Students report directly to an assigned area upon arriving in the campus.
2. Rules of In-School are explained to students each day.
3. Formal written work assignments (including tests) shall be sent to In-School with the student to be completed by the student on that day. The completed work is returned to the teacher by the student unless otherwise specified. Students receive credit for work successfully completed.
4. The student is marked present while attending In-School.
5. When necessary for the In-school Suspension Teacher to remove a student from In-School for failure to comply with In-School rules, the following procedures are followed:
 - a. Parents are called to pick up the student immediately.
 - b. Student is given either an extra day in In-School, Saturday Detention, or an Out-of-School Suspension.
 - c. The student is to successfully complete the original assigned In-School.
 - d. If the behavior of the student is serious enough to be referred by the In-School Suspension Teacher to the school administrator with a state referral form, the St. Martin Parish Discipline Policy should be invoked.

When is a student assigned to In-School?

1. When there is a serious violation of school rules that would otherwise require an out-of-school suspension.
2. When chronic violation of minor offenses recurs after normal school and class interventions have failed.
3. For failure to attend Saturday Detention without a valid excuse.
4. Violations serious enough to require a recommended expulsion will not be referred to In-School.

How many days can a student be referred to In-School?

1. The principal's judgment and discretion and the circumstances determine the amount of time of a referral.
2. Second & third referrals can and should be more than 1 day.

How many referrals can be made on a student?

The number is to be determined by the school administration.

C. JUVENILE CONTINUING EDUCATION PROGRAM (JCEP)

The Juvenile Continuing Education Program (JCEP) is designed as an alternative to the regular educational program for students ages 12 through 17. The primary goal is to provide an education for students for whom removal from the home school is deemed the least restrictive environment. It also provides social skills instruction designed to correct the behaviors that resulted in the student's removal. The students remain in the program for 12 weeks, or longer or as per the student's IEP, if they have not exhibited progress on the behavior management system.

The focal point of the program is the academic component with a social skills curriculum that is integrated into a behavioral management system. These elements are carried out in a highly structured classroom situation with teachers, social workers, interventionists, school resource officers, and teacher aids.

Academic instruction will be primarily individualized with academic lessons planned by the home school teacher(s). Students will have access to the general curriculum in JCEP. The JCEP teachers may utilize varied material when it appears that a student is not working on grade level, as part of the remediation process. The JCEP teachers may also supplement academic work as needed. The teachers assure that 504 modifications are utilized as per accommodation plans sent by the home school. Likewise, the special education teacher assures that the IEP is addressed and that progress reports are sent home as required. The special education aid assists those students who require extra attention as assigned by the teacher.

The social worker will address basic social skills in a planned curriculum in daily group sessions. An instructional format with opportunity for role playing, modeling, homework, and intensive feedback will be utilized. Skills usage will be reinforced throughout the day by all personnel. A class-wide behavior plan which includes behaviors, privileges, and consequences is clearly stated, posted, and implemented. In addition, each student will have targeted behavior skills improvement objectives. Progress toward the accomplishment of these objectives will be clearly documented by the JCEP teachers. Individualized counseling will be conducted as needed. Family counseling sessions will be scheduled as close to the end of the day as possible.

JCEP is also designed as an alternative to the regular education program for students aged 6 to 11. It is a short-term cognitive behavior management program for those students with behavior problems who are unable to benefit from an instructional social skills program on their home school campus. The students remain in the program for 12 weeks or longer or as per the student's IEP, if they have not exhibited progress on the behavior management system.

School personnel need to be aware of ways of accessing support for all students with behavioral problems on their campus. When a student with a behavior problem is identified, the first step is always building level classroom intervention. Teachers use their own classroom management plan following school procedure in terms of parent-teacher conferences, referral to principal, etc. Students who are identified as 1508 need a thorough IEP review, which includes conducting a functional behavioral assessment and implementing an individualized behavior management plan.

Students who are not identified as 1508 will be referred to the school's SBLC for review of possible interventions, which may include prompt referral for support services from school social workers, school psychologists, counselors, or School-Based Health Center personnel. Referral to outside agencies as needed may be considered. As good practice, developing rapport with parents in meeting the social and academic needs of the students is key.

If the documented "best efforts" of the IEP or SBLC team for identified disabled students do not bring about improvement in a student's behavior problem, the committee may determine that placement in PAC would be the least restrictive environment for the student. This would be done only after a 6 weeks implementation period of the behavior plan proposed by same committee. A meeting of the IEP or School Building Level Committees is to be conducted and a determination may be made at that time for placement in PAC. Once determination is made that PAC is a viable alternative, the JCEP/PAC Coordinator or the Supervisor of Child Welfare and Attendance is contacted for 504 students or the Supervisor of Special Education is contacted for identified 1508 students. Notification of pending Placement is faxed the JCEP/PAC Coordinator, who schedules the intake.

Students who commit an offense or pattern of serious offenses serious enough to warrant expulsion from school become immediately eligible for entry into the Positive Action Center. In such an instance, the student may be sent to PAC in lieu of an expulsion.

The classroom program in PAC includes academics and a social skills curriculum, all integrated into a comprehensive behavior management system. These elements are carried out in a classroom environment that academically simulates the environment from the home school, but in the realm of a highly structured situation in which expectations are clear and targeted behaviors are addressed.

Academic instruction will be primarily individualized with academic lessons planned by the home school teacher(s). Students will have access to the general

curriculum in PAC. The PAC teachers may utilize varied materials when it appears that a student is not working on grade level, as part of the remediation process. The PAC teachers may also supplement academic work as needed. The teachers assure that 504 modifications are utilized as per accommodation plans sent by the home school. Likewise, the special education teacher assures that the IEP is addressed and that progress reports are sent home as required.

The social worker will address basic social skills in a planned curriculum in daily group sessions. An instructional format with opportunity for role playing, modeling, homework, and intensive feedback will be utilized. Skills usage will be reinforced throughout the day by all personnel. A class-wide behavior plan which includes behaviors, privileges, and consequences is clearly stated, posted, and implemented. In addition, each student will have targeted behavior skills improvement objectives. Progress toward the accomplishment of these objectives will be clearly documented by the PAC teachers. Individualized counseling will be conducted as needed. Family counseling sessions will be scheduled as close to the end of the day as possible.

The JCEP program is housed in the St. Martinville area and transportation is provided to the site.

Note: Any student assigned to JCEP in grades 1-12 will not be able to participate in extra curricular activities for 9 months from the date of assignment by the superintendent.

D. SOCIAL TRAINING ALTERNATIVE (STA)

STA (Social Training Alternative) is designed as an intervention for a special education student that is experiencing severe behavior difficulties and school level interventions have been exhausted. Placement in the program is a recommendation from the IEP committee and approved by the Supervisor of Special Education. A re-evaluation may have to be conducted before placement in the program for students expelled from school or for students considered for a reduced school schedule. The duration of the program is determined by the IEP committee and is structured to meet the individual student's needs.

The program meets two days a week and students may be assigned one or both days. There are two special education teachers assigned each day. Components of the program include:

*Social Skills training which will be determined by the student's IEP.

*Lesson plans provided by the student's home-based classroom teacher(s) and implemented by the STA teachers. STA teachers may adjust instruction based on the need of the student.

*Access to a School Psychologist, Social Worker, and/or Behavior Strategist as deemed necessary by the STA teacher(s).

*Positive behavior interventions which are implemented with reinforcers/rewards and immediate feedback.

The STA program is housed in the Breaux Bridge area and transportation is provided to the site.

NOTE: Any student assigned to STA due to an expulsion from school will not be allowed to participate in extracurricular activities.

XV. TRANSPORTATION

A. RULES FOR CONDUCT ON SCHOOL BUS

In accordance with La. R.S. 17:158, the St. Martin Parish School Board shall provide free transportation for any student who attends a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school, and the school is within the jurisdictional boundaries of the parish or city school board.

For the purpose of administration, the distance shall be determined as extending from the student's driveway or entrance to the nearest public road, to the walking entrance of the school building. (The distance shall be measured by the most direct route and may be along roads and walkways.)

No person other than assigned students and authorized persons approved by the local Transportation Supervisor or other authorized school official are allowed to board the bus.

B. RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will not wait
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated when a seat is available and the bus is in motion.
8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
13. No objects are allowed on the bus if prohibited by state or federal law or local school board policies.
14. Band instruments, projects and other objects too large to be held by the passenger or stowed safely under the seat are not permitted on the bus.
15. Refrain from damaging the bus in anyway.
16. Be courteous, and safely conscious. Protect personal riding privilege, and enjoy the ride.

XVI . STUDENT ASSIGNMENT

GENERAL POLICY

The St. Martin Parish School Board shall have authority and responsibility for the assignment, placement, transfer, and continued education of all students attending schools within its jurisdiction. The School Board shall require a student to attend the appropriate school as determined by the domicile of the parent and legal guardian. Each student shall have only one residence (domicile) which is determined to be the place where he/she predominantly sleeps, takes meals, and maintains personal belongings. When legal custody has been awarded by a court of law, or by provisional custody by mandate, the domicile shall be the principal residence of the parent awarded primary or domiciliary custody, or if he/she is eighteen years old or has been provisions of an order of a court of competent jurisdiction providing for the assignment of students.

The United States District Court order governing desegregation of St. Martin Parish Schools generally requires students to attend a school located in the attendance zone in which the custodial parent or legal guardian of the child is domiciled.

LEGAL CUSTODY DECREES IN DIVORCE PROCEEDINGS

In case of divorce, a student shall attend school in the zone in which the parent who has domiciliary custody resides. Proof of domiciliary custody shall be a certified copy of the decree of the court which issued the custody order, whether the order grants temporary or permanent custody. Where the custody decree provides for split custody, the decree should specify at which parent's domicile the child should attend school. A custody decree which orders a student to attend a school which is located in a zone other than a zone in which the child's domiciliary parent or other party enjoying legal custody resides would violate the desegregation order and cannot be implemented unless the child's assignment is approved under the process of approval of attendance out-of-zone spelled out below.

AWARD OF CUSTODY OF PERSON OTHER THAN A PARENT

If a court determines that joint or sole custody to either parent would result in substantial harm to a student, and awards custody to another person, then the child shall attend school in the zone where the custodial person is domiciled. A certified copy of the court's order shall be provided to the school board.

PROVISIONAL OR TEMPORARY CUSTODY BY COURT DECREE

Where any other legally valid temporary or provisional custody decree has been granted by a court giving an individual of legal age custody of a minor student, then that student may attend school in the zone where the student's provisional custodian is domiciled. A certified copy of the temporary or provisional custody decree shall be provided to the school board.

JUVENILE COURT CUSTODY DECREES IN CASES OF ABANDONED OR ABUSED CHILDREN

When a child has been abandoned by the being placed in the physical custody of a non-parent or the Louisiana Department of Social Services and/or if parental rights have been terminated by a juvenile court for any of the grounds specified in Article 1015 of the Louisiana Children's Code or any other applicable law, then the child shall attend school in the zone where the person or persons given temporary custody of the child by the juvenile court are domiciled. A certified copy of the juvenile court's order shall be provided to the School Board.

CHILDREN IN FOSTER CARE

A child placed in foster care by the Louisiana Department of Social Services and/or pursuant to Juvenile Court Order and temporarily residing in the district shall be enrolled and allowed to attend school in the zone where the foster parent or parents are domiciled.

CHILDREN OF EMPLOYEES

A child of employees who reside in St. Martin Parish shall be allowed to attend the school where their parent is employed.

STUDENTS FROM OUTSIDE THE PARISH WHO ARE CHILDREN OF EMPLOYEES

Normally, a student who does not actually reside in the geographical boundaries of a St. Martin Parish School System shall not attend a school in the system. However, if in the opinion of the principal, the child of an employee can enroll without creating an undue hardship in respect to overcrowding, or materially impacting the racial balance at the school, he/she may attend school in the school system with School board approval.

STUDENTS FROM OUTSIDE PARISH REQUESTING ATTENDANCE

Students who reside in parishes other than St. Martin but where the parish school board has a cooperative agreement with the St. Martin Parish School Board permitting students in certain designated areas to attend school in St. Martin Parish shall attend the appropriate school closest to their domicile. The principal of the St. Martin Parish School involved shall verify all necessary data to determine whether a particular student should be accepted. Requests of out-of-parish students to attend a St. Martin Parish School will be reviewed school principal. The final decision whether to grant a student's request will be made by the *Transfer Review Committee upon due consideration of the request. (Board approved 2007)*

STUDENT FROM ST. MARTIN REQUESTING ATTENDANCE IN ANOTHER PARISH

Requests of students who are domiciled in St. Martin Parish to attend public schools located outside of St. Martin Parish will be reviewed by the Supervisor of Child Welfare and Attendance and the Superintendent of St. Martin Parish and by the principal of the out-of-parish school, which the student desires to attend. The decision to grant or deny the requests will be made by the Transfer Review Committee.

PROCEDURE FOR ST. MARTIN PARISH STUDENTS REQUESTING ATTENDANCE IN ST. LANDRY PARISH SCHOOLS

Students attending school in St. Landry Parish in 2007-2008 will be allowed to complete the grade levels taught at the school they are currently attending. Beginning with the 2008-2009 school year only students living in the city limits of Arnaudville in St. Martin Parish will be allowed to attend school in St. Landry Parish unless the Transfer Review Committee has approved an application as stating a hardship case. Addresses of students must be verified by the Supervisor of Child Welfare and Attendance of St. Martin Parish. (Board approved 2007)

AVOIDING SPLIT OF FAMILIES IN STUDENT ASSIGNMENT

Where two or more students from a particular family are being assigned or transferred siblings should not be split in the process. (Board approved 2007)

ASSIGNMENTS FOR DISABLED STUDENTS

The School Board shall require that disabled students be assigned to programs within attendance zones, if possible. However, if an appropriate program is unavailable within a student's attendance zone, the student may be placed in a school specifically designed to provide for the appropriate needs of the student.

