

# **STUDENT AND PARENT HANDBOOK:**

**A GUIDE TO B. EDWARD BOUDREAUX MIDDLE SCHOOL**



**EVERY STUDENT. EVERY DAY.  
TOGETHER—WE ARE ST. MARY PARISH STRONG!**

**2023-2024**

## Table of Contents

<b>STUDENT AND PARENT HANDBOOK:</b>	1
SCHOOL BOARD MEMBERS	7
ST. MARY PARISH SCHOOL CALENDAR	8
ST. MARY PARISH FACILITIES	9
GENERAL PROVISIONS	9
SPANISH SPEAKING STUDENTS	9
FIRST-TIME REGISTRATION INFORMATION	9
STUDENT COMPLAINTS AND GRIEVANCES	9
ASBESTOS MANAGEMENT	9
ABOUT OUR SCHOOL	10
VISION	10
MISSION	10
SCHOOL MOTTO/MASCOT	10
23-24 THEME	10
THE STANDARD	10
COMMUNICATION	10
PLANNERS/HOME TO SCHOOL FOLDERS	11
EMERGENCY/SEVERE WEATHER SITUATIONS	11
JTEXTS	11
MOBILE APP/SCHOOL WEBSITE	11
PARENT/TEACHER CONFERENCES	11
PARENT VOLUNTEERS	11
CHECK-OUT POLICIES	11
FAMILY CONCERNS	12
CUSTODY	12
MEDICATIONS	12
MESSAGES FOR STUDENTS	12
SCHOOL BELL SCHEDULE	12
REGULAR BELL SCHEDULE	12
ACTIVITY BELL SCHEDULE	13
ACADEMICS	13
GRADING POLICIES	13
PROMOTION REQUIREMENTS FOR 8 <sup>TH</sup> GRADE STUDENTS	14
GRADE-LEVEL SCHEDULING REQUIREMENTS	15

STUDENT PROGRESS CENTER INFORMATION .....	15
8 <sup>TH</sup> GRADE PROMOTION CEREMONY .....	16
PHYSICAL EDUCATION .....	17
SCHOOL ARRIVAL AND DISMISSAL .....	18
ARRIVAL PROCEDURES .....	18
DISMISSAL PROCEDURES .....	18
SCHOOL FEES.....	19
SCHOOL PAPERWORK CHECKLIST.....	19
SCHOOL CEREMONIES, CLUBS, HONORS, ETC .....	20
HONOR ROLL .....	20
PRINCIPAL'S LIST .....	20
8 <sup>TH</sup> GRADE STUDENT OF THE YEAR .....	20
END OF THE YEAR AWARDS CEREMONY .....	20
AFTER SCHOOL TUTORING .....	20
ATHLETICS .....	21
CLUBS AND ORGANIZATIONS .....	22
FIELD TRIPS .....	22
VISITORS .....	22
SCHOOL BUILDING LEVEL COMMITTEE (SBLC) .....	23
GENERAL EXPECTATIONS AND GUIDELINES .....	23
SCHOOL COUNSELING/GUIDANCE SERVICES .....	25
SCHOOL-WIDE EXPECTATIONS & PBIS.....	25
B. EDWARD BOUDREAUX MIDDLE SCHOOL PBIS .....	25
CODE OF CONDUCT.....	27
DISCIPLINE/NON-COMPLIANCE PROCEDURES/CONSEQUENCES.....	27
ATHLETIC/CHEERLEADER/DANCE TEAM DRUG TESTING .....	28
ATTENDANCE.....	29
TARDY POLICY: LATE TO SCHOOL.....	32
BUS TRANSPORTATION GUIDELINES .....	32
CHILD NUTRITION PROGRAM .....	35
MEAL PRICES FOR 2023-2024 .....	37
CLEAR BAG POLICY .....	38
VISITOR GUIDE: ALL EVENTS. ALL HOURS. ALL FACILITIES.....	38
STUDENT SCHOOL DAY GUIDE .....	39
CODE OF CONDUCT: STUDENT DISCIPLINE .....	40

THE RESPONSIBILITY OF STUDENTS, PARENTS, AND SCHOOLS.....	40
REPORTS TO THE PRINCIPAL .....	40
CLASS I BEHAVIORS .....	40
CLASS II BEHAVIORS .....	42
CLASS III BEHAVIORS .....	43
PARENT CONFERENCES .....	44
STUDENT ADJUSTMENT CENTERS.....	47
SUSPENSION .....	48
INDEFINITE SUSPENSION .....	51
EXPULSION .....	52
ST. MARY PARISH ALTERNATIVE PROGRAM (SMPAP) .....	56
BATTERY UPON A SCHOOL EMPLOYEE .....	57
BULLYING, HARASSMENT, INTIMIDATION, AND THREATS.....	57
CELL PHONE & ELECTRONIC TELECOMMUNICATION.....	60
DEVICE AND COMPUTER STUDENT USE AGREEMENT .....	63
DELINQUENT STUDENTS .....	65
DRUG FREE ZONE: SUBSTANCE ABUSE .....	65
FELONY .....	69
FIGHTING .....	69
GANG MEMBERSHIP & PARAPHERNALIA POLICY .....	69
HAZING .....	70
OFFENSIVE STUDENT CONDUCT AT END OF YEAR.....	71
REMOVAL FROM THE CLASSROOM.....	71
RESPECT STATUTE.....	73
SMOKING: TOBACCO AND VAPING .....	74
STUDENT SEARCHES.....	75
TARDY POLICY.....	76
VIRTUAL INSTRUCTION: DISCIPLINE PROCEDURES .....	77
DRESS CODE POLICY.....	79
SCHOOL UNIFORMS .....	80
CONSEQUENCES FOR DRESS CODE VIOLATIONS.....	85
STUDENTS WITH DISABILITIES: DISCIPLINE PROCEDURES .....	86
SECLUSION OR PHYSICAL RESTRAINING.....	92
COUNSELING SERVICES .....	92
DATING VIOLENCE AWARENESS .....	93
WARNING SIGNS .....	93