CLASS ASSIGNMENT

Student assignments in K through eight will be made by the principal of the school with teacher input. The placement of a student shall be based on grades, achievement test scores, and participation in special programs and be made in accordance with the Pupil Progression Plan. Selection or courses of study in grades nine through twelve shall be made by individual students. Assistance in planning course of study and selection of classes shall be provided by teachers, counselors, parents, and administrations. Each student shall be furnished a schedule of classes offered and requirements for graduation. Some classes may have prerequisites for enrollment.

ATTENDANCE OUT OF ZONE- EXCEPTIONS

Special Education Students

Special exceptions may be granted for the children attending special education classes. These students must be recommended and approved by the Supervisor of Special Education in order to attend a school other than the one in their zone.

EXTREME HARDSHIP

On the ruling of the Supervisor of Child Welfare and Attendance, a hardship temporary transfer may be granted for the following reasons:

- A) Medical or psychological recommendation from competent authority that a child's health requires for a change of school or residence. A certified medical record supporting such a recommendation must be supplied with a request.
- B) Serious illness in the family that warrants a change of residence.
- C) Other extraordinary circumstances wherein the best interests of the pupil would be served by a transfer.

A transfer request shall not be considered unless form T-100 is submitted to the Supervisor of Child Welfare and Attendance.

TRANSFERS AND TRANSFER REVIEW COMMITTEE

The school board will grant transfer to a student from one attendance zone to another, only when a student moves from one zone or district to another or if the student requires special education or hardship exception. All request for transfer shall be evaluated and either granted or denied by a Transfer Review Committee which shall be composed of four central office administrators and four principals from St. Martin Parish Schools. The racial composition of the Transfer Review Committee shall be four blacks and four whites. The Supervisor of Child Welfare and Attendance and the Truancy Coordinator shall serve as two of the administrators on the transfer review committee.

DEADLINE FOR TRANSFER REQUESTS

All requests for transfer for the coming academic year must be made on FORM T-100 to the Supervisor of Child Welfare and Attendance by the end of the day on July 1st of each year. (Board approved 2007)

DECISION OF TRANSFER REVIEW COMMITTEE FINAL

All decisions granting or denying a request for transfer by the Transfer Review Committee are final. (Board approved 2007)

MAJORITY TO MINORITY TRANSFER POLICY

A student attending a school in which his or her race is in the majority may request assignment to another school where space is available and where his race is in a minority. All such requests shall be made to the Supervisor of Child Welfare and Attendance.

VERIFICATION OF DOMICILE

The principal shall be responsible for monitoring school enrollment and shall have authority to remove or transfer any student attending school out of district or out of zone. When investigating the domicile of a student, the School Board, through the principal, shall attempt to verify that primary place of residence of the legal parent or legal or provisional guardian. Such verification of domicile shall be based on such items as the following:

- A. Voter registration data, utility deposit receipts, homestead exemption receipts, 911 addresses, home rental receipts, and home visit by a school official, or
- B. Certified copy of a judicially ordered tutorship, custody or guardianship of any minor child student not domiciled or in the custody of their natural and/or legal parent. Verification of the physical residency of the legal custodian, tutor/tetra or non-parent shall also be required, or
- C. Any other documentation as may be stipulated by the Board.

The school principal or his/her designee shall be responsible for monitoring the school enrollment list and shall immediately refer to the Supervisor of Child Welfare and Attendance to determination or proper school assignment.

DISCOVERY OF ATTENDANCE OUT OF ZONE

If a principal or administrators in St. Martin Parish discovers that a student is attending school out of the proper zone during the course of the school year before mid-term, the student must be withdrawn and enrolled in the proper school in the student's correct zone. In cases discovered after mid-term, the student will be allowed to complete the school year at the student's current school. The student must be transferred to the correct school in the proper zone for the beginning of the next school year.

*Revised 2007
Board approved 2007*

FALSIFICATION OF DOCUMENTS

Falsification of any documents or information provided to the St. Martin Parish School personnel by someone seeking the transfer or admission of a student to a particular school shall be grounds for rejecting the request for transfer or admission without further consideration.

DISCIPLINE POLICY

XVII. DISCIPLINE

A. DISCIPLINE PHILOSOPHY STATEMENT

The St. Martin Parish School Board strives to operate schools in a manner that provides for an orderly process of education for each child in the system. Although supervisors at schools are not absolute insurers of the children's safety, a reasonable standard of care commensurate with the age of the children under the attendant circumstances is the norm of the School Board in providing adequate supervision.

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere that encourages learning according to the school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be more comfortable with one another.

Discipline, under this policy, means convincing students that it is to their benefit to follow rules. Self-discipline means the ability to make a plan and carry it out. Responsibility means the ability to look at one's behavior, evaluate it, and make a plan to do better. Allowing individuals to live with the natural and/or reasonable consequences of their actions is, in the opinion of the School Board, the essence of an effective discipline system. Therefore, if punishment is used it will always be characterized by the following: (1) it will be directly related to the unacceptable behavior; (2) it will not be cruel; (3) it is to consist chiefly of the withdrawal of freedoms related to the offense(s) that negatively impact the learning environment of the school.

Every member of the school community, including students, parents, and the school staff, has a responsibility to promote (1) self-respect and self-discipline, (2) maximum opportunities for learning, (3) regular attendance at school, (4) orderly conduct and behavior, and (5) freedom from fear, insult, or injury. To ensure success, School Wide-Positive Behavior Support (PBS) is being implemented in all St. Martin Parish Schools. It is a research-based process that utilizes collaborative, assessment-based approaches to develop effective interventions for problem behavior. PBS emphasizes the use of proactive, educative and reinforcement based strategies to achieve meaningful and durable behavior. PBS aims to build effective environments in which positive behavior is more effective than problem behavior. ***(Required by Juvenile Justice Act 1225; BESE School Master Plan for Discipline)***

The State of Louisiana guarantees to all of its citizens the right to a free public education. Each student thus entitled has a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in that community and in helping to establish an effective climate for learning within the school. When a student's behavior exhibits marked deviation from acceptable norms, it is the responsibility of the teacher, principal, and counselor or other personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation, and to help the student in accordance with their best judgment and available resources.

In those cases where corrective action becomes necessary, the disciplinary measures taken shall be positive, constructive, and directed toward serving educational ends. It must be clearly understood by the student and his/her parents that the purpose of all disciplinary action is to correct the offense(s) that negatively impact the learning environment of the school, and to teach the student that education is a right, qualified by the responsibility to comply with reasonable rules and regulations. While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare and in preserving the proper atmosphere for teaching and learning. When the efforts of all concerned fail to modify a student's behavior and the misconduct of the individual is beyond the school system's resources for correction, denial of school attendance, following the School Board's appropriate due process procedures for suspension or expulsion may be initiated.

B. CODE OF CONDUCT

Students know that it is to their benefit to keep rules. This section explains the expectation that the St. Martin Parish School Board has for certain areas of the school and for certain situations.

GENERAL CODE OF CONDUCT:

- * No loudness (talking, singing, laughing, etc.)
- * No running
- * No pushing or shoving
- * No hitting
- * No disrespect of authority
- * No profanity

CAMPUS ACCESS: Once a student has set foot on campus in the morning, he/she may not leave at any time during the day without express permission of the parent/guardian and the principal, the assistant principal, or principal designee.

A student driving to school in an automobile is to register his vehicle with the principal. No one may sit in or use the automobile until after school is dismissed. Exceptions will be made in cases where the parents and family physician request that the student go home for one reason or another.

Students are not allowed on school campus before or after school hours unless under the supervision of school personnel or chaperons. Supervision begins when the first school bus arrives in the morning and ends when the last bus leaves in the afternoon. Usually the hours are from 7:00 a.m. - 4:00 p.m.

CAMPUS/PLAYGROUND RULES: Students will respect all persons who are on duty, use playground equipment properly, and remain in assigned area. Rough playing or "horse playing" is not allowed. *Code of Conduct applies.

SCHOOL BAGS: All school bags, knapsacks or other bags used to carry student books or accessories must be mesh or see-through.

LOCKERS: Students are to use their lockers only at designated times. Lockers will be inspected regularly by the principal or his designee for health and safety reasons. It is each student's responsibility to keep his/her locker clean, neat and free of any contraband. Unauthorized sharing of lockers will not be permitted. (See Search and Seizure Policy and Locker Policy) *Code of Conduct applies.

GYMNASIUM LOCKER ROOM: Students are to use the locker room area only at authorized times. Lockers will be inspected regularly by the principal or his designee for health and safety reasons. It is each student's responsibility to keep his/her locker clean, neat and free of any contraband. Unauthorized sharing of lockers will not be permitted. (See Locker Policy & Search and Seizure Policy) *Code of Conduct applies.

HALLWAYS: Students are allowed in hallways at designated times only. *Code of Conduct applies.

RESTROOMS: Students are allowed in the restrooms only at designated times. Students shall not misuse restroom supplies and facilities. *Code of Conduct applies.

LIBRARY: Students are allowed in the library only at designated times. Quiet must be observed at all times in the library. Students will follow all library regulations in return for the privilege of using the facility. *Code of Conduct applies.

CAFETERIA: Students will observe proper manners while eating and leave the tables clean for the students who follow them. Cafeteria food and supplies will be left in the cafeteria. Students will adhere to rules when entering or leaving the cafeteria. Duty teachers and cafeteria technicians will always be given proper respect by the students. *Code of Conduct applies.

OFFICE AREA: Students are not permitted to use the telephone in the offices except in cases of emergency. Permission to use the phone must be obtained from the person in charge of the office. Students are to show respect to secretaries and other office personnel. *Code of Conduct applies.

CLASSROOMS: Students will adhere to the classroom rules posted in each classroom. In addition, it is each student's responsibility to remain on task throughout class time and have all required classroom materials at all times. Students are to report to class on time and are not permitted to leave class without the express permission of the teachers. Students are required to complete their own work. Cheating is a punishable offense. *Code of Conduct applies.

EXTRACURRICULAR ACTIVITIES: Students and other spectators will show good sportsmanship with regard to winning and losing and will accept the decisions of officials. *Code of Conduct applies.

GENERAL ASSEMBLIES: All students will attend assemblies unless excused by the principal, assistant principal, or principal designee. *Code of Conduct applies.

SCHOOL CLUBS: Attendance at school club meetings is for club members only unless others are specifically invited by club officers or sponsor. *Code of Conduct applies.

FIELD TRIPS: Students will show respect to bus drivers, teachers, chaperons, and personnel of the places being visited. *Code of Conduct applies.

DRESS CODE: Refer to Section VIII

C. §519. DISCIPLINE PROCEDURES FOR STUDENT WITH DISABILITIES

AUTHORITY NOTE: Promulgated in accordance with R.S.17: 1941 et seq.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25

- A. For purposes of removal of a student with a disability from the student's current educational placement under §519.B. - L. of these Regulations, a change of placement occurs when
 1. A student with a disability is removed from his or her current educational placement for more than ten consecutive school days; or
 2. A student with a disability is subjected to a series of removals that constitute a pattern because they cumulate to more than ten school days in a school year and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

- B. School personnel have the authority to order a change in placement for a student with a disability when certain conditions exist.
 1. School personnel may order a removal of a student with a disability from the student's current educational placement for not more than ten consecutive school days for any violation of school rules to the extent a removal would be applied to a student without a disability, and school personnel may order additional removals of not more than ten consecutive school days in the same school year for separate incidents of misconduct as long as the removals do not constitute a change of placement as defined in 519. A. of this section.
 2. School personnel may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount

of time a student without a disability would be subject to discipline, but for not more than forty-five (45) school days. A decision should be made within forty-five (45) days.

- a. The student has carried a weapon to school or to a school function under the jurisdiction of the State or an LEA; or
- b. The student has knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or a school function under the jurisdiction of the State or an LEA.
- c. Severe bodily harm to self and/or others

C. For purposes of this section, the following definitions apply:

1. Controlled substance means a drug or other substance identified under schedule I, II, III, IV, or V in Sec. 202 (c) of the Controlled Substance Act (21 U.S.C. 812 (c)).
2. Illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.
3. *Weapon* has the meaning given the term *dangerous weapon* under paragraph (2) of the first subsection (g) of Sec. (g) of Sec 930 of Title 18, United States Code.
4. Severe bodily harm to self and/or others

D. A hearing officer who meets the requirements of §502 of these regulations has the authority to order a change in placement for a student with a disability when certain conditions exist.

1. The hearing officer may order a change in the placement of a student with a disability to an appropriate interim alternative educational setting, for not more than forty-five (45) days if the hearing officer, in an expedited due process hearing:
 - a. Determines that the LEA has demonstrated by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the student or to others (substantial evidence means beyond a preponderance of the evidence);
 - b. Considers the appropriateness of the student's current placement;
 - c. Considers whether the LEA has made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and
 - d. Determines that the interim alternative educational setting that is proposed by school personnel who have consulted with the student's

special education teacher meets all IAES requirements as set forth in paragraph F below.

- E. An LEA need not provide services during periods of removal under §519.B.1. to a student with a disability who has been removed from his or her current placement for ten school days or less in that school year, if services are not provided to a student without disabilities who has been similarly removed.
1. In the case of a student with a disability who has been removed from his or her current placement for more than ten school days in that school year, the LEA, for the remainder of the removals, shall provide services to the extent necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP, if the removal is
 - a. Under the school personnel's authority to remove under §519.B.1 for not more than ten consecutive school days as long as that removal does not constitute a change of placement as defined in §519.A. of these Regulations; school personnel, in consultation with the student's special education teacher, shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP;
 - b. For behavior that is not a manifestation of the student's disability consistent with § 519.G of these Regulations; the student's IEP team shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and to advance appropriately toward achieving the goals set out in the student's IEP.
 2. An LEA shall provide services, accommodations and/ or modifications, that will enable the student to continue to progress in the general curriculum and to continue to receive those services and modifications, including, those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP. The LEA shall include services and accommodations and/ or modifications designed to address the behavior described below and to prevent the behavior from recurring if the removal is for
 - a. Drugs or weapon offenses (the IEP team determines the interim alternative educational setting); or
 - b. Based on a hearing officer's determination that maintaining the current placement of the student is substantially likely to result in injury to the student or others if he or she remains in the current placement. (School personnel in consultation with the student's

special education teacher shall propose the interim alternative educational setting to the hearing officer.)