REPORTING DATING VIOLENCE .....	93
DRIVERS' EDUCATION.....	93
DYSLEXIA SCREENING AND PROGRAMS.....	94
FEDERAL PROGRAMS .....	94
TITLE I: EVERY STUDENT SUCCEEDS ACT.....	94
TITLE II.....	95
TITLE III EL PROGRAM .....	96
TITLE IV.....	96
FOREIGN EXCHANGE STUDENTS .....	96
HEALTH SERVICES .....	97
IMMUNIZATION POLICY .....	97
REQUIRED IMMUNIZATIONS:.....	97
MEDICATION POLICY .....	97
COMMUNICABLE DISEASES POLICY .....	98
SERVICES .....	99
HOMELESS CHILDREN & YOUTH EDUCATION PROGRAM .....	100
THE MCKINNEY-VENTO ACT.....	101
HOSPITAL & HOMEBOUND SERVICES.....	101
CRITERIA FOR ELIGIBILITY .....	102
PREGNANCY .....	103
ABSENCES.....	103
SPED.....	103
JUNIOR AND HIGH SCHOOL STUDENTS .....	103
FAMILY & STUDENT RESPONSIBILITIES:.....	103
MIGRANT EDUCATION .....	105
NOTICE OF NON-DISCRIMINATION .....	105
PARENT BILL OF RIGHTS (PUBLIC SCHOOL).....	106
PARENT AND FAMILY ENGAGEMENT POLICY .....	108
STATEMENT OF PHILOSOPHY .....	108
REPORT CARD SCHEDULE.....	112
SAFE AND DRUG-FREE SCHOOLS .....	113
SPECIAL EDUCATION SERVICES .....	114
FULL APPROPRIATE EDUCATIONAL SERVICES.....	114
SCREENING EVALUATION .....	114
DUE PROCESS.....	115

IEP PLACEMENT .....	115
EXTENDED SCHOOL YEAR SERVICES.....	117
SECTION 504 ELIGIBLE STUDENTS.....	118
GIFTED/TALENTED.....	119
STUDENT INSURANCE .....	119
STUDENT INTERNET AND NETWORK USE .....	119
STUDENT RECORDS .....	120
STUDENT TRANSFER REQUESTS.....	121
STUDENT OF THE YEAR .....	121
TEACHER BILL OF RIGHTS.....	123
TEXTBOOKS .....	124
TITLE IX.....	124
TITLE IX NONDISCRIMINATION NOTICE.....	124

## SCHOOL BOARD MEMBERS



Joseph C. Foulcard, Jr.

School Board Member (District I)



Marilyn P. LaSalle

School Board Member (District VI)



Tammie L. Moore

School Board Member (District II)



Murphy J. Pontiff, Jr.

School Board Member (District VII)



Lindsey T. Anslem

School Board Member (District III)



Chad M. Paradee

School Board Member (District VIII)



Debra R. Jones

School Board Member (District IV)



Alaina L. Black

School Board Member (District IX)



Ginger S. Griffin

School Board Member (District V)



Andrew V. Mancuso

School Board Member (District X)



Rhonda R. Dennis

School Board Member (District XI)

# ST. MARY PARISH SCHOOL CALENDAR

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Students Return to School	<span style="background-color: #FFDAB9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Holidays-No School	<span style="background-color: #FFB6C1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Report Cards
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Teacher In-Service Day	<span style="background-color: #FFFF00; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Progress Reports/Early Release/Conferences	
<span style="background-color: #808080; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> End of 9-Weeks Grading Period	<span style="background-color: #A9A9A9; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> State Testing LEAP 2025	
<span style="background-color: #800080; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Release-Holiday	<span style="background-color: #00BFFF; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Early Release/Teacher In-service	

July				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## Important Dates:

Orientation New Teacher Hires.....	Jul 31
MAST I First Year Teachers.....	Aug 1
Teacher & Para In-Service.....	Aug 3-7
First Day for Students.....	Aug 8
Early Release/Teacher In-service.....	Sept 1
Labor Day Holiday.....	Sept 4
Progress Reports/Early Release/	
Conferences.....	Sept 13
Early Release/Teacher In-service.....	Oct 6
Fall Break.....	Oct 9-10
Students Return to School.....	Oct 11
End of 1 <sup>st</sup> Nine Weeks.....	Oct 13
Report Cards.....	Oct 16
Elections: Schools/Offices Closed.....	Nov 7
Progress Reports/Early Release/	
Conferences.....	Nov 17
Thanksgiving Break.....	Nov 20-24
Students Return.....	Nov 27
Last Day of Fall & 2 <sup>nd</sup> Nine Weeks.....	Dec 20
Early Release/Report Cards.....	Dec 21
1 <sup>st</sup> Day Spring & 3 <sup>rd</sup> Nine.....	Dec 21
Christmas Holiday.....	Dec 22-Jan 3
Teacher In-service.....	Jan 4-5
Students Return.....	Jan 8
Martin Luther King Day.....	Jan 15
Progress Reports/Early Release/	
Conferences.....	Feb 9
Mardi Gras Holiday.....	Feb 12-16
Students Return to School.....	Feb 19
End of 3 <sup>rd</sup> Nine Weeks.....	Mar 20
Report Cards.....	Mar 21
Easter Holiday.....	Mar 25-Apr 1
Students Return to School.....	Apr 2
LEAP Test Window (3-12).....	Apr 15-May 17
Progress Reports/No Early Release.....	Apr 25
High School Graduations.....	May 16-17
Pre-K and K Last Day.....	May 16
8 <sup>th</sup> Grade Graduation.....	May 17
Last Full Day for Students.....	May 22
Teacher & Para In-service.....	May 23
Report Card Day.....	May 24

**Emergency Days** will be reinstated into the calendar in the event of district closures.

HS FALL:	HS SPRING:
1. Oct 10, 2023	1. Feb 16, 2024
2. Oct 9, 2023	2. Feb 15, 2024
3. Dec 22, 2023	3. Apr 1, 2024
4. Jan 5, 2024	4. May 23, 2024
5. Jan 4, 2024	5. May 27, 2024

Elem & Jr High  
 1. Oct 10, 2023  
 2. Oct 9, 2023  
 3. Dec 22, 2023  
 4. Jan 5, 2024  
 5. Jan 4, 2024

\*Early Release: 12:30 PM (Jr. and Sr. High) and 1:00 PM (Elementary)

Updated 5/17/2023

Accessible calendar can be found here: [Calendars / 2023-24 School Calendar \(stmaryk12.net\)](https://stmaryk12.net/Calendars/2023-24%20School%20Calendar)



## ST. MARY PARISH FACILITIES

The St. Mary Parish School Board maintains 25 facilities ranging in age from six to sixty years old – ten elementary schools, five middle schools, five high schools, one PK-12 school, and one alternative program. These schools serve approximately 7,900 students from pre-kindergarten through twelfth grade. District offices include the Central Office Complex (COC) in Centerville, our school board office, the Office of Special Services (OSS) in Franklin, and the Materiel and Operation Center (MOC) in Morgan City.

### CENTRAL OFFICE COMPLEX

474 LA 317  
P.O. BOX 170  
CENTERVILLE, LA 70522  
TELEPHONE: (337) 836-9661

### MATERIEL AND OPERATION CENTER

212 ONSTEAD STREET  
MORGAN CITY, LA 70380

### OFFICE OF SPECIAL SERVICES

402 IBERIA STREET  
FRANKLIN, LA 70538  
TELEPHONE: (337) 828-1767

## GENERAL PROVISIONS

### SPANISH SPEAKING STUDENTS

Sections of this district handbook for students and parents will be printed in Spanish at the request of parents and/or guardians. These requests are to be made at school.

### FIRST-TIME REGISTRATION INFORMATION

Students registering at a St. Mary Parish public school are required to present a certification of birth, current immunization record, social security card, and proof of residency to determine the correct attendance zone. Social Security numbers are used only for student identification.

### STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and the responsibility to express school-related concerns and grievances to the administration in a responsible manner. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place of the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated immediately upon request.

### ASBESTOS MANAGEMENT

St. Mary Parish Public Schools complies with the Asbestos Hazard Emergency Response Act of 1987. In the interest of future safety and in compliance with Environmental Protection Agency and State Department of Health regulations, the St. Mary Parish School System monitors all assumed asbestos-containing building materials every six months to verify that they have not become friable or damaged. Copies of the Management Plans for all buildings are available for viewing in the office of the principal. Should you have any questions, contact the school principal or the designated person: Brad Wiese, Supervisor of Maintenance (337) 836-9661.

# ABOUT OUR SCHOOL

## VISION

B. Edward Boudreaux Middle School's administrators, staff, and faculty will establish and maintain a safe, nurturing, learning environment in which all scholars will be actively engaged and will be taught to become critical thinkers, problem solvers, and life-long learners.

## MISSION

B. Edward Boudreaux Middle School will empower scholars to achieve their fullest learning potential.

## SCHOOL MOTTO/MASCOT

We believe Greatness is in everyone.

We believe everyone can learn.

We believe everyone will be at school daily.

We believe everyone will not make excuses.

We believe everyone is committed to being ALL in!

## 23-24 THEME

The BEB Way- We Set the Standard!

## THE STANDARD

It is our belief that when teaching children, we want to develop the whole child. Our goal is to instill The Standard that they can follow in all aspects of their lives and throughout their lives.

### The Standard

Integrity- *Doing the right thing even when it's hard and when no one is looking.*

Respect- *To honor and show consideration and value to people, property, the environment, and yourself.*

Resilient- *Ability to acknowledge, face, and push through challenges.*

Responsible- *Being dependable, organized, and punctual, as well as being accountable for your words and actions.*

Kindness- *Being considerate, caring, and thoughtful with words and actions towards others.*

# COMMUNICATION

B. Edward Boudreaux Middle School is aware of the need to communicate quickly with the families of our students and to provide school-related information that is easy to find.

## **PLANNERS/HOME TO SCHOOL FOLDERS**

All students will receive a planner and a home to school folder. These items serve as a means of communication between home and school. Students are expected to have both these items with them in all classes daily. The planner is to use to help the student stay organized by writing daily assignments, upcoming activities or events, computer login information, and reading levels. Parents are expected to check their child's planner daily for assignments. The planner is also the student's hall pass to travel to locations outside of their classroom. The home to school folder will provide the students with a place to put important information to bring home and return to school.

## **EMERGENCY/SEVERE WEATHER SITUATIONS**

St. Mary Parish School Board will send out messages via their website and through JCalls and JTexts to inform parents of certain emergency/severe weather situations. Parents are asked to continue to check the district's webpage and local weather stations for updates.

## **JTEXTS**

JTexts and JCalls will be made throughout the school year to keep parents informed of events or important upcoming information needed to know concerning your child at B. Edward Boudreaux. Please also check our Facebook page and school webpage

## **MOBILE APP/SCHOOL WEBSITE**

B. Edward Boudreaux Middle School maintains an ad-free website that includes a copy of this handbook and information about our school, including contact information for faculty, staff, and administration: <http://www.stmaryk12.net/beb>

## **PARENT/TEACHER CONFERENCES**

Call the office to speak with the principal, assistant principal, or school guidance counselor to set up a conference with your child's teacher. Open communication is important on the success of your child's performance in school.

## **PARENT VOLUNTEERS**

Parents are welcome to come into the school to volunteer. Before volunteering, all volunteers must have a background check. Please check with the principal or assistant principal to set up a meeting if interested in volunteering.

## **CHECK-OUT POLICIES**

Students who become ill at school must obtain a checkout form from a teacher who should sign it after it is filled out then send it to the office. The office staff will call the parent or guardian. It is imperative that the school have updated contact information in case of emergencies, so if you change your number, please notify the school immediately. In case of obvious distress or injury, these procedures will be eliminated. Students are only allowed to be checked out by a parent, guardian, or those listed on the Student Information Card. The sign out sheet in the office must be completed at checkout time. Students will be called from class at the time of checkout.

# FAMILY CONCERNS

## CUSTODY

If there are any concerns regarding custody issues of our students, please set up a meeting with the principal or school counselor to address any concerns.

## MEDICATIONS

Students are not allowed to take or possess any medication (even over the counter) at school except under the guidelines of the St. Mary Parish School Board medication policy.

For long term daily medication, the required paperwork is needed as well as a meeting with the school nurse.

## MESSAGES FOR STUDENTS

If an emergency happens and a message is needed to inform your child, please call the office, or come by the school.