- F. Either before or not later than ten business days after either first removing the student for more than ten school days in a school year or commencing a removal that constitutes a change of placement as defined in 519.A., and including the action describe 519 B.2 of this section, the LEA shall follow prescribed procedures as listed below.
1. If the LEA did not conduct a functional behavior assessment and implement a behavioral intervention plan for the student before the behavior that resulted in the removal occurred, the LEA shall convene an IEP meeting to develop an assessment plan.
 2. If the student already has a behavioral intervention plan, the IEP team shall meet to review the plan and its implementation as necessary, to address the behavior.
 3. As soon as practicable after developing the behavioral intervention plan and completing assessment required by the plan, the LEA shall convene an IEP meeting to develop appropriate behavioral interventions to address that behavior and shall implement those interventions.
 4. If subsequently, a stud-ca with a disability who has behavioral intervention plan and who has been removed from his or her placement for more than ten school days in a school year is subjected to a removal that does not constitute a change of placement, the IEP team members shall review the behavior intervention plan and its implementation to determine whether modifications are necessary.
 - a. If one or more of the team members believe that modifications are needed, the team shall meet to modify the plan and its implementation to the extent the team determines necessary.
- G. The interim alternative educational setting referred to in paragraph B of this section shall be determined by the IEP team. Any interim alternative educational setting in which a student is placed under paragraphs B.2 and C of this section shall
1. Be selected so as to enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and accommodations and/ or modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP; and
 2. Shall include services and accommodations and/ or modifications designed to address the behavior described in paragraph B.2 and C. and to prevent the behavior from recurring.

- H. Manifestation determination review is required whenever an action involving a removal that constitutes a change of placement for a student with a disability is contemplated.
1. Not later than the date on which the decision to take that action is made, the parents shall be notified of that decision and shall be provided the procedural safeguards notice (Louisiana's Educational Rights of Children with Disabilities).
 2. Immediately, if possible, but in no case later than ten school days after the date on which the decision to take that action is made, a review shall be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action.
 3. The review shall be conducted by the IEP team and other qualified personnel in a meeting.
 4. In carrying out the manifestation determination review, the IEP team and other qualified personnel may determine that the behavior of the student was not a manifestation of the student's disability only if the IEP team and other qualified personnel
 - a. Consider, in terms of the behavior subject to disciplinary action, all relevant information - the evaluation and diagnostic results, including the results or other relevant information supplied by the parent or student; observations of the student; and the student's IEP and placement - and
 - b. Determine that
 - i. In relationship to the behavior subject to disciplinary action, the student's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the student's IEP and placement;
 - ii. The student's disability did not impair the ability of the student to understand the impact and consequence of the behavior subject to disciplinary action; and
 - iii. The student's disability did not impair the ability of the student to control the behavior subject to disciplinary action.
 5. If the IEP team and other qualified personnel determine that any of the standards in paragraph 4.b. of this section were not met, the behavior shall be considered a manifestation of the student's disability.
 6. If the IEP team and other qualified personnel determine that the behavior is a manifestation of the student's disability, the disciplinary removal cannot occur, unless the removal is in accordance with §519.B.2.(a) and (b) and §519 C. of these Regulations. The IEP team may consider modification

to the student's program (e.g., additional related services, counseling, changes in the behavior management plan increased time in special education, changes to class schedules, change of teacher).

7. The manifestation review meeting may be conducted at the same IEP meeting that is convened to conduct the functional behavioral assessment.
 8. If in the review, the LEA identifies deficiencies in the student's IEP or placement or in their implementation, it shall take immediate steps to remedy those deficiencies.
- I. When the determination is made that the behavior was not a manifestation of the student's disability, prescribed guidelines shall be followed.
1. If the results of the manifestation determination review is that the behavior of the student was not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities except a FAPE as defined in paragraph E. of this section shall be provided.
 2. If the LEA initiates disciplinary procedures applicable to all students, the LEA shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the persons or persons making the final determination regarding the disciplinary action.
 3. Except as provided in §519.K.1 of these Regulations, if a parent requests a hearing to challenge a determination made through the review process that the behavior of the student was not a manifestation of the student's disability, the student's status during due process proceeding shall follow §514 of these Regulations.
- J. If the student's parent disagrees with a determination that the student's behavior was not a manifestation of the student's disability or with any decision regarding placement and discipline, the parent may request a hearing.
1. The State or LEA shall arrange for an expedited hearing in any case described in the above paragraph if a hearing is requested by a parent.
 - a. In reviewing a decision with respect to the manifestation determination, the hearing officer shall determine whether the LEA has demonstrated that the student's behavior was not a manifestation of the student's disability.

- b. In reviewing a decision under §519 B.2. of these Regulations to place a student in an interim alternative educational setting, the hearing officer shall apply the standards in §519 G. of these Regulations.
- K. The student's placement during appeal shall follow prescribe guidelines.
1. If the parents request a hearing or an appeal regarding a disciplinary action described in §519.B.2. or §519.C. to challenge the interim alternative educational setting or the manifestation determination, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until expiration of the time period provided for in §519 B.2 or §519 C, whichever occurs first, unless the parent and the State or LEA agree otherwise.
 2. If a student is placed in an interim alternative educational setting pursuant to §519 B.2 and §519 C. and school personnel propose to change the student's placement after expiration of the interim alternative placement, during the pendency or any proceeding to challenge the proposed change in placement, the student shall remain in the current placement (student's placement prior to the interim alternative educational setting), except as provided in §519 J.1.
 3. The LEA may request an expedited due process hearing if school personnel maintain that it is dangerous for the student to be in the current placement (placement prior to removal to the interim alternative education setting) during the pendency of the due process proceedings.
 - a. In determining whether the student may be placed in the alternative educational setting or in another appropriate placement ordered by the hearing officer, the hearing officer shall apply the standards in §519 F.
 - b. A placement ordered pursuant to 3.a above may not be longer than forty-five (45) days.
 3. The procedures in 3.a above may be repeated as necessary.
- L. A student who has not been determined to be eligible for special education and related services under this part and who has engaged in behavior that violated any rule or code of conduct of the LEA including any behavior described in §519 B and 519 E, may assert any of the protections provided for in this section if the LEA had knowledge (as determined in accordance with paragraph (2) below) that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred.
1. An LEA shall be deemed to have knowledge that a student is a student with a disability if
 - a. The parent of the student has expressed concern in writing (or orally if the parent does not

- know how to write or has a disability that prevents a written statement) to personnel of the LEA that the student is in need of special education and related services;
- b. The behavior or performance of the student demonstrates the need for these services, in accordance with the definition of a student with a disability;
 - c. The parent of the student has requested an evaluation of the student; or
 - d. The teacher of the student or other personnel of the LEA has expressed concern about the behavior or performance of the student to the director of special education of the LEA or to other personnel in accordance with the LEA's established child find or special education referral system.
2. An LEA would not be deemed to have knowledge under paragraph 2 above, if as a result of receiving the information specified in that paragraph, the LEA either
 - a. Conducted an evaluation and determined that the student was not a student with a disability; or
 - b. Determined that an evaluation was not necessary and provided notice to the student's parents of its determination.
 3. Certain conditions apply if there is no basis of knowledge.
 - a. If an LEA does not have knowledge that a student is a student with a disability, in accordance with paragraphs 1 and 2 above, prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as measures applied to students without disabilities who engaged in comparable behaviors.
 - b. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary measures, the evaluation shall be conducted in less than sixty business days without exception or extensions.
 5. Until the evaluation is completed, the student shall remain in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.
 6. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the LEA and information provided by the parents, the LEA shall provide special education and related services.
- M. Expedited due process hearings addressed in paragraph J. of this section shall follow the procedures prescribed below.
1. The hearing shall meet the requirements of §507.A. of these Regulations.

2. The hearing shall be conducted by a due process hearing officer that meets the criteria established in §508 of these Regulations.
3. The hearing shall result in a written decision that shall be mailed to the parties within twenty business days of the LEA's receipt of the request for the hearing, without exceptions or extensions.
4. The hearing shall have time lines that are the same for hearings requested by the parents or the LEA.
5. The hearing shall be conducted according to guidelines established in §508 of these Regulations, where appropriate, and according to guidelines established by the Department.
6. The decisions on expedited due process hearings are appealable consistent with the procedures established at §509 of these Regulations. The request for an appeal of the expedited due process hearing shall be sent to the Department by certified mail within five business days of receipt of the expedited due process hearing decision. A final decision shall be reached in the review and a copy mailed to all parties within twenty business days of receipt of the request for a review without exceptions or extensions.

N. Nothing in this part prohibits an LEA from reporting a crime committed by a student with a disability to appropriate authorities or to prevent State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.

1. An LEA reporting a crime committed by a student with a disability shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom it reports the crime.
2. An LEA reporting a crime under this section may transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

D. SEQUENCE OF DISCIPLINARY ACTIONS & LEVELS OF CONSEQUENCES

1. BEHAVIORS FOR DIRECT OFFICE REFERRALS: Students in grades 4-12 shall be sent immediately to the office who:
 - a. Are disrespectful to the teacher
 - b. Willfully disobey a teacher
 - c. Use abusive or foul language directed at a teacher or another pupil. Students in grades K-3 shall follow the classroom interventions as outlined in the Positive Behavior Support plan.
2. CLASSROOM LEVEL INTERVENTIONS: Each teacher will use classroom interventions prior to disciplinary action to redirect a student who:
 - a. Disrupts normal classroom activities
 - b. Violates school rules

- c. Interferes with an orderly education process
- 3. DISCIPLINARY ACTION (MAY INCLUDE, BUT IS NOT LIMITED TO):
 - a. Oral or written reprimands
 - b. Referrals for a counseling session, which will include, but will not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management
 - c. Written notification to parents of disruptive or unacceptable behavior (a copy of which shall be provided to the principal)
 - d. Other disciplinary measures approved by the principal and the faculty of the school and which are in compliance with school board policy. These measures may include, but are not limited to:
 - 1) Denial of special privileges
 - 2) Isolation of student within the classroom
 - 3) Assignment of reasonable written or oral work
 - 4) Class detention; the teacher may keep the student in class before or after school
 - 5) Behavior clinic
 - 6) Parent conference - principal is informed of the meeting when a student is removed from the classroom and sent to the office for administrative action by the teacher, the student is not permitted to return to the classroom for a minimum period of time. Kindergarten-Grade 6 is not permitted to return for at least 30 minutes, unless agreed to by the teacher. In Grades 7-12, the student is not permitted to return to the class during the same period unless agreed to by teacher.

Teachers may have the pupil immediately removed from his/her classroom and placed in the custody of the principal or designee when pupil's behavior:

- 1. Prevents orderly instruction of other pupils,
- 2. Poses an immediate threat to the safety or physical well being of any pupil or teacher, and
- 3. Exhibits disrespectful behavior toward the teachers such as:
 - a. Using foul or abusive language directed at a teacher
 - b. Threatening a teacher.

A PUPIL REMOVED FROM THE CLASSROOM UNDER THESE CIRCUMSTANCES SHALL NOT RECEIVE CREDIT FOR SCHOOL WORK MISSED ONCE THE OUT OF SCHOOL SUSPENSION BEGINS. Under the guidelines of the individual school discipline plans, students may be allowed to receive credit for work completed while in an approved alternative setting.

The teacher may:

Require that the parent, tutor, or legal guardian of the pupil have a conference with the teacher in the presence of the principal or designee before the pupil is readmitted to class.

Upon the third removal from the same classroom the teacher and the principal shall discuss the disruptive behavior patterns of the pupil and the potentially appropriate disciplinary measures before the principal implements a disciplinary measure.

If appropriate, a referral of the matter may be made to an appropriate Building Level Committee.

In addition, a conference between the teacher or other appropriate school employees and the pupil, parent, tutor, or legal guardian shall be required prior to the pupil being readmitted.

If disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.

Notwithstanding any provision of law to the contrary, whenever a teacher has been struck by a pupil, the pupil, in addition to any other applicable disciplinary measure, shall be permanently removed from the teacher's classroom (when the pupil is in the teacher's class), unless the teacher objects to such removal or unless the principal, with the concurrence of the Building Level Committee, finds the striking to be entirely inadvertent.

4. PRINCIPAL INTERVENTIONS:

- a. The principal or designee will advise the pupil of the particular misconduct of which he/she is accused.
- b. Based on such accusation, the pupil will be given opportunity at that time to explain his/her version of the facts.
- c. The principal or designee will meet with the pupil as may be appropriate to establish a course of action consistent with to identify and correct the behavior for which the pupil is being disciplined.

5. OTHER BEHAVIORAL SUPPORTS:

- a. Student Support:
- b. Mediation/Coaching
- c. *Strengthening Families*
- d. *Parents As Teachers*
- e. *Fight Diversion*

6. DISCIPLINARY MEASURES:

The pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

- a. In-school suspension. (Means removing a pupil from his/her normal classroom setting but maintaining him/her under supervision within the school.) The pupil may receive credit for the work performed during the in-school suspension. Any pupil who fails to comply fully with the rules for an in-school suspension shall be subject to immediate suspension.
- b. Detention - (Means activities, assignments, or work held before the normal school day, after the normal school day, or on weekends.) Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension.
- c. Suspension
- d. Initiation of expulsion hearing
- e. Assignment to an alternative school
- f. Requiring the completion of all assigned school work and homework which have been assigned and completed by the student during the period of suspension

- g. Any other disciplinary measure authorized by the principal with concurrence of the teacher or the Building Level Committee pursuant to law and Board policy.