# SCHOOL BELL SCHEDULE

## REGULAR BELL SCHEDULE

Times	Event
6:55 am	Entry to School
7:24 am	Tardy Bell
7:24 – 8:17	1 <sup>st</sup> Period (53 min)
8:17- 8:19	Travel (2 min)
8:19- 9:07	2 <sup>nd</sup> Period (48 min)
9:07- 9:09	Travel (2 min)
9:09- 9:57	3 <sup>rd</sup> Period (48 min)
9:57-9:59	Travel (2 min)
9:59- 10:47	4 <sup>th</sup> Period (48 min)
10:47-10:49	Travel (2 min)
10:49-11:37	5 <sup>th</sup> Period (48 min)
11:37-12:01	<b>Lunch</b>
12:01-12:54	6 <sup>th</sup> Period (53 min)
12:54- 12:56	Travel (2 min)
12:56- 1:45	7 <sup>th</sup> Period (48 min)
1:45-1:47	Travel (2 min)
1:47-2:36	8 <sup>th</sup> Period (49 min)
2:36	Transition to 1 <sup>st</sup> period Top/Bottom lockers
2:40	1 <sup>st</sup> Dismissal/Car Riders
2:45	2 <sup>nd</sup> Dismissal/Bus Riders

## ACTIVITY BELL SCHEDULE

Times	Event
6:55 am	Entry to School
7:24 am	Tardy Bell
7:24- 8:10	1 <sup>st</sup> Period (46 min)
8:10- 8:12	Travel (2 min)
8:12- 8:53	2 <sup>nd</sup> Period (41 min)
8:53- 8:55	Travel (2 min)
8:55- 9:41	3 <sup>rd</sup> Period (41 min)
9:41- 9:43	Travel (2 min)
9:43- 10:24	4 <sup>th</sup> Period (41 min)
10:24- 10:26	Travel (2 min)
10:26- 11:07	5 <sup>th</sup> Period (41 min)
11:07- 11:37	Lunch
11:37- 11:39	Travel (2 min)
11:39- 12:20	6 <sup>th</sup> period (41 min)
12:20-12:22	Travel (2 min)
12:22- 1:03	7 <sup>th</sup> period (41 min)
1:03- 1:05	Travel (2 min)
1:05-1:46	8 <sup>th</sup> Period (41 min)
1:46- 1:48	Travel (2 min)
1:48- 2:36	9 <sup>th</sup> Period (48 min)
2:36	Transition to 1 <sup>st</sup> period Top/Bottom lockers
2:40	1 <sup>st</sup> Dismissal/Car Riders

## ACADEMICS

Here is a link to the entire St. Mary Parish Public Schools Pupil Progression Plan. This document will demonstrate how students at each grade level are graded, how final grades are determined, and how student are promoted from one grade to the next. This document also includes graduation pathways and outlines programs and needed assessments at each grade level. <https://www.stmaryk12.net/Page/16354>

## GRADING POLICIES

The following grading scales will be used for classes at MCJHS.

### REGULAR GRADING SCALE

Percentage	Letter Grade
100-93	A
92-85	B
84-75	C
74-67	D
66-0	F

### HONORS GRADING SCALE

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

## DETERMINING SEMESTER AND FINAL AVERAGES

Quality points will be used to determine semester and final averages in Grades 1 – 8.

### Letter Grade to Quality Point Value Table

Letter Grade	Quality Points
A	4
B	3
C	2
D	1
F	0

### Quality Point to Average Table

Quality Points	Average
3.50-4.00	A
2.50-3.49	B
1.50-2.49	C
1.00-1.49	D
0.00-0.99	F

- To arrive at the **semester average**, add the quality point value of each letter grade for two nine-weeks, divide by two, and use the Quality Point Average Table to determine the semester grade.
- To arrive at the **final average**, add the quality points from each of the four nine-week grades, divide by four, and use the Quality Point Average Table to determine the final grade.
- A student in grades 1-8 **must** earn four quality points to pass a course for the year. Two quality points must be earned in the second semester.
- In addition, the student must pass the 4<sup>th</sup> 9-weeks grading period.
- If a course is failed because of either of these requirements, the computer will record "F" and note "\*automatic F due to failed 2<sup>nd</sup> semester or final nine weeks."

## PROMOTION REQUIREMENTS FOR 8<sup>TH</sup> GRADE STUDENTS

- Students in grade 8 will earn letter grades (A, B, C, D or F) each nine weeks for evaluative and reporting purposes.
- A student in grade 8 may be retained if he or she:
  - fails English language arts
  - fails mathematics
  - fails social studies and science
  - fails two minor subjects
- A student in grade 8 will be retained if he or she fails four major subjects: English language arts, mathematics, social studies, and science.

- Additionally, any two minor subjects constitute one major subject. Examples of minor subjects include: physical education, music, band, and other subjects not previously defined as a major subject.

## **MIDDLE SCHOOL CARNEGIE CREDITS**

- St. Mary Parish students who intend to take Algebra I for Carnegie credit in eighth grade should successfully complete a seventh-grade math course that addresses both the seventh and eighth grade state standards.
- For 8th graders taking Algebra I, the LEAP 2025 Algebra exam is taken at the end of the course and counts as 15% of the overall course grade. The conversion charts provided by the LDOE for each LEAP 2025 test will be used to determine the student's grade on the LEAP 2025 tests.
- As identified in §2314 of BESE approved Bulletin 741, LEAs may permit students to earn Carnegie credit as middle school students in all courses except physical education.

## **GRADE-LEVEL SCHEDULING REQUIREMENTS**

### **6TH GRADE**

All sixth graders are required to take English Language Arts, History, Science, Math, and Physical Education. Sixth graders may also take band as an elective. Those sixth graders who are not in band will be required to take another elective such as Speech I or JAG.

### **7<sup>TH</sup> GRADE**

All seventh graders are required to take English Language Arts, History, Science, Math, and Physical Education. Seventh graders may also take band as an elective. Those seventh graders who are not in band will be required to take another elective such as IBCA (Introduction to Business Communications) or JAG.

Students having a cumulative GPA of 2.5 or above or earning Mastery or Advanced in ELA and/or Math, or a recommendation by the Leadership Team may be placed in Accelerated English Language Arts and/or Pre-Algebra. Parents and students will be required to sign an academic contract.

### **8<sup>TH</sup> GRADE**

All eighth graders are required to take English Language Arts, History, Science, Math, and Physical Education. Eighth graders may also take band as an elective. Those eighth graders who are not in band will be required to take another elective such as Quest for Success or JAG.