7. ALTERNATIVE PROGRAMS:

- a. Juvenile Continuing Education Program (JCEP)
PAC is a program for students ages 6-11 who exhibit serious behavior problems which are not significantly improved by school and classroom interventions. The PAC will teach acceptable classroom behavior thus allowing the student the opportunity to correct the inappropriate behaviors and return to the regular classroom.
- b. Juvenile Continuing Education Program (JCEP)
JCEP is for students ages 12-17 who are expelled from school. Expelled students attend for the duration of their expulsion. Uncooperative and disruptive students are immediately removed from the program. The program excludes students who are expelled for such serious offenses as possession of a firearm, distribution of drugs, or assault of school personnel. (Students who meet the requirements of their behavior modification plan may return to their regular school during the year in accordance with the terms of their expulsion.)
- c. Homebound Instruction (Special Services)
This is a one-day a week alternative for students who have exhausted all other options.
- d. Students 18 years of age or older who are expelled from school are referred to programs that offer continuing education outside of the public school setting.

** Corporal punishment is an option that may be used as a principal's intervention.

8. OUT-OF-SCHOOL SUSPENSION: In each case of suspension or expulsion the principal or designee shall:

- a. Contact the parents, tutor or legal guardian by telephone at the telephone number shown on the pupil's registration card, or
- b. Send a Certified letter to the address shown on the pupil's registration card to the parent, tutor or legal guardian giving NOTICE of the suspension or expulsion, the REASON thereof, establishing a DATE and TIME for a CONFERENCE with the principal or designee as a REQUIREMENT for readmitting the pupil.
- c. In the case of expulsion, the contact with the parent or guardian shall include a CERTIFIED LETTER.

If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter or other contact with the parent, the truancy laws shall become effective and a referral to Families in Need of Services (FINS) may be made.

On not more than one occasion each school year, when the parent, tutor, or legal guardian refuses to respond, the

principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint with a court exercising juvenile jurisdiction pursuant to Children's Code article 730(8), 731 or 730(1).

When a pupil is suspended a second time within one school year, the principal may require a counseling session to be held by the school counselor with the parent and pupil, if a counselor is assigned or available to the school. If no school counselor is available, the principal may require a conference between the parent, the pupil, all the pupil's teachers, and the principal or other administrator.

E. SUSPENSION/EXPULSION REGULATIONS

TYPES OF SUSPENSIONS/EXPULSION

1. **In-school Suspension:** Denial of in class attendance for three days or less. (Students are required to satisfactorily complete a suspension packet and all assignments from their teachers before they will be allowed to take make-up tests after a suspension.)
2. **Out-of-school Suspension:** Out of school suspension is from one to nine days. (Students do not receive credit for work missed.) When a student is suspended out of school for a third time within one school year, the student will be referred to the District Attorney's Office.
3. **In-school Expulsion:** Removal of the student from the regular school campus for a specified length of time longer than ten school days. (Students 17 years and under may be offered an alternative form of education in JCEP or PAC in which they will be allowed to continue their education.)
4. **Expulsion:** Removal of the student from all regular school settings for a period of not less than one school semester. A school semester is defined as not less than ninety days. (Students with disabilities shall be offered an alternative form of education in which they may continue to earn grades.)

REFERRING TO SUSPENDABLE OR EXPELLABLE INFRACTIONS COMMITTED BY STUDENTS AT THE END OF THE SCHOOL YEAR: BOTH **SUSPENSION** AND **EXPULSIONS** MAY CARRY OVER INTO THE NEXT SCHOOL YEAR, WHEN NECESSARY, UNLESS OTHERWISE STIPULATED BY STATE STATUTES.

- a. A student, after being suspended out of school on three occasions during the same school year, may, on committing the fourth same offense, be recommended for expulsion by the school administrator. If it is determined that an expulsion occur, said expulsion could either be in-school to an alternative program or out-of-school expulsion. The student's reinstatement shall be subject to review and approval by the school board.

- b. A student who has been recommended for expulsion shall remain out of school until a proper hearing has been held and a decision rendered. If a hearing is not held within ten days, the student will be allowed to return to school until the hearing is held.
- c. By action of the principal, any student may be recommended for expulsion for any offense that merits this disciplinary action.

SUSPENSION PROCEDURE

- a. Principals shall make every reasonable effort to investigate all aspects of a discipline problem. Students shall be suspended if it is determined that the nature of the offense demands a suspension.
- b. The principal or designee shall contact the student's parents/responsible adult by telephone or in person to notify them of the suspension. In the event the student's presence may cause a disruption of the orderly operations of the school, immediate removal from school to the parent's custody will take place.
- c. The principal or designee shall contact the parent/guardian about the suspension. Home and work phone numbers (and when available, beeper or cell phone numbers) should be on file.
- d. If a parent cannot be reached or is not available to pick up student, student should be kept in an in-school suspension.
- e. If the student in an in-school suspension becomes unstable, school counselors or social workers should be consulted. Parent needs to be contacted and insist parent take student for emergency assessment. Student should not be sent home unattended.
- f. If the student in an in-school suspension becomes violent, call for local law enforcement.
- g. In case of suspension or expulsion, the principal or designee shall:
 - 1. Contact parent, tutor, or legal guardian by phone at the number shown on the pupil's registration card and provide a report of the suspension, or
 - 2. Send a certified letter to the address shown on the pupil's registration card to the parent, tutor, or legal guardian giving notice of the suspension or expulsion.
- h. Further, a copy must be sent to the Supervisor of Child Welfare within two school days. The principal must keep a copy on file at school.
- i. Parents/guardians must be notified of their right to contest the suspension. An appeal of the suspension may occur if it is felt that the student is innocent of the charges or if it is felt that the terms of the suspension are too severe. In the event of an appeal, if the suspension is revoked, the days will be counted as excused absences and the student will be allowed to make up work. The appeal should go to the Supervisor of Child Welfare in the central office.

EXPULSION PROCEDURE

- a. When the Supervisor of Child Welfare is notified of a recommendation for expulsion, a hearing date, time, and place will be set.
- b. Notification of right to counsel will be given.
- c. Notification of the hearing will be by certified mail.
- d. The hearing will be set between five and ten working days.
- e. Failure to appear at the expulsion hearing will be considered as a waiver of the student's right and does not interrupt the process.
- f. The student and/or his/her parents have the right to appeal the expulsion decision to the Superintendent within five working days.
- g. The student is not allowed to return to school until a hearing has been held.

F. CORPORAL PUNISHMENT

Louisiana's R. S. 17:416, amended in 1976 by Act 688, specifically permits the use of reasonable corporal punishment against any student for good cause in order to maintain discipline and order within the public schools.

Corporal punishment must always be a deliberate, reasonable, well thought-out action on the part of school officials. Due process will be given every student subject to corporal punishment.

It will be fairly and impartially administered following the procedures listed below:

1. Prior to the administering of corporal punishment, as is the case with other disciplinary measures, the principal or assistant principal shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his/her version of the facts prior to imposition of such corporal punishment.
2. It will be administered by the principal, assistant principal, or principal designee in the presence of another adult.
3. A record of each incident of corporal punishment shall be kept. It will include the name of the student, the time, date, violation, form of discipline administered, the person administering such discipline, and the witnesses thereto. Upon request of the parent, the principal or assistant principal shall notify the parents or person having legal custody of the student of such violation and punishment in accordance with the discipline policy of said school.
4. Instrument (The instrument used to administer corporal punishment shall conform to appropriate instrument as defined by applicable court cases.)
5. Paddling shall be administered to the buttocks area of the body.
6. The number of paddles shall range from one to five, the exact number to be determined by circumstances and administrator discretion.

G. SUSPENDABLE ACTS AND DISCIPLINE ACTION OPTIONS

The administrator must respond to a discipline report with meaningful action that includes:

<u>Option</u>	<u>Consequences</u>
1	Conference with school administrator/ peer mediation
2	Detention / After School Detention
3	Saturday Detention
4	In-School Suspension
5	1-3 Day Suspension (out-of-school)
6	3-5 Day Suspension (out-of-school)
7	3-9 Day Suspension (out-of-school)
8	3-9 Day Suspension (Recommendation For Expulsion)
9	9-Day Suspension (Recommendation For Expulsion)
10	Anti-Tobacco Clinic
11	Anti-Drug/Refusal Skill Classes
12	Loss of Driving Privileges
13	Bus Suspension

Due process will be accorded a student before disciplinary options 2-11 are used.

An administrative conference will be held with the pupil. The pupil will be advised of the misconduct he/she is accused of and he/she will be given an opportunity to explain his/her version of the facts. The administrator will review the suspension procedure and steps in the disciplinary regulations. Students will be notified that the next infraction of rules could result in more severe consequences. The pupil's parent/guardian will be notified of this conference. Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. A school principal may suspend from school and/or suspend from riding the bus any pupil who is guilty of the stated offenses below.

A STUDENT SUSPENDED FOR ANY OF THE BELOW STATED REASONS MAY BE RECOMMENDED FOR EXPULSION WHEN CAUSE EXISTS. SUCH RECOMMENDATION FOR EXPULSION IS SUBJECT TO ALL DUE PROCESS PROCEDURES.

SCHOOL DISCIPLINE CHART

MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Alcohol Possession / Distribution	9	9,11	9,11	9,11,12
Argument or Non-Physical Confrontation	1-2-3-4-5	1-2-3-4-5	1-2-3-4-5	1-2-3-4-5
Arson	9	9	9	9
Assault/Threatening of School Employee	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9

Assault/Threatening of Student	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9
MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Battery	9	9	9	9
Bomb/Explosive Device Threat	9 referred to School Board	9 referred to School Board	9 Grades 6-12 and underage: expelled minimum of six calendar months	9 Over 16 yrs of age: expelled 12 calendar months
Bomb/Explosive Device Threat (Accessory to the Fact)	8-9	8-9	8-9	8-9
Bomb/Explosive Device (facsimile)	9	9	9	9
Bomb/Explosive Device (possession)	9	9	9	9
Bullets or facsimile (possession)	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
Burglary	9	9	9	9
Cell Phone/ Beeper/ Electronic Devices (Possession) See Policy	1 st offense - 1 2 nd offense- 1-2-3-4 3 rd offense- 1-2-3-4-5	1 st offense - 1 2 nd offense- 1-2-3-4 3 rd offense- 1-2-3-4-5	1 st offense - 1 2 nd offense- 1-2-3-4 3 rd offense- 1-2-3-4-5	1 st offense - 1 2 nd offense- 1-2-3-4 3 rd offense- 1-2-3-4-5
Cheating	Refer to Pupil Progression	Refer to Pupil Progression	Refer to Pupil Progression	Refer to Pupil Progression
Computer Hacking (see policy)	9	9	9	9
Cutting Class	2-3-4	2-3-4	2-3-4-5	2-3-4-5
Damage To Personal Property of Teachers and Others	5-6-7-8-9 Plus Restitution	5-6-7-8-9 Plus Restitution	5-6-7-8-9 Plus Restitution	5-6-7-8-9 Plus Restitution
Dangerous Weapon (Other than knife) (Possession)	9	9	9	9, 12
Defacing School Property	4-5-6 Plus Restitution	4-5-6 Plus Restitution	4-5-6 Plus Restitution	4-5-6 Plus Restitution
Deliberate Disobedience	1-9	1-9	4-9	4-9

Disrespect To School Board Employee or School Board Member	1-2-3-4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Disruptions	1-2-3-4	1-2-3-4	1-2-3-4	1-2-3-4
Dress and Appearance Code Violation / Slabbing (see policy)	1 ST offense - warning, parental contact, 2 nd offense - parent contact, behavior clinic, noon detention, redress 3 rd offense - parent conference, detention 4 th offense - penalty options 1,2,3,4,5	1 ST offense - warning, parental contact, 2 nd offense - parent contact, behavior clinic, noon detention, redress 3 rd offense - parent conference, detention 4 th offense - Penalty Options 1,2,3,4,5	1 ST offense - warning, parental contact, redress (if parent cannot be located student placed in in-school detention or timeout) 2 nd offense - parent conference redress, Saturday Detention 3 rd offense - parent conference, redress, 1 day in-school suspension 4 th offense - options 4-9	1 ST offense - warning, parental contact, redress (if parent cannot be located student placed in in-school detention or timeout) 2 nd offense - parent conference redress, Saturday Detention 3 rd offense - parent conference, redress, 1 day in-school suspension 4 th offense- options 4-9
Drug / Prescription Drug Possession/ Distribution/Use (Refer to R.S. 17:416)	9 K-5: referral to school board	9 6-8 and under 16 yrs: expelled for 2 "complete" semesters	9 6-8 and under 16 yrs: expelled for 2 "complete" semesters	9, 12 9-12 and 16 yrs and over: expelled for 4 "complete" semesters
Drug / Prescription Drug Possession/ Distribution Facsimile (see policy)	4-9	9 & 11	9 & 11	9 & 11, 12
Drug Paraphernalia (see policy)	5 & 11	5 & 11	5 & 11	5 & 11, 12
Electronic/ Telecommunication Devices (see policy)	2-3-4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
Extortion	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
Fighting	2-3-4-5-6-7-8-9	3-4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9

Fighting (instigation)	2-3-4-5-6-7-8-9	3-4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Firearm (possession)	9 P-K-5: Refer to Statute 17:416 Expel for a minimum of 2 complete semesters Refer to the DA's office Rehab/counseling program	9 Gr 6 Refer to Statute 17:416 expel for a minimum of 4 complete school semesters refer to the DA's office rehab/counseling program	9 Gr 7-8: Refer to Statute 17:416 expel for a minimum of 4 complete school semesters refer to the DA's office rehab/counseling program	9 Gr9-12: 12 Refer to Statute 17:416 expel for a minimum of 4 complete school semesters rehab/counseling program
Firearm Facsimile	9	9	9	9, 12
Fireworks & Facsimile (Possession or shooting)	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
Forged Official Forms Violation	4-5-6	4-5-6	4-5-6	4-5-6
Gambling	2-3-4-5	2-3-4-5	2-3-4-5	2-3-4-5
Gambling Paraphernalia	2-3-4-5	2-3-4-5	2-3-4-5	2-3-4-5
Gang Fight	6-7-8-9	6-7-8-9	9	9
Harassment/Hazing (see policy)	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9
Inciting or Participating in Riot/ Incipient unrest	6-7-8-9	6-7-8-9	6-7-8-9	5-6-7-8-9
Indecent Behavior	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Knife (Possession of)	4-5-6-7-8-9	8-9	9	9
Laser Lights (Possession with intent)	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
Leaving Campus	3-4-5	3-4-5	3-4-5	3-4-5 & 12
Lighter, Matches & Paraphernalia (use and/or possession-see policy)	4-5-6	5-7-9-10	5-7-9-10	5-7-9-10

MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Locker Policy Violation (see policy)	1-2-3-4-5-6-7-8-9 possible loss of locker privileges	1-2-3-4-5-6-7-8-9 possible loss of locker privileges	1-2-3-4-5-6-7-8-9 possible loss of locker privileges	1-2-3-4-5-6-7-8-9 possible loss of locker privileges
Missile Throwing	1-2-3-4	1-2-3-4	1-2-3-4	1-2-3-4
Molesting another Student	7-8-9	7-8-9	7-8-9	7-8-9
Other Serious Offenses	1-9	1-9	1-9	1-9
Over-the-Counter Medication Use/Possession/Distribution	5-9	5-9 & 11	5-9 & 11	5-9 & 11
Pornography Possession and/or Distribution	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Public Display of Affection	1-9	1-9	1-9	1-9
Profanity/Obscenity	1-2-3-4	3-4-5-6-7-8-9	3-4-5-6-7-8-9	3-4-5-6-7-8-9
Profanity/Obscenity (directed toward school personnel)	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Scuffle	1-2-3-4-5-6	1-2-3-4-5-6	1-2-3-4-5-6	1-2-3-4-5-6
Sneaking (sucker punch)	1-2-3-4	3-4-5	5-6-7-8	5-6-7-8
Stealing/Theft	3-4-5-6 plus restitution	3-4-5-6 plus restitution	3-4-5-6 plus restitution	3-4-5-6 plus restitution
Stun Gun	9	9	9	9
Tardiness (Excessive Morning to School/4 per grading period)	1-2-3	1-2-3	1-2-3-4	1-2-3-4-5 & 12
Tardiness-Class (4/grading period)	1-2-3-4	1-2-3-4	1-2-3-4-5	1-2-3-4-5
Threatening an Employee (see assault)	4-5-6-7-8-9	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Threatening a student (see assault)	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9	1-2-3-4-5-6-7-8-9
Tobacco & Possession or Use	1 st Offense 5 2 nd Offense 7 3 rd Offense 9	1 st Offense 5, 10 2 nd Offense 7, 10 3 rd Offense 9	1 st Offense 5, 10 2 nd Offense 7, 10 3 rd Offense 9	1 st Offense 5, 10 2 nd Offense 7, 10 3 rd Offense 9

MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Technology Misuse	1 ST offense - warning, parental contact, 2 nd offense - parental contact, behavior clinic, noon detention 3 rd offense - parent conference, 1 day suspension, loss of privileges for determined time 4 th offense - penalty options 1,2,3,4,5, loss of privileges for extended time	1 ST offense - warning, parental contact, 2 nd offense - parent contact, behavior clinic, noon detention 3 rd offense parent conference detention, 1 day suspension, loss of privileges for determine time 4 th offense -Penalty Options 1,2,3,4,5, loss of privileges for extended time	1 ST offense - warning, parental contact, noon detention 2 nd offense - parental contact, Saturday Detention 3 rd offense - parental contact, 1 day out-of-school suspension, loss of privileges for extended time	1 ST offense - warning, parental contact, in-school detention 2 nd offense - parent conference, Saturday Detention 3 rd offense - parent conference, 1 day out-of-school suspension, loss of privileges for extended time 4 th offense- options 4-9, loss of privileges for extended time
Traffic or Safety Regulation Violation	1-2-3	1-2-3	1-2-3	1 st offense- 1-2-3 & 12 for 2 weeks & citation 2 nd offense- 12 for 12 weeks & citation 3 rd offense- 12 for remainder of school year & citation
Trespassing (by a student who is suspended/expelled)	4-5-6-7-8	4-5-6-7-8	5-6-7-8	5-6-7-8
Trespassing with Intent to Fight	9	9	9	9
Truant	2-3-4	2-3-4	2-3-4-5	2-3-4-5
Unfound charges against School Employee or School Board Member	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9

MISCONDUCT and/or OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Vandalism/Destruction of School Property	6-7-8-9 plus restitution	6-7-8-9 plus restitution	6-7-8-9 plus restitution	5-6-7-8-9 plus restitution
Weapon or Instrument to do Bodily Harm (other than firearms/knife)	5-6-7-8-9	8-9	9	9
Willful Disobedience	1-2-3-4	4-5-6-7-8-9	4-5-6-7-8-9	4-5-6-7-8-9
"Yes Ma'am," "No Ma'am"	1-2-3-4	1-2-3-4	1-2-3-4	1-2-3-4

H. BUS CONDUCT POLICY

1. Students will enter and leave the bus in orderly fashion and in accordance with instructions from the bus driver, bus driver aide, or their designee.
2. Students will remain quiet enough not to distract the driver.
3. Students will remain seated while the bus is in motion.
4. Students will cross the road in accordance with instructions and provisions of state law. (State of Louisiana - Department of Education School Transportation Handbook - Bulletin 1191 - Revised 1988)
5. Students will not destroy property.
6. Students will not extend arms or other body parts out of the windows.
7. Students will not throw objects about in the bus nor out of the windows.
8. Students will not board the bus if they have any of the following items in their possession: tobacco, matches, cigarette lighters, weapons, alcohol, obscene or vulgar literature, drugs, animals, or any undesignated contraband.
9. Students, while aboard a school bus, will not be permitted to eat, drink, or smoke.
10. Students will be required to have written permission from parent or guardian to get on/off at a different stop. (This will be permitted only in case of an emergency or extenuating circumstances approved by the principal.)
11. Students will respect the bus driver, bus driver aide, or their designee.
12. Code of Conduct also applies to students on bus.

BUS CHART

BUS MISCONDUCT AND/OR BUS OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Assault Towards Bus Driver	4-5-6-7-8-9-13	4-5-6-7-8-9-13	5-6-7-8-9	5-6-7-8-9
Battery on Bus Driver	9	9	9	9
Boarding Bus at Incorrect Stop	3-4-5	3-4-5	3-4-5	3-4-5
Body Parts Out of the Bus Window (arms, hands, head, etc)	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13
Contraband(CD player, Gameboys, etc.)	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13
Defacing School Bus	4-5-6-13 plus restitution	4-5-6-13 plus restitution	4-5-6-13 plus restitution	4-5-6-13 plus restitution
Disrespect to Bus Driver	1-2-3-4-5-6-7-8-9-13	6-7-8-9-13	6-7-8-9-13	6-7-8-9-13
Eating, Drinking, or Littering	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13
Fighting at Bus Stop	2-3-4-5-6-7-8-9-13	3-4-5-6-7-8-9-13	5-6-7-8-9-13	5-6-7-8-9
Fighting on Bus	2-3-4-5-6-7-8-9-13	3-4-5-6-7-8-9-13	5-6-7-8-9-13	5-6-7-8-9
Immoral or Vicious Act	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Lighter, Matches, Paraphernalia (use and/or possession)	4-5-6-13	5-7-9-10-13	5-7-9-10-13	5-7-9-10-13
Other Serious Offense	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Possession of Weapon	5-6-7-8-9	8-9	9	9
Profanity/Obscenity	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Profanity/Obscenity (directed toward school personnel)	4-5-6-7-8-9	5-6-7-8-9	5-6-7-8-9	5-6-7-8-9
Public Display of Affection	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13	1-2-3-4-5-6-7-8-9-13
Pushing or Tripping at Bus Stop	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13
Pushing or Tripping on the Bus	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13	1-2-3-4-5-6-13
Refusing to Sit in Assigned Seat	1-2-3-4-13	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13
Standing While Bus is in Motion	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13

BUS MISCONDUCT AND/OR BUS OFFENSE	OPTION for GRADES Pre K - 3	OPTION for GRADES 4 - 6	OPTION for GRADES 7 - 8	OPTION for GRADES 9 - 12
Throwing Objects on/from the Bus	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13	1-2-3-4-5-13
Tobacco: Possession or Use of Products	1 st offense - 5 2 nd offense - 7 3 rd offense - 9	1 st offense - 5,10 2 nd offense - 7,10 3 rd offense - 6	1 st offense - 5,10 2 nd offense - 7,10 3 rd offense - 6	1 st offense- 5,10 2 nd offense- 7,10 3 rd offense - 6
Uniform Violation	See uniform policy	See uniform policy	See uniform policy	See uniform policy
Yelling-Screaming	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13	1-2-3-4-13

I. LOSS OF ACTIVITY PRIVILEGES

Pupils may be suspended from participation in or being present at school extracurricular activities. Only the principal or person designated by the principal may suspend a pupil from participation in extracurricular activities. When under suspension from school, a pupil shall not participate in or be present at any school activities sponsored by the school.

Nothing in this policy is intended to limit a teacher's authority to require a pupil to leave a particular extracurricular activity when the teacher has evidence that the pupil's behavior has been in violation of Board policies or school rules regarding pupil conduct. A report of misconduct and the action taken by the teacher shall be given to the appropriate school administrator at the earliest possible opportunity, preferably not later than the beginning of the next school day. If notification is made to law enforcement authorities, the parents shall be advised by the principal.

J. SUSPENSION OF STUDENT DRIVER'S LICENSE

Students, between the ages of 15 years and 18 years of age, expelled or assigned to the alternative school for 10 or more consecutive school days in accordance with the Board policy for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff shall be referred for revocation of the student's driver's license. Written notice of the school's disciplinary action shall be forwarded from the school principal to the Department of Public Safety and Corrections.

K. LONG TERM LOSS OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

No students in grades 7-12 inclusively, shall be allowed to participate in any school sponsored extracurricular activity in the event such student is arrested for:

1. A violation of any provision of the Louisiana Uniform Controlled Dangerous Substances Act;
2. Any grade of theft or burglary; or
3. Criminal mischief or criminal damage to property wherein destruction or injury to property is in excess of \$100.00.

Furthermore, no student assigned to any alternative disciplinary school setting, such as JCEP, shall be permitted to participate in extracurricular activities that are school sponsored.

The prohibition against participation in extracurricular activities set forth herein shall be for a term of nine (9) months, commencing with the mailing of formal notice by the student's principal, the superintendent, or his/her designee.

Prior to the imposition of the action set forth herein, the student's principal, the superintendent, or his/her designee, shall notify said student and his/her legal guardian(s) accordingly, after which the student/guardian may challenge the suspension from participation in extracurricular activities in the same manner as a proposed expulsion may be contested. In such an instance, the identical procedures that govern expulsion appeals/hearings shall be applicable, except that the aggrieved student shall have no right of appeal beyond any decision that may be rendered by the St. Martin Parish School Board.

For the purpose of this policy, the term "extracurricular activities" shall include, but not be limited to, athletics, band, speech, quiz bowl, cheerleading, boosters, 4-H, prom, and related programs, and any other event that may require off-campus activities. This ban does not include participation in graduation ceremonies for seniors who successfully complete their assignment in the alternative setting.

Nothing herein shall prohibit a sponsor or coach of an extracurricular activity from imposing additional rules, regulations, or restrictions as prerequisites for participation in the event or activity which he or she coaches or sponsors.

L. SEARCH AND SEIZURE POLICIES

State law allows any teacher, principal, school security guard, and administrator in any parish or city school system of the state to search any building, desk, locker, area or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule,

or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student.

No teacher, principal, school security guard, or administrator shall be held personally liable for any Action authorized and performed

in accordance with state law and the school board policy regarding searches and seizures.

Upon the seizure by any public school teacher, principal, school security guard, or administrator of any firearm, bomb, knife, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined in La. R.S. 40:961(7), the principal or his/her designated administrator shall report the confiscation of such implement or material to the appropriate law enforcement officials. The principal or his/her designated administrator may report the confiscation of any other implement or material.

Any implement or material mentioned herein that has to be reported to law enforcement officials shall be retained and secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the implement or material or provides notice to the school principal that it need no longer be retained. In the case that it need not be retained, the school principal shall comply with the School Board policy regarding disposal of the item.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material shall be reported by the law enforcement authority to the employing School Board which shall take disciplinary action pursuant to Board policy.

M. REGULATIONS FOR VIOLENT BEHAVIOR

When a physical confrontation occurs on campus, during extracurricular activities, on a school bus, on the way to and from school (La R.S. 17:416), or at a bus stop, a thorough investigation of the incident will occur. If it is determined **THAT A PHYSICAL FIGHT OCCURRED**, the administrator will take the following action:

1. High School (9-12):
 - a. The appropriate law enforcement officials shall be contacted. (If an arrest is made, an attempt will be made to contact a parent.)
 - b. The extenuating circumstances under which students who fight would not be arrested are:
 - 1) The students stop fighting on their own.
 - 2) There is no injury to either party.
 - c. The student shall be suspended for a minimum of three (3) days or may be recommended for expulsion.
 - d. The student shall be required to return to school with a parent before being readmitted to class.
2. Junior High (Grades 7-8):
 - a. The student shall be suspended and may be recommended for expulsion.
 - b. The law enforcement officials may be called at the discretion of the administrator.
 - c. The student shall be required to return to school with a parent before being readmitted to class.