Students having a cumulative GPA of 2.5 or above or earning Mastery or Advanced in ELA and/or Math, or a recommendation by the Leadership Team may be placed in Accelerated English Language Arts and/or Algebra I. Parents and students will be required to sign an academic contract.

## **STUDENT PROGRESS CENTER INFORMATION**

The Student Progress Center is a secure site that helps parents and/or guardians view student information such as grades and attendance.

The Student Progress Center can be accessed from the link on our school's website or by browsing to this address: <https://jpams.stmaryk12.net/progress/>. Complete instructions and helpful videos can be found by selecting the *Help* option.

## REGISTERING A NEW USER

To establish an account, a parent or guardian will need to provide the following information for verification:

- ☐ The user's relationship to the student
- ☐ The user's Last and First Name
- ☐ The PSN number of a student (the last five digits of that student's Social Security number)
- ☐ The home address that is listed with the school for that student.

If the information entered in the Verification step does not match the information on file at the school, the parent or guardian must contact the school secretary to verify/update the information on file.

If the information entered in the Verification step matches the information on file at the school, the user will be asked to create a username and password. These credentials will be used to access the Student Progress Center.

## LINKING ADDITIONAL STUDENTS

After logging into the Student Progress Center using the credentials created in the previous step, the parent/guardian can click the drop-down arrow on the top right of the screen and select 'Link Students.' To link other children to this account, you will need the following information:

- ☐ The student's first and last names
- ☐ The student's Social Security number
- ☐ The student's date of birth

If a match is made, the student will be linked to this account. If some of the information does not match with the date on file, the parent/guardian should contact the child's school.

## 8<sup>TH</sup> GRADE PROMOTION CEREMONY

1. Students must pass academically to participate in the eighth-grade ceremony.
  - a. Students must pass English and mathematics to participate in the ceremony.
  - b. Students failing any of the following may not participate in the ceremony:
    - ELA or
    - Mathematics or
    - Both science and social studies or
    - Two minor subjects (i.e., PE, music, band, etc.)
  - c. Students failing based on attendance may not participate in the ceremony.

**From the St. Mary Parish Pupil Progression Plan:** Grade 8 Semester and Final Averages



Quality points will be used to arrive at the semester and final averages in grade 8.

Letter Grade	Quality Point Value		Quality Point Average Chart	
A	4 points		3.50 - 4.00	A average
B	3 points		2.50 - 3.49	B average
C	2 points		1.50 - 2.49	C average
D	1 point		1.00 - 1.49	D average
F	0 points		0 - .99	F average

- To arrive at the **semester average**, add the quality point value of each letter grade for two nine-weeks, divide by two, and use the Quality Point Average Chart to determine the semester grade.
- To arrive at the **final average**, add the quality points from each of the four nine-week grades, divide by four, and use the Quality Point Average Chart to determine the final grade.
- A student in grades 1-8 must earn four quality points to pass a course for the year (two points must come in the second semester).
- In addition, the student must pass the fourth nine-weeks.
- If a course is failed because of either of these requirements, the computer will record "F" and note "\*\*automatic F due to failed 2<sup>nd</sup> semester or final nine weeks."
- 2. Students assigned to the St. Mary Parish Alternative Program at the end of the second semester may not participate in the ceremony.
- 3. All debts must be cleared before participation in the eighth-grade ceremony.

## PHYSICAL EDUCATION

All students are required to schedule Health and Physical Education each year. Each student will be issued a P.E. locker. No one will be permitted to share a locker.

Each student is responsible for his/her valuables and personal articles. NO VALUABLES SHOULD BE KEPT IN PE LOCKERS!!! THE TEACHER/SCHOOL WILL NOT BE RESPONSIBLE IF THEY ARE LOST OR STOLEN.

All students must have and maintain clean PE uniforms. PE uniforms must be taken home on Fridays for cleaning.

Any student who is not in the PE dressing rooms prior to the tardy bell will be considered tardy. You will have 5 minutes after the tardy bell to be dressed out and ready for roll call.

A student who is well enough to be in a physical education class is expected to dress each day. Excessive illness will necessitate a doctor's excuse to be turned in to the teacher. A medical excuse signed by a physician will excuse you from participating but not from dressing out.

There are no alternate students assigned to PE classes. If your alternate teacher is not present, go to the office for another alternate assignment. Failure to do so will result in an assignment to SAC or ISSP.

Failure to adhere to the above rules may result in the assignment to detention or a suspension.

## COURSE REQUIREMENTS

Students are required to dress out and participate in PE daily. The following are acceptable clothing and footwear:

- School physical education uniform, ONLY: (*School uniform shirt, navy shorts or navy sweatpants*)
- Leather or Canvas Tennis Shoes and socks must be worn
- **NO JACKETS ARE TO BE WORN IN THE GYM DURING PE!!!**

*\*School uniforms can be purchased through the school spirit store or local vendor.*

A. For each nine-week period, 40 points per day can be earned.

1. Students can earn 20 points a day for dressing out appropriately.
2. Students can earn 20 points a day for participation.
3. 20 points will be deducted each day not dressed out or participating.

B. Consequences

Students who fail to dress out in full PE uniform will not participate in Physical Education activities. The following consequences will occur:

- 1<sup>st</sup> offense: loss of 20 participation points and assigned laps to walk or behavior essay to write/Phone call to parent
- 2<sup>nd</sup> offense: minor discipline referral and phone call to parent - 20 points
- 3<sup>rd</sup> offense: major discipline referral resulting in 4 hrs. of SAC - 20 points
- 4<sup>th</sup> offense: major discipline referral resulting in 2 days ISS.

## SCHOOL ARRIVAL AND DISMISSAL

### ARRIVAL PROCEDURES

All students enter the building under the canopy in the rear of the school beginning at approximately 6:55 am. All students will wash hands, grab breakfast to be eaten in the classroom, and proceed to their locker/classroom.

#### *Bus Riders*

- Bus students will be dropped off under the canopy beginning at 6:55 am.

#### *Car Riders*

- Car riders can enter through Gate 1 (on WSMHS side or BEB side) and drop students off under the BEBMS canopy area beginning at 6:55 am.

### DISMISSAL PROCEDURES

At 2:36, students will transition to their 1<sup>st</sup> period to return laptops and go to their lockers. At 2:40, the first dismissal bell will ring for car riders. The second dismissal bell will ring at 2:45 for bus riders.