3. Elementary School (Grades K-6): The penalty will be at the discretion of the administrator, remaining in compliance with the ST. MARTIN PARISH SCHOOL BOARD Discipline Policy Handbook.

N. ACTIONS THAT RESULT IN NOTIFICATION AND INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES

1. Any student found guilty of being in possession of a firearm, bomb, explosive device, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined by La. R.S. 40:961(7), on school property, on a bus or at a school sponsored activity.
2. Any student involved with a bomb or explosive device threat or facsimile.
3. Any case involving any student engaging in any actions that may result in the assault of a school employee or student.
4. Any student leaving campus without permission.
5. Theft (at the discretion of the principal).
6. Any other situation where, in the judgment of the principal, a potentially dangerous situation exists which requires the assistance of law enforcement authorities.

O. RESTRAINING OF STUDENTS

When a school employee reasonably perceives a student is escalating to the point at which physical confrontation is imminent, the employee is expected to orally diffuse the situation, if at all possible. When verbal diffusing is not successful, the employee is authorized to utilize reasonable and necessary force in the following non-exclusive situations:

1. When the student is at a point of no return psychologically and the outcome is unpredictable.
2. When the student presents a state of mind that leads the employee to conclude that a severe disruption can reasonably be foreseen.
3. When the student appears to the employee to pose a risk of injury to himself or others or to flee from the scene to an unprotected area in an emotional outburst with an unpredictable outcome.

Furthermore, mechanical restraints such as handcuffs, cloth, and leather may be used to prevent the student from harming himself or others until the appropriate officials arrive to address the situation.

P. DUE PROCESS AND PROCEDURES TO BE FOLLOWED

Due process, though a basically flexible and imprecise concept, shall be defined as a fair and reasonable approach to all areas of student governance and discipline on the part of all school officials.

The degree of procedural due process afforded in each of the above instances shall be dependent upon two vital factors: 1) the gravity of the offense a student is alleged to have committed, and 2) the severity of the contemplated penalty. For example, a much greater degree of procedural due process shall be applicable in an expulsion situation than in one in which the penalty is a suspension.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and a notice of his right to appeal. This is applicable to the serious

infractions that may warrant penalties such as suspension.

Due process shall include the student being advised of a misconduct and regulation that has been violated, plus the basis of accusation, including an opportunity to make a response to the accusation. When a pupil is removed from a classroom and assigned other disciplinary measures, a written notification will be sent to parent/guardian.

Q. STUDENT DISCIPLINARY RECORDS

Student records are defined to be all official records, files, and data directly related to that student, specifically including but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Maintenance of Discipline Records

1. Pupil discipline records will be maintained on the parish computer system. This includes both minor and major disciplinary infractions.
2. Serious infractions, which include in-school and out-of-school suspensions as well as recommendations for expulsions, are maintained in hard copy by the school with copies to the Superintendent and Supervisor of Child Welfare and Attendance.
3. Disciplinary records are not to be filed in the student's cumulative folder. Such records are maintained by the principal, Supervisor of Child Welfare and Superintendent.

R. LOCKER POLICY

1. **ASSIGNMENT OF LOCKER**

Every student shall, to the extent that physical facilities permit, be assigned a locker by the school for the exclusive use of that student during the school year. Acceptance of the locker by the student or use of such locker shall constitute acceptance of all the terms of this policy.

2. **PERMITTED USES**

The locker shall be used only for the storage of those items specified herein. Any items found in the locker, which do not meet the specifications for permitted use, are subject to confiscation whether or not the maintenance of them is in violation of any other rule of the school, school board policy or law.

- a. **CLOTHING:** Items of clothing which are not the personal property of the student to whom the locker is assigned shall not be kept therein. Clothing of the student may be kept in the locker only on the day on which the use thereof is intended, with the exception of appropriate clothing for physical education classes, which may be stored for future use so long as such clothing is clean. Uniforms for school-sponsored activities for which the school does

not provide a storage or elsewhere may also be kept in the locker if clean. An item is not "clean" for the purpose of this rule, if it emits an odor of any type or its surface is visibly stained, smudged or otherwise laden with dirt, perspiration, or cosmetics. Stains, which are obviously permanent on an otherwise clean garment, do not render the garment "unclean."

- b. **ITEMS OF PERSONAL HYGIENE:** The student may maintain in the locker, items necessary for hygiene. All items shall be "clean."
- c. **BOOKS AND SUPPLIES:** The student may keep all school issued and other school related books and supplies which are necessary or proper and convenient for the student's personal use only.
- d. **OTHER ITEMS:** Items not specifically allowable in paragraphs a through c of this section may be kept in the locker upon prior written authorization from the principal or his/her designee finds that the maintenance of the article will not be detrimental to the good order and discipline of the school, is necessary to the student due to temporary circumstances for which other arrangements either could not be made or would be burdensome under the circumstance.

3. **PROHIBITED ITEMS**

- a. No item shall be stored, temporarily or otherwise, in the assigned locker if it does not meet the above qualifications.
- b. If any of the following items are found in the locker, the penalties shall be all of those provided by law, other school or parish rules in addition to confiscation of the item or items and possible loss of locker privileges as set forth below.
 - 1) Illegal narcotics or drug paraphernalia or facsimile
 - 2) Alcohol in any form or facsimile
 - 3) Medication in any form or facsimile
 - 4) Tobacco in any form or facsimile
 - 5) Beeper, cellular phone or other telecommunication devices including any facsimile system
 - 6) Firearm of any type or facsimile
 - 7) Knife or other dangerous weapon
 - 8) Bomb making or explosive making materials or facsimile
 - 9) Records, papers or documents used, intended for use or designed primarily for use in trafficking in, possession of or use of any illegal substance
 - 10) Any other item(s) the possession of which is illegal for the individual locker-assignee under the laws of the State of Louisiana.

4. **INSPECTION OR SEARCH OF LOCKERS**

- a. **INSPECTION:** Each and every locker in the school building is owned by the ST. MARTIN PARISH SCHOOL BOARD and is, therefore, subject to inspection by any person authorized by the principal or his/her

designee at any time, with or without the presence of the student to whom the locker is assigned and without advance notice thereof.

- b. **INDIVIDUAL INSPECTION:** Upon reasonable belief by a school employee or the principal or his/her designee that a particular locker may contain items not permitted pursuant to this rule, the locker shall be subject to inspection, by any person authorized by the principal or his/her designee with or without the presence of the student to whom the locker is assigned and without advance notice thereof.
- c. **USE OF LOCKERS:** No lock shall be placed on a lock other than the lock assigned by the school for that particular student's use of that locker. If the locker is of the built-in combination lock type, no other locks shall be used by the student. Any lock not permissible under this paragraph shall be subject to forcible removal and destruction by any person acting with the authority of the principal without advance notice to the student.
- d. **CONTAINERS IN LOCKERS:** All items within a locker shall be subject to individual inspection under circumstances, as set forth above, including the interior of any container, pockets of any clothing and compartments of any item, or places of like nature. If upon such inspection, a locked container is discovered in the locker, it shall be taken to the office of the principal or his/her designee at which point the student shall be afforded the reasonable opportunity to open the lock thereon and permit inspection. If the student refuses, the locked container may be forced open and the school shall bar no responsibility of the resultant damage.
- e. **ITEMS DISCLAIMED BY THE STUDENT:** The student shall be responsible for any and all items found in the locker, regardless of whether the student claims or admits to be the owner or custodian thereof, in addition, any item found subsequently to be the possession of any other student not authorized to use the locker in question may be the basis of additional proceedings, disciplinary or criminal, against such other student. If the student whose locker is in question denies any knowledge of the ownership of an item, it shall be treated as abandoned property.
- f. **ADDITIONAL AUTHORITY:** If a teacher, security officer, school resource officer, police officer legally within the building, or other school administrator not having authority to conduct random or individual inspections has reason to believe that the suspected item will be removed from the locker while permission to conduct an inspection is being sought, or believes that the continuing presence of the suspected item poses an imminent threat to the safety of any student or other occupant of the building, a search or inspection may be conducted

forthwith but a report shall be made of the fact of such inspection and its results, to the principal at the earliest practical time, and any item confiscated during such a search shall be produced.

5. **POLICE INVOLVEMENT**

In any circumstance in which the person authorizing the inspection has reason to believe that any of the following conditions are present, a police officer's presence and assistance during the inspection may be sought or the search authority may be delegated directly to the police:

- a. The person authorized to perform the inspection might be in any type of physical danger while so performing it;
- b. The nature of the item sought is such (as in the case of drugs, weapons, bombs) that the police officer would be more readily able to make an identification of the item;
- c. There is a facially valid search warrant for such a search;
- d. The police officer's presence will enhance the safety of the student body; or
- e. Due to personnel allocations, the presence of the police officer is at the convenience of the school.

If information which gives rise to the inspection is provided by the police department and the school has a valid interest in performing an inspection in order to maintain the normal order and discipline of the school, the police officer may be invited to participate, but such invitation to participate shall not be required of the authorizing official. It is to be clearly understood by all who act pursuant to this rule that no officer shall, as a matter of right, have the authority to demand to make a search absent a facially valid search warrant or exigent circumstances recognized as allowing a warrantless search.

6. **OTHER EMERGENCY**

Regardless of any provision in this rule, nothing in this rule shall prevent any person from taking such action as may be reasonably deemed necessary or desirable in the face of a threat to life or property, and any item discovered during the course of such action shall be actionable as though it had been discovered during the course of an authorized inspection.

7. **PENALTIES**

Refer to Disciplinary Action Options

S. SUBSTANCE ABUSE POLICY

Philosophy

The St. Martin Parish School System recognizes that the use of alcohol and other drugs and the problems associated with their use are becoming increasingly commonplace in our society and among youth. Therefore, not only because state law mandates but also because it is in the best interest of the community; the St. Martin Parish School Board directs that steps be taken to promote, enhance, and maintain an alcohol/drug free school system and student body. Along with parents and other segments of the

community, the School Board has a role to play in helping students remain alcohol/drug free.

As a result of La. R.S. 17:404(B)(1), relative to alcohol, drug, and substance abuse programs for students, the St. Martin Parish School System will implement the State Board of Elementary and Secondary Education programs such that every student in grades kindergarten through nine is involved for a minimum of sixteen contact hours every school year and in grades 10-12 a minimum of eight contact hours every school year. The required minimum contact hours will be incorporated into a comprehensive school health program.

If appropriate, the school may exercise the authority granted by La. R.S. 40:1098.1 et seq. relative to alcoholism and addiction counseling and treatment for alcohol and drug abuse for minor children.

According to La. R.S. 14:403.1, all school employees are required by law to report students who are in possession of, under the influence of, manufacturing, distributing, or possession with intent to distribute alcoholic beverages, over-the-counter medication, controlled dangerous substances, or any mood-altering chemicals. Any person who makes a report in good faith pursuant to substance abuse will have immunity from civil liability that otherwise might be incurred.

La. R.S. 17:416.3 (A), (C), (D), and (E) as explained in the **Search and Seizure Policy** also mandates the school system report such confiscation of such material to the appropriate law enforcement officials.

Policy and Procedures

Through the efforts of the school-based Student Assistance Teams (SAT) and the parish-wide Safe & Drug Free Schools & Communities Program, the St. Martin Parish Public School System intends to cooperate with all segments of the community in making the means of assistance available to all those individuals who develop alcohol or other drug-related problems. It is mandatory that school personnel report students suspected of substance abuse in our schools in accordance with the following policy and procedures:

The possession, use, delivery, transfer or sale of alcoholic beverages, over-the-counter medication, controlled dangerous substances, or any mood-altering chemicals by students while on school premises, school buses, or under school supervision, is expressly forbidden.

1. When the principal or designee has reasonable cause to believe that a student has possessed, actually or constructively, manufactured, distributed, possessed with intent to distribute, used, delivered, transferred, sold, or is under the influence of alcoholic beverages, controlled dangerous substances, or any mood-altering chemicals on school grounds, a school bus, or at a school sponsored activity in which the student is engaged either as a participant or a spectator, the student will immediately be suspended indefinitely pending a hearing for expulsion. Said expulsion hearing will be conducted within a reasonable time following said infraction. Constructive

possession shall be defined as possession whereby a student has dominion and control over the contraband; i.e., possession in locker, vehicle or other area to which student has access.

The following procedures shall be followed:

- a. The student will be accorded due process rights as set forth in this policy.
- b. The parish safe and drug free school coordinator shall be immediately notified of the facts.
- c. The student's parent or guardian will be contacted as soon as reasonably possible under the circumstances and informed of the facts.
- d. The appropriate law enforcement officials will be notified. Therefore, this reporting requirement shall be in addition to the mandatory reports to law enforcement officials required by Louisiana law, including but not limited to La. R.S. 14:403.1.

If evidence presented by the principal or designee is sufficient, the student will be expelled. The student will be eligible to attend an alternative program, if one is available, with the exception of distribution or the intent to distribute controlled dangerous substances. Before a student is admitted into an alternative program the student and parent/legal guardian must agree to the following:

- a. The student must undergo a no-cost assessment/evaluation by a St. Martin Parish School Board approved assessment evaluation agency.
- b. The student must participate in a four-hour drug/refusal education program and the parent/legal guardian must participate in a two-hour drug/refusal education program presented by the School Board Safe and Drug Free Education Prevention Program. Substance abuse counseling/ education by a certified counselor may be substituted for classes if proof is shown.

The student accepted into the alternative program following an expulsion must serve a minimum of twelve weeks in the alternative program before a recommendation can be made for the student to exit the program. Such recommendation must be approved by the superintendent. A lesser penalty can be imposed by the superintendent, upon recommendation of the principal, with the consent of the school board.