#### *Bus Riders*

- At the dismissal bell, students will report to the bus stop when their bus is called.
- Students are only allowed to ride the bus they are assigned to. If they need to ride a different bus, a bus memorandum letter giving permission to ride another bus must be completed and signed.

### *Car Riders*

- All students are expected to report to their car rider assigned area immediately after they are dismissed from class. No socializing or loitering in the halls.
- Parents are to enter the campus through Gate 3 (BEBMS side). Parents are to pull up to the front office door/mall doors and wait.

## **SCHOOL FEES**

DESCRIPTION OF FEE	GRADE	AMOUNT	DEADLINE	EXPLANATION
Technology Fee	ALL	\$15.00	8/8/23	District Technology/laptop fee
Replacement ID and Lanyard	ALL	\$5.00; \$1.00	8/8/23	ID-\$15; Lanyard-\$1
Class Fee	ALL	\$10.00	8/8/23	Spirit Shirt

B. E. Boudreaux administration may reduce or waive certain fees for economically disadvantaged students and for students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

All requests for economic hardship waivers of student fees and all supporting documentation used in considering the validity of any request for a waiver shall be confidential. Hardship requests should be submitted to the school principal. The request will be reviewed, and a decision given within a week. Any appeals to this decision should be directed to the Assistant Superintendent.

## **SCHOOL PAPERWORK CHECKLIST**

Students will be required to complete beginning of the year paperwork that will be sent home on the first day of school. The following paperwork must be returned to your child(ren)'s teacher during the first week of school:

- |   |   |
|---|---|
| <input type="checkbox"/> Emergency Card   | <input type="checkbox"/> Health Information Form                    |
| <input type="checkbox"/> Parent/Student/School/Teacher Compact for Success  | <input type="checkbox"/> Household Information Form                 |
| <input type="checkbox"/> Receipt of <i>A Guide to St. Mary Parish Schools</i> /State Medicaid Parent Permission Consent | <input type="checkbox"/> Louisiana Student Residency Questionnaire  |
| <input type="checkbox"/> Release of Student Information Consent Form (new students only)                                | <input type="checkbox"/> Migrant Family Search Form                 |
|   | <input type="checkbox"/> Teche Action Clinic Consent Form           |
|   | <input type="checkbox"/> Notification of Behavior Expectations Form |

# SCHOOL CEREMONIES, CLUBS, HONORS, ETC

## HONOR ROLL

Any student is eligible for honor roll status if he/she maintains a 3.0-3.9 average during each nine weeks grading period. In addition, the following criteria are used:

1. A "D", "F", or "U" in areas other than conduct disqualifies a student in the above category. Those students who earn at least a "B" average for the nine-weeks. (85-92%) Honors (80-89%)

## PRINCIPAL'S LIST

Any student that maintains a 4.0 average during each nine weeks grading period: A's in ALL subjects. (93-100%) Honors (90-100%)

\*Parents should note the three items reported: grades, attendance, and work habits. *Conferences between teachers and parents are encouraged when a student is having difficulty.*

## 8<sup>TH</sup> GRADE STUDENT OF THE YEAR

The Students of the Year Awards Program recognizes outstanding students who have demonstrated excellence in all of the following areas: leadership, citizenship, academic, and/or career and technical achievement The Louisiana Department of Education and the State Board of Elementary and Secondary Education sponsor this annual program, which is open to every Louisiana public and approved nonpublic school with students enrolled in the grade levels that correspond to the award categories.

**STUDENT ELIGIBILITY** At minimum, Students of the Year candidates should have a cumulative grade point average of 3.1 on a four-point scale. The grade point average is calculated on semester grades in the following fashion: Grade 8 candidates: GPA in grades 5, 6, 7 and the first semester of grade 8. Once they have selected candidates, the school must support student(s) during the application process.

## END OF THE YEAR AWARDS CEREMONY

### Content Awards:

Each of the following awards will be given in each content area and on each grade level:

1. Highest GPA (cumulative for the school year)
2. Most Improved (most significant improvement in GPA)

### Honor Leaders:

The award will be given to students with a cumulative GPA of 3.0-3.4.

### Leaders of the Pack:

The award will be given to students with a cumulative GPA of 3.5 & above.

### Principal's Award:

The award will be given to an 8<sup>th</sup> grade student(s) with a cumulative GPA of 4.0 (cumulative for grades 6<sup>th</sup>-8<sup>th</sup>).

## AFTER SCHOOL TUTORING

1. Junior high students (including transitional students) who fail math, or ELA during a nine-week grading period may be assigned into after school tutoring Program with parent signatures for the coming nine-week period or until the student receives a passing nine-week grade in the failed content area.
2. Students who scored below the "Basic" level of achievement on the ELA and/or Math LEAP 2025 test may be assigned into after school tutoring Program with parent signatures. The student attends the additional time until the last progress report of the year.
  - The After-School Tutoring Program is a part of the regular school day for selected students based on the above criteria. Compulsory attendance policies and discipline policies apply.

Type 1: **Transitionally promoted students** are defined as those who failed academically in grades 6-8 for the 2022-2023 school year and were promoted to the next grade level. These students will be placed in tutoring at the beginning of the school year. If they do not attend tutoring, they may be moved back to the grade they failed in 2022-2023. The student will remain in tutoring until he/she earns at least a "C" on a report card for the subject(s) that were failed for the next reporting period and must maintain a "C" in order to stay out of tutoring.

Type 2: 5<sup>th</sup> grade students who require an IAIP due to failing Math and/or ELA will be assigned to after school tutoring.

Type 3: Students in grades 6-8 will be added to tutoring at the end of the 1<sup>st</sup> and 2<sup>nd</sup> 9-weeks if they receive **a failing grade on their report card** in math and/or ELA. They will remain until they earn a passing grade in the subject(s) on the next reporting period.

Type 4: Additional 6-8 grade students who may benefit from tutoring for their state assessment may be added if space is available; however, this form of tutoring cannot be mandated.

## ATHLETICS

### Eligibility

To be eligible to participate in athletics at the junior high school level, one cannot reach the age of fifteen (15) before September 1st of the school year. A student who reaches the age of fifteen (15) on or after September 1st will be eligible for the entire school year and must have a minimum grade point average of 1.5. In the traditional seven period schedule, a student shall have no more than one (1) F.

6th graders participating in sports, must meet with administration prior to practicing.

All junior high/middle school students shall begin each school year eligible for athletics. To ensure continued eligibility grades shall be calculated after each nine-weeks grading period for eligibility/ineligibility for the following nine-weeks period. A.R. participation will be considered in determining continued eligibility. The date for change of eligibility status for the second, third, and fourth nine-weeks grading period shall be the report card day preceding the respective nine-weeks grading period. Also, anyone owing debts to the school will be ineligible to participate.

### **Fall Sports:**

- ☐ Football
- ☐ Volleyball
- ☐ Basketball

### **Spring Sports**

- ☐ Track
- ☐ Softball
- ☐ Baseball

## **CLUBS AND ORGANIZATIONS**

- ☐ Student Ambassadors
- ☐ Student Council
- ☐ BETA
- ☐ Talent Search
- ☐ 4-H
- ☐ Drug Free/Red Ribbon

\*Additional Clubs/organizations will be offered during the school year.

Advisory will be offered. All students will participate in Advisory. Students will be assigned to an advisory group where they can discuss setting goals, school performance, character development, etc. Students will create goals based on their LEAP scores to develop a learning contract to be used throughout the year.

## **FIELD TRIPS**

Permission slips must be completed and returned before departure. All school rules and regulations (including school uniform and substance abuse [tobacco, alcohol, drugs, etc.]) will apply to students on school-sponsored trips. Any dress code violation on a school-sponsored trip will result in three (3) days I.S.S.

Students are expected to return to B. Edward Boudreaux Middle in the same vehicle and with the same group as their departure. Students must be collected immediately upon return. In emergency situations, if the parent/guardian presents him/herself to the trip sponsor, special permission may be given to return in a different manner.

## **VISITORS**

Students will not be allowed to have visitors on campus or in the building AT ANY TIME. Anyone wishing to see a student must come directly to the main office to seek permission. Permission will be granted only for emergencies. Visitors MUST always park in the designated parking spaces located in the front of the school.

1. All visitors MUST REPORT to the main office to obtain a "Visitor's Pass."
2. All visitors MUST STATE their business...Who, What, When, Where, and Why.

3. All Visitors must be prepared to present a driver's license or pictured ID when checking out a student.

\*\*A visitor will be required to sign his/her name along with the student's name on the Visitors' Daily Log and will be assigned a visitors' badge that is to be worn the entire time the visitor is on school grounds.

## **SCHOOL BUILDING LEVEL COMMITTEE (SBLC)**

The **School Building Level Committee** is a general education, data driven, decision making committee whose standing members consist of a facilitator, the principal or designee of the school, a classroom teacher, and the referring teacher. The student's parent or guardian is always an invited participant.

The SBLC shall review and analyze all screening data, including RTI results (specific interventions and progress monitoring), to determine the most beneficial option for the student. The purpose of the SBLC committee is to discuss concerns and to implement or review school-based interventions designed to address the child's problems/concerns. Referrals for 504 eligibility consideration are made through SBLC, as are referrals to Pupil Appraisal. All requests for evaluation must be processed through the SBLC.

\*If you have a concern, please set up a meeting with administration and SBLC facilitator.

## **GENERAL EXPECTATIONS AND GUIDELINES**

### **Bookbags, Athletic Bags, and Purses**

Book bags, athletic bags, and purses will be allowed in the school. However, all book bags, athletic bags, and purses must be kept in the students' lockers during class time and at recess. No bags or purses will be allowed in the classrooms or on the floor in the halls at any time.

### **Hall Passes**

Students are expected to always have their student planner with them. Their planner is their hall pass. Each 9 weeks, students will be issued 5 hall passes which are in their planner to use when leaving class to go to the restroom, locker, etc. After the 5 passes have been used, a tardy will be issued. A referral will be written after a student has received 3 tardies. If your child has a medical condition which requires excessive restroom use, a doctor's excuse is required to be kept on file in the front office. Students who have medical excuses will not be penalized for excessive restroom use.

### **Homework**

Students are expected to complete homework assignments. Homework assignments are given to provide students with extra practice to reinforce the standards covered in the classroom. Students will write homework assignments in their student planner daily. Students and parents can also check teachers' homework pages using our school's website/app.

### **Library**

A well-rounded library program is available at BEBMS. The library is open before school and at noon recess. Students will be able to visit our school library to check out Accelerated Reading library books. Students will also check out their St. Mary Parish school board assigned laptop from our school library.

Students are expected to take care of the items checked out from the library. If the student does not return the library book on the due date, a fine will begin to accrue.

### **Hall Lockers/PE lockers**

All students will be issued a locker. The lockers are equipped with a built-in combination lock. Combinations are changed at the end of each school year. Lockers may be searched by school officials at any time.

Students may not write or deface lockers in any manner. **Students are not allowed to share a locker/PE locker and should refrain from giving their combination to anyone.** Any damages to the locker will be paid for by the student who will also be subject to appropriate disciplinary action. Lockers are to be used for books and school materials only. **At the end of the school year, students are responsible for completely cleaning out their assigned locker/PE locker.**

### **Transitions**

Students will be allowed to use the restroom in the morning before classes begin and again during their lunch break. Students are expected to follow the Wolfpack 10. Students will not be allowed to go to the restroom during instructional time except for emergencies or compliance of documented doctor's orders. Any student allowed to leave the classroom to go to the restroom must follow established procedures for signing out of and into class.

### **Laptops**

Students will be issued a St. Mary Parish laptop at the beginning of the school year. There will be a \$15.00 technology fee. Students/parents/guardians are responsible for caring and maintaining the laptop and charger issued. If the laptop or charger is damaged, the student/parent/guardian is responsible for the repair cost. Laptop repair costs are set by the district. If there are further damages, the entire cost of the laptop may be incurred. *\*Repair costs subject to change.*

### **Textbooks and calculators**

Each student is responsible for his/her textbooks and the use of classroom calculators and their condition. If a textbook or calculator is lost or damaged, the student will be placed on the debt list for the price of the textbook/calculator.

### **Snacks/Snack sales**

Food may not be sold until after lunch period. (Only school sponsored food items may be sold, and permission must be obtained from administration.) Students may purchase snacks from the snack cart or vending machines when given permission.

### **Lost and found**

Students will properly mark all their belongings so that ownership can be easily established. B. Edward Boudreaux Middle School IS NOT responsible for students' stolen or lost items/books. The lost and found department is located in the front office.

**B. Edward Boudreaux Middle School will not be responsible for money lost or stolen.**

**It is your responsibility to turn in all money to your sponsor when you are participating in fundraisers and/or paying for organization dues.**



## **Debts**

The staff and administration will be following strict guidelines concerning DEBTS at B. Edward Boudreaux Middle School. If a student is placed on the "Debt List" for any reason, he/she will have to clear their debt. The student will not be allowed to participate in school time activities or "dress down days" until the debt is clear. Any debt over \$50.00 will be referred to the District Attorney's office 10 days after parental notification. Teachers will be given an updated "Debt List" periodically. Please help us strive to keep Boudreaux Middle School Debt Free.

## **SCHOOL COUNSELING/GUIDANCE SERVICES**

Counseling and guidance are available to all students and their families. Problems concerning school, personal or family life can be helped in a counseling relationship. The school counselor is available to assist you in understanding a problem and in working toward a solution. If a crisis arises, the counselor will see you immediately. Educational and vocational guidance information can also be obtained through the guidance department. To schedule conferences, please contact the principal, assistant principal, or school counselor.

# **SCHOOL-WIDE EXPECTATIONS & PBIS**

## **B. EDWARD BOUDREAUX MIDDLE SCHOOL PBIS**

Students are expected to follow the W.O.L.F. expectations daily and in ALL settings.

**W- Work Responsibly**

**O- Obey Rules**

**L-Listen to Learn**

**F- Focus on Success**

The school has implemented a PBIS plan for school routines, procedures, and expectations. The plan has been included in this handbook for referencing convenience.

1. Teachers will post universal rules, consequences, and rewards in their classroom.
2. **MINOR INFRACTIONS** – Minor Discipline Referral

After a student is issued a warning for a minor disturbance, the next infraction can result in a MDR. The teacher will bring a copy of the MDR to the teaming room to be logged and filed. The student's copy of the MDR should get signed by a parent and returned to the student's homeroom teacher on the next school day following the issuance of the MDR. All minor referrals issued to students will be recorded in the teaming log. Parental notification by phone must be made after the issuance of each MDR. When a student receives a total of 4 MDRs, a major referral form will be filled out. The 4 MDRs should be stapled to the major referral form, detailing each infraction. MDRs continue to accumulate in multiples of 4 before another major referral form is filled out (Ex. 4, 8, 12,). A parent or guardian must be contacted on or before the issuance of the first referral. A Warning letter can be given to a student for them to reflect on their behavior and create an action plan to improve their behavior. This gives them

an opportunity to correct their behavior. Assignment to the “Chill Zone” can be used in lieu of issuance of an MDR for the following Minor Infractions: Defiance/Willful Disobedience; Refusing to do work; and/or Rowdy behavior.

### 3. **MAJOR INFRACTIONS** – Major Discipline Referral

To maintain a proper balance of “teacher control” in the classroom, please use good judgment in determining whether a behavior warrants an office referral. When you do issue a Major Discipline Referral, please record all steps taken before the issuance of the referral. In the appropriate place on the referral, please indicate the date of any intervention used. Some of this information can be accessed from the teaming log. If you find it necessary to send a student out of your classroom, please notify the office so that Mr. Louis will be waiting to address the issue. Teachers may send students to another team member’s class with work if they think this would be effective.

The following is a list of major and minor infractions and crisis situations:

Major Infractions	Minor Infractions	Crisis Situations
Fighting	Defiance/willful disobedience	Alcohol
Profanity	Public display of affection	Arson
Forgery/theft	Refusing to do work	Bomb threat
Harassment	Disruptive behavior	Combustible material
Bullying	Not having necessary materials (running, not keeping hands to self, out of seat without permission, excessive talking, etc.)	Drugs
Vandalism	Eating candy or food	Weapon
Skiping class/truancy	Sagging pants	
Sexual misconduct		

## **POSITIVE BEHAVIOR REWARDS**

**Power Praises** are given by each classroom teacher to any student that earns it. A card is filled out, announced over the intercom, and mailed home.

**Positive phone calls** are made by teachers for students’ good behavior.

Every 2 weeks, students can earn a reward by grade level for not receiving any minor infractions.

- Extra recess
- Ice cream treat
- Popsicles
- Listen to music
- Other student selected incentives

After each nine weeks of students not earning any minor infractions, students may earn:

- Free Dress Down Day
- PBIS celebration dance
- Pizza Party
- Other student selected incentives

## CODE OF CONDUCT

- To ensure the safety of everyone, students are not to run, throw objects, horseplay, or in any other way annoy other students. It is also important to remember to walk to your right and speak in quiet tones as you move from class to class. Students must speak in a quiet tone while in the cafeteria and in the mall area.
- Students are to be seated immediately upon entering the classroom and refrain from talking unless permission has been granted by the teacher. The student is expected to give his/her attention to the teacher until instruction is completed. The bell does not dismiss students; the teacher does. Students are expected to bring all necessary materials to class and to do assigned class work. Refusal to bring necessary materials to class and/or refusal to do class work can result in the student receiving a minor discipline referral (MDR). Tardy students must enter the classroom as quietly and unobtrusively as possible in order not to disturb the learning environment. Cheating is dishonest and will result in a grade of “zero” on that particular assignment as well as a major discipline referral.
- **STUDENTS ARE NOT ALLOWED TO BRING ANY DRINKS, SNACKS/GUM INTO THE BUILDING! FOOD, GUM, AND DRINKS ARE PROHIBITED IN ALL COMPUTER LABS! SUNFLOWER SEEDS ARE PROHIBITED THROUGHOUT THE SCHOOL!**

## DISCIPLINE/NON-COMPLIANCE PROCEDURES/CONSEQUENCES

### RECESS DETENTION

Recess detention DOES NOT take the place of SAC. Recess detention is utilized for students with uniform violations, tardy to school/class and for students who are unprepared for class. **AFTER 3 RECESS DETENTION ASSIGNMENTS, THE STUDENT WILL RECEIVE A MAJOR DISCIPLINARY REFERRAL FOR “HABITUALLY VIOLATING SCHOOL AND/OR CLASSROOM RULES” WHICH COULD RESULT IN ASSIGNMENT TO SAC OR