2. When a principal or designee, following a search initiated because a reasonable belief existed that the student was in possession of or distributed over-the-counter medication on school grounds, a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, and the search, as conducted under these conditions and in conformity with School Board policy in fact revealed that the student was indeed in possession of said over-the-counter medication, the parish safe and drug free education coordinator shall be immediately notified of

the facts and the following shall apply:

- a. The student will be suspended for a minimum of one to three days to a maximum of nine days with a recommendation for expulsion.
 - b. The student must participate in a four-hour drug/refusal education activity and the parent/guardian must participate in a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.
3. When a principal or designee, following a search initiated because a reasonable belief existed that the student was in possession of drug paraphernalia, i.e., rolling paper, roach clips, stones, bongos, etc., on school grounds, a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, and the search, as conducted under these conditions and in conformity with School Board policy in fact revealed that the student was indeed in possession of said paraphernalia, the parish safe and drug free education coordinator shall be immediately notified of the facts and the following shall apply:
- a. The student will be suspended for a maximum of three days.
 - b. The student must participate in a four-hour drug/refusal education activity and the parent/guardian must participate in a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.
4. When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is in possession of or distributing any facsimile of alcohol, over-the-counter medication, controlled dangerous substance, or any mood-altering chemicals on school grounds, on a school bus, or at a school sponsored activity in which the student is engaged as participant or a spectator, the parish safe and drug free education coordinator will be immediately notified of the facts and the following shall apply:
- a. Nine day suspension with recommendation for expulsion.
 - b. Attend a four-hour drug/refusal education program. The parent/guardian must attend a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.
5. When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is in possession or using tobacco products while on school grounds, on a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, the following will apply:

- a. First Offense - the student will be suspended for a maximum of 3 days and will be mandated to attend a two-hour anti-tobacco clinic sponsored by the school board safe and drug free education program.
- b. Second Offense - The student will be suspended for 3-9 days and will be mandated to attend a two-hour anti-tobacco clinic sponsored by the school board safe and drug free education program.
- c. Third Offense - The student shall be suspended for 9 days with a recommendation for expulsion.

T. CELL PHONE, BEEPERS, TELECOMMUNICATIONS, and other ELECTRONIC DEVICES

Beepers, used to notify an individual of a phone call or message, are not to be allowed in a student's possession, in book bags or lockers. Cell phones and similar electronic devices are prohibited for all students in grades pre-Kindergarten through grade 12.

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

The following procedures shall be followed:

- 1. First Offense - Remove the device, call parent and device may be released to parent.
- 2. Second Offense - Remove the device, call parent, device may be released to parent, one (1) day in-school suspension.
- 3. Third Offense - Remove the device, call parent, device may be released to parent, loss of privileges and out-of-school suspension (1-3 days).

U. WEAPONS POLICY

The possession or use of a weapon or look-alike weapon of any kind is prohibited. The possession or use of such shall include, but not be limited to any rifle or gun (loaded or unloaded, operable or inoperable), switchblade knife, hunting knife, star knife, pocket knife, razor, nunchaku, brass knuckles, spiked glove, spiked wrist band, pepper spray or similar agents, etc.

Any student who is found carrying or possessing a knife with a blade which equals or exceeds 2 inches in length shall be immediately suspended. A student shall be recommended for expulsion except in the case of student less than 11 years of age AND in pre-kindergarten through grade 5. The principal may, but is not required to, recommend the student's expulsion.

V. PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including but not limited to kissing, hands in pockets, sitting on laps, and intimate embracing is considered inappropriate behavior on school property and during school sponsored activities.

W. GENERAL/RANDOM METAL DETECTOR SEARCH POLICY

1. RATIONALE

The La. R.S. 14:95 and La. R.S. 17:416 prohibit the possession or carrying of weapons (firearms, knives or other implements or instruments which can be used as weapons) on school board property or at a school-sponsored activities. The unauthorized possession of electronic telecommunication devices or facsimile system on school board property or school-sponsored events is also prohibited by La. R.S. 17:239.

In light of such incidences nationwide and in furtherance of the law, and in order to provide a safer environment for students and employees, the St. Martin Parish School Board authorizes random and/or general searches with a hand-held or stationary metal detector of school board property, of students and non-students and any bags, parcels, purses, containers, and so forth, that they bring on to school board property or to school-sponsored activities. Such searches shall also be permitted when there is reasonable suspicion by school personnel that such person has any weapon, illegal drugs, alcohol, stolen goods or other materials or objects; the possession of which is in violation of school policy.

2. IMPLEMENTATION

a. NOTIFICATION

1) Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students and non-students on school board property and at school-sponsored events throughout the remainder of the school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a system-wide basis.

2) Posted Notices: Signs shall be posted outside entrances to school board facilities, on school buses, and at entrances to school-sponsored events to serve as notice to students and non-students that they are subject to a search with a metal detector or by other means, as a condition of entry, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions for weapons, prohibited telecommunication devices or facsimile system, or other contraband.

b. REFUSAL TO COOPERATE WITH THE SEARCH

1) Refusal by non-students: Refusal by non-students

to cooperate fully with a search shall result in their removal from school board property or school-sponsored activities.

2) Refusal by students: Students on school board property or at school-sponsored activity who refuse to cooperate fully with a search shall be suspended for "willful disobedience" as provided for in the school district's discipline policy handbook.

c. SUPERVISION: Student and non-student searches utilizing a metal detector shall be conducted only by the principal, assistant principal, parish-wide safe and drug free schools coordinator and/or appointed law enforcement personnel.

d. GENERAL SEARCHES: General searches shall be defined as the use of metal detectors to search all students who are present at school on the day of the search.

e. RANDOM SEARCHES: Random searches shall involve a search done with a identifiable group of students. Prior to the conduct of any random search, authorized school personnel shall determine the method of selecting subjects to be used for the search, e.g. every student in every third classroom, every fifth student/non-employee entering a building, a bus load of students, an entire class of students, students who eat lunch during a given lunch period, etc. Once determined, the selection procedure will be consistently applied throughout the conduct of that particular search. The parish-wide safe and drug free schools coordinator will be notified prior to the initiation of any random search. The principal will keep a record of all random searches.

f. PROCEDURES

1) Metal Detectors: When metal detectors are used, selected subjects shall be asked to remove all metal objects from their pockets and place the items on a designated tray or surface, along with any bags, parcels, or other containers being carried. The metal detector shall be passed over the subject's side, front and back and over his/her purse/book bag. If the detector activates on a subject, the authorized school official conducting the search shall request that any remaining metal objects be removed. The subject shall be searched with the metal detector once again. If the detector no longer activates, the search shall be concluded.

2) Personal Searches: Should the metal detector continue to activate, the subject shall be searched in the school office by authorized school personnel (of the same sex whenever possible), in the presence of at least one other school board employee. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate. Nothing shall be construed to afford a student an expectation of privacy, which would not otherwise exist. Personal

searches shall not be malicious or willfully and deliberately intended to harass, embarrass, or intimidate the individual.

3) Media/Photographs: The media shall not be present during scanning activities nor shall pictures be taken of students who are being scanned.

g. DISPOSITION OF SUBJECT'S PROPERTY

1) Return of Property: All property removed from the subject that is not prohibited by board policy, local, state and federal law, or school rules, shall be returned to the subject upon completion of the search.

2) Discovery of Contraband: Should a subject be found in the possession of contraband (such as weapons, illegal drugs, alcohol, telecommunication devices, or other prohibited objects), the person conducting the search shall notify the principal/designee, who shall in turn immediately notify police, the child welfare and attendance officer and/or the safe and drug free schools coordinator and the subject's parent(s) if the subject is a student. Whenever feasible, the image of the contraband (guns should not be handled) shall be duplicated on a copier, the contraband should then be placed in a sealed container in a secure location. The law enforcement agent shall take custody of all weapons, other prohibited objects, and illegal drugs, and a receipt shall be obtained, and illegal drugs, and a receipt shall be obtained. Written documentation will be made of the incident, and the student given due process procedures.

h. CALIBRATION: Each detector shall be maintained and calibrated in accordance with the manufacturer's directions. If the device is adjustable to differing levels of sensitivity the choice of adjustment shall be within the discretion of the operator.

i. NO OBLIGATION TO USE: Nothing in this policy requires that use of a metal detector, even if readily available, in preference to any other type of search.

X. CANINE SEARCH POLICY

RATIONALE: In furtherance of the law, and in order to provide a drug-free environment for students and employees, the St. Martin Parish School Board shall authorize searches of school board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband has been established.

IMPLEMENTATION

1. Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy via student handbook to conduct unannounced canine searches of school board property during the school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a system-wide basis.
2. Procedures: The school principal, assistant principal, parish safe and drug free schools and communities coordinator and/or the child welfare and attendance office shall request the services of a trained canine and handler from the appropriate law enforcement agency. The handler and the trained canine may also make unannounced periodic visits to the school but must obtain permission from the principal and/or assistant principal before activating a search. At the designated time, an announcement will be made over the intercom that all students must remain inside the classroom until further notice. The office must be notified in the case of an emergency and an escort will be provided for students with health/restroom emergencies, etc. Any student leaving the classroom is to be reported to the office immediately. The canine will be allowed to proceed throughout the property in the company of a qualified and authorized handler, an administrator, and a custodian/plant manager with lock cutters (where needed). The administrator will also have a list of assigned lockers. In the event the dog alerts at a locker, the student will be contacted and escorted to the locker. He/She will be directed to open the locker. In the event that a locker is unassigned, the lock will be cut. Canines shall not be used to search students.
3. Refusal to Cooperate with the Search: A student who refuses to cooperate fully with a search shall be suspended for "willful disobedience" as provided for in the school district's discipline policy.

Y. AUTOMOBILE/VEHICLE SEARCH POLICY

Any student choosing to use the school parking facility to park their automobile/vehicle, whether or not those vehicles are student owned, may be searched by school administrators and law enforcement personnel working with such school administrators. Such search may be conducted without warrant for any reasonable purpose. Search of the automobile/vehicle includes all compartments and components thereof. Once a search begins, the person in control of the automobile/vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

The following sign shall be posted at the entrances to the parking lots.

W A R N I N G
VEHICLES SUBJECT TO SEARCH

Any vehicle entering this area is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose.

Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

Z. SEIZED CONTRABAND POLICY

Any items confiscated by school administrators shall be held by the administrator until disposed of in the appropriate manner.

1. Any illegal weapons, drugs, medication or drug paraphernalia shall be turned over to the parish safe and drug free coordinator, supervisor of child welfare and attendance, or law enforcement officials and shall be considered forfeit.
2. Confiscated cell phones, beepers and telecommunication devices shall be turned over to the parent/guardian.
3. All other belongings confiscated, unless involved in a crime, may be retrieved from the school administrator by a parent or guardian.

AA. OFF CAMPUS CONTROL POLICY

All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on-campus shall be available for any activity away from campus, whether or not school is in session when such activity occurs, if such off-campus activity may be reasonably interpreted to threatened the ability of the school system to maintain a safe, orderly and disciplined educational atmosphere. This policy is not limited to school sponsored and school related events.

When it is brought to the attention of the school system that a student has engaged in such conduct off-campus, the superintendent of the parish and/or principal of the school which the student attends shall conduct such investigation as the superintendent and/or principal feels is necessary and proper under circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. In conducting such investigation, the superintendent and/or principal or his/her representative may cooperate with law enforcement authorities.

By way of illustration, but not by way of limitation, the following actions shall be the subject of disciplinary and action under this section:

1. Any use or threat of use of a firearm or other dangerous implement against another person by a student.
2. Any fighting off campus as an extension of an on-campus situation or relationship.

- 3 Any threat against an employee of the school system purposely calculated to cause fear or which the person issuing the threat should know will result in fear.
4. Intimidation of or threat of violence against any student, teacher, or other person by a student known to the school or known to local law enforcement agencies to be a member of a gang whose activities are not permitted on campus.
5. Any illegal sale or distribution of controlled dangerous substances or facsimile thereof off campus to any person. The term "controlled substances" shall be defined by the Louisiana Criminal Code.
6. The commission of any act, which, if committed by an adult, would constitute a felony under state or federal law. School action with regard to such matter shall be independent and arrest, indictment, trial, conviction or acquittal in the criminal or juvenile courts shall not be determination of the action necessary for the school to maintain a safe, orderly and disciplined educational environment.

BB. FEES AND FINES DUES FOR LOST OR DESTROYED TEXTBOOKS AND ANY OTHER SCHOOL PROPERTY

Students are required to pay full price for textbooks and library books, which are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged as a result of a student misconduct.

CC. SUICIDE/HOMOCIDE THREAT POLICY

When a principal, assistant principal, school counselor and/or social worker has reasonable cause to believe that a student is suicidal and/or homicidal the following procedures shall be followed:

1. The Supervisor of Child Welfare and Attendance, the Safe and Drug Free Schools and Communities Coordinator and /or the Health Center Social Workers shall be contacted immediately. *(If none of the above is available and/or time does not permit, the principal or his/her designee shall proceed with the following steps.)*
2. The parent/legal guardian shall be contacted immediately.
3. The student shall be put on "suicide" or "homicide watch immediately (Student is to be under observation at all times).
4. A parent conference or contact shall take place.
5. The student shall be released directly to the parent, guardian or the parent's designee. *(The student should not be allowed to ride the bus or walk home.)*
6. An assessment will be required before the student is allowed to return back to school stating, "The child has been assessed and is able to return to school." If the assessment is not done within five (5) school days, Office of Community Services must be notified by the principal or his/her designee.

XVIII. DEFINITION OF TERMS

- Argument or Non-Physical Confrontation:** does not involve physical contact; only two individuals are involved; the conflict is verbal and students follow directions of staff
- Arson:** the intentional or non-intentional damage to property by the use of an explosive substance or the setting of fire to any school, school property or personal property
- Assault:** a violent or sudden verbal attack; an apparent attempt or threat to do harm to another which is not self-defense; assault of a school teacher is an verbal assault committed when the victim is a school teacher acting in the performance of employment duties (La. R.S. 14:34.3 and La. R.S. 14:38.2); also see threatening
- Authority:** the person(s) exercising power to enforce discipline; one who has the right to control or make decisions
- Battery:** the infliction of force or violence on the person or another human being if actual contact is made with intent to do harm; battery of a school teacher is the use of force or violence against a school teacher when the teacher is acting in performance of employment duties
- Beeper-Telecommunication Devise:** any electronic telecommunications device including any facsimile system, radio paging services, mobile telephone service, intercom or electro-mechanical paging system
- Behavior:** the manner in which a person acts
- Bodily Harm/Injury:** physical pain, loss, damage or suffering caused by a person or thing
- Bomb:** an explosive device or incendiary device fused to detonate under specific conditions
- Bomb Threat:** students will not make either on the phone, by mail, e-mail or other method, any statements threatening by writing or speaking; a school, office, or any school property with destructions using an explosive device or a weapon.
- Bullets:** a missile designed to be fired from a firearm; students shall not be in possession of such items
- Burglary:** the unauthorized entry of property
- Chaperones:** persons who give assistance (or drive) for school activities, such as field trips, assemblies, etc., who are not necessarily school personnel
- Closed Campus:** policy provides that once a student steps on campus, he/she is not allowed to leave without explicit permission from both school personnel and parent/guardian
- Coat/Jacket:** any outer wear that opens in the front
- Commits Any Other Serious Offense(s):** as defined by the circumstances and as determined by the principal or his/her designee to be of a serious nature
- Computer Hacking:** accessing or causing to be accessed of any computer, computer system, computer network or any part thereof with intent to view, alter, delete or insert programs or data without authority
- Conduct:** behavior or actions
- Contraband:** goods prohibited by law and/or the St. Martin Parish School Board
- Cutting Class:** students are to attend all scheduled classes daily; the only exception is when given permission by the teacher(s) or principal
- Damage to Personal Property of Teachers and Others:** students will not cut, deface, or damage the personal property of teachers or other persons
- Dangerous Weapon:** includes any gas, liquid, or other substance or instrumentality, which in the manner used, is calculated or likely to produce death or great bodily harm.

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

Designated Area: place that is assigned by school personnel

Designated Time: is time assigned by school personnel to which a student must adhere

Disciplinary Actions: actions that are taken when rules are broken in order to try and persuade individuals that it is to their benefit to keep rules

Discipline: orderly conduct

Disobedience: refusal to obey; failure to comply

Disrespect to School Employees or School Board Members: a lack of courtesy; offensive behavior; disregard for authority; students will show respect for authorities and will act towards them in a decent, proper, and fair manner; students will refrain from interfering with a school authority properly discharging his duty

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

Drugs/Alcohol Possession/Distribution: students are prohibited from being in possession of any illegal drug, alcohol, or controlled dangerous substance on school property, on a school bus, or at a school sponsored event; moreover, no student shall distribute or possess with intent to distribute any illegal drug, alcohol or controlled dangerous substance on school property, on a bus, or at a school sponsored event; a student shall not fail to notify a teacher or school administrator of the existence/possession/consumption of alcohol, an illegal drug, or controlled dangerous substance by another student on school property, on a school bus, or at a school sponsored event

Drugs/Alcohol Possession/Use: students are prohibited from having on their person, in their belongings, in their lockers or vehicles alcohol/drugs; students are also prohibited from using such alcohol/drugs while under school jurisdiction

Drug Paraphernalia: all equipment products and materials of any kind which are used with drugs such as roach clips, rolling paper, pipes, bongs, etc.

Electronic Telecommunication Devices: students shall not be possession of such devices including beepers; such devices may be in student vehicle

Emergency: an unexpected situation that requires prompt action

Excused Tardy: acceptable reason for not being in class on time, including but not limited to accidents, illness, emergencies or natural disasters

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

Fight: unconsenting touching of another person or thing associated with a person when help or flight is available

Fighting: a physical conflict between two (2) or more individuals with the intent of harming one another

Firearm: an instrument used in the propulsion of a shot, shell or bullets by the action of gunpowder exploded within it. A weapon that acts by force of gunpowder. (*Black's Law Dictionary, Revised Fourth Edition*)

Fireworks Possession/Shooting: any device that produces a striking display (light, smoke, noise and/or smoke) by the combustion of explosives or flammable composition; students will not have in their possession or use anywhere on school property or on school buses any such device

Forgery: to alter writing or other instrument with intent to defraud

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

Gambling: playing a game of chance for stakes; students are prohibited from

having in their possession gambling paraphernalia such as dice or playing cards and are further prohibited from playing games for money or other stakes on school property including school buses and at school functions

Gambling Paraphernalia: included but not limited to cards, dice, slot machine devices, etc.

Graffiti: unauthorized writing (symbols or words) in public view

Habitual Offender: one who has committed several offenses, not necessarily of the same type

Harassment Bullying Intimidation: shall mean any intentional gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming an individual or damage his/her property or placing an individual in reasonable fear of harm to his/her life or person or damage to his/her property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for an individual.

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

Illegal Drugs: unlawful drugs not prescribed by a physician, possession of which are a violation of the Uniform Controlled Dangerous Substance Act

Incipient: just beginning; in an early stage; commencing

Inciting or Participating in Riots/Incipient Unrest: in situations of general unrest among groups of students, a student must refrain from activities, which may incite or aggravate the situation, or which may cause it to become dangerous and uncontrollable; Students will not participate in riotous situations

Indecent Behavior: socially unacceptable behavior that is morally offensive by act or word, such as immodesty of dress or clothing, or obscenity

Inflicting Bodily Injury To Student or School Employee: no one will take any action, which will cause injury to another. (La. R.S. 14:34.3 and La. R.S. 14:38.2)

Instigates A Fight: students will not participate in or instigate hostile physical action towards others; students who are threatened or provoked must report the situation to supervising authorities

Laser Light: a device that utilizes the natural oscillations of atoms for amplifying or generating electro-magnetic waves in visible region of spectrum; students are prohibited from having in their possession any such device and such device will be confiscated; possession with intent to do bodily harm (pointing light at another individual) is a suspendable act

Leaving Campus: is exiting from a campus without the knowledge and permission of school authorities; at the end of the school day a student is to return home on the same bus or other mode of transportation by which he came to school; students can only leave otherwise when checked out by or with the written permission of the parent or guardian; special arrangements must be made with the principal or designee

Locker: a compartment that may be closed with a lock for individual student storage; contraband as stated in the locker policy is not allowed

Loiter: to linger idly with no specific purpose

Look-Alike: similar to; appear to be

Loudness: strongly heard, very audible sounds

Misconduct: behavior that is not acceptable according to the school's Code of Conduct

Missile Throwing: everyone is prohibited from throwing objects in a manner that could cause damage or injury to person or property, or which may disrupt a scheduled activity

Modification: a change or alteration

Molestation: to make indecent advances and/or liberties in which physical contact is made

Obscenity: language or behavior that is offensive to the community's standards of decency as well as to the school's educational philosophy

On-Campus Communications: any material distributed without prior approval of the principal or his/her designee

Pepper Spray: is an inflammatory comprised of oleoresin capsicum extracted from chili or cayenne peppers or any similar agent and is dispersed by aerosol. It causes immediate dilation of the capillaries of the eyes resulting in temporary blindness and instant inflammation of the breathing tube tissues, resulting in restricted breathing.

Pornography: materials (such as magazines, books, writings, or photographs) that show erotic behavior and is intended to cause sexual excitement. No student shall be possession of such materials or distribute such materials

Prescription Drug: medicine prescribed by a physician

Profanity/Obscenity: students will not write, gesture, or use any profane or obscene language or draw obscene pictures in or on any school material or on any fence, pole, sidewalk, or building on the way to or from school or on any school bus

Profanity swearing: the use of language that is considered by the administration to be vulgar and inappropriate according to community norms and the school's educational philosophy

Provoking A Fight: to purposely cause or invite either verbally or physically a student or students to fight

Reasonable Belief: a suspicion founded upon circumstances sufficiently strong to warrant a belief in a reasonable person that something is true

Respect: deferential regard; courtesy

Responsibility: the ability to look at one's behavior, evaluate it and make a plan to do better

Rioting: public disturbance of a violent nature

Robbery: taking of anything of value belonging to another by force or intimidation

School Disturbance Minor Disturbance: An act of misconduct which is confined to a limited area and which disrupted the orderly process of educational activities in that area

Major Disturbance: A serious act of misconduct that interrupts the orderly process of educational activities that is not confined to a limited area

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

Serious Bodily Injury: impairment of physical condition not limited to the following: loss of consciousness, concussion, bone fracture, impairment of function of bodily member or organs, wound requiring suturing and serious disfigurement

Self-Defense: an act of protecting oneself from an aggressor where the force used is only sufficient to repel the aggressor

Self-Discipline: the ability to make a plan and carry it out

Self-Respect: a healthy opinion of oneself

Sexual Harassment:

Student to Student or Student to Staff Harassment- In this context, sexual harassment is defined as any unwelcome sexual advance, request for sexual favors or other inappropriate verbal, visual, written or physical conduct of a sexual nature at school or a school sponsored event.

Extended Definition--Sexual harassment may also include but is not limited to:

1. Verbal harassment or abuse;
2. Uninvited letters, telephone calls or materials of sexual nature;
3. Uninvited or inappropriate leaning over, cornering, patting or pinching;
4. Uninvited sexually suggestive looks or gestures;
5. Intentional brushing against a student's or a school employee's body;
6. Uninvited pressures for dates
7. Uninvited sexual teasing, jokes, remarks or questions;
8. Any sexually motivated unwelcome touching; or
9. Attempted or actual rape or sexual assault

Slabbing: Slacks worn below the pelvic region (upper pelvic bone), exposure of one's underclothing and flesh or buttocks. Slacks must be the correct size and fit at the waist and crotch. Habitual violation of this provision may result in a referral for willful or deliberate disobedience.

Sneaking (sucker punching): students who join in a fight between two parties and punch or kick the other party(s)

Sportsmanship: exhibiting such qualities as fairness and courtesy toward others

Stealing: taking or carrying without permission and with intent to keep the property of another is prohibited. (La. R.S. 14:34.3 and La. R.S. 14:38.2)

Stun Gun: any item emitting an electrical charge shall be considered a stun gun and is prohibited

Tardiness: refers to a student who gets to class after the designated time; students are to be in their classrooms when the bell rings to begin class; failure to be on time without valid excuse shall constitute a tardy; (excessive tardies is defined by each individual school)

Theft: taking other's property without permission, by stealing, fraud or trickery

Threatening Other Students: the school environment is presumed to be safe and secure; threats, intimidations, or "bully" behaviors are prohibited; see assault

Threatening School Personnel With Bodily Harm: Students will not write or speak a statement that indicates the intent to do bodily harm to school personnel. La. R.S. 14:34.3; La. R.S. 14:38.2 states: Whoever commits the crime of battery of a school teacher shall be fined not more than one thousand dollars or imprisoned not less than two months nor more than six months or both. Assault on a schoolteacher is an assault committed when the offender has reasonable grounds to believe the victim is a schoolteacher acting in the performance of his/her duties. For purposes of assault, "school teacher" means any teacher, instructor, administrator, staff person, or employee, of any public, elementary, or secondary school.

Whoever commits the crime of assault on a school teacher shall be fined not more than five hundred dollars or imprisoned not less than thirty days nor more than ninety days, or both; see assault

Tobacco, Lighter, Matches: Possession and/or use of tobacco products and paraphernalia are not permitted on school property, on a school bus or at school functions; this includes smokeless tobacco

Traffic or Safety Regulations Violations: Students will respect laws and officers of the law to and from school (to include crossing guards). Students using their own vehicles to get to and from school will also respect school-imposed regulations that govern student vehicles on school campuses

Trespassing: 1. Unauthorized entry on a school campus other than the one a student normally attends except when the student has been assigned to an alternative program; students who trespass on another school campus to initiate or participate in a fight will be recommended for expulsion

2. When a student is suspended out-of-school or is expelled the student shall not be allowed to participate in or be present at any school-sponsored extra curricular activities including sports, field trips, etc. and violation of such will be considered trespassing

3. When a student is suspended out-of-school or is expelled the student shall be allowed on a school campus unless permission is granted by the school principal or his/her designee and violation of such will be considered trespassing

Truant: one who is absent from school without permission. Any juvenile student who is habitually absent from school or is habitually tardy shall be reported by the Supervisor of Child Welfare and Attendance to the Family or Juvenile Court as a truant child pursuant to the provisions of Chapter 2 of Title VIII of the Louisiana Children's Code relative to the Families In Need of Service Committee. A student will be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition, after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any month, or if a pattern of five absences a month is established.

The principal or the principal's designee, with the aid of the teachers, will file a written report showing dates of absence or tardy, results of school contacts with the home, and such other information as may be needed by the Supervisor of Child Welfare and Attendance.

Tutor: the guardian of a person legally incapable of managing his/her own affairs, especially a child under the age of puberty

Unfounded Charges Against A School Board Employee or School Board Member: students are prohibited from making a charge against any of the above that is untrue or which lacks a sound basis

Vandalism: willful damaging, cutting or defacing of property any part of public school buildings, school bus or property belonging to the school board

Vulgar: showing a lack of good manners; not refined, coarse, crude and offensive

Weapon: any object, which under the circumstances, may be used to inflict bodily injury or damage to property

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

"Yes Ma'am," "No Ma'am": Beginning in school year 1999-2000 school year and thereafter, students in Kindergarten through grade 5, when speaking to any public school system employee while on school property or at a school sponsored event, shall address and respond to such employee by using certain respectful terms "Yes Ma'am" and "No Ma'am" or "Yes, Sir" and "No, Sir" as appropriate or "Yes/No, Miss, Mrs., or Ms. (Surname)" or "Yes/No, Mr. (Surname),"; as appropriate, each such title to be followed by appropriate surname. In school year 2000-2001, the requirements shall extend to sixth grade, 2001-2002 to seventh grade, and soon ending with twelfth grade in 2006-2007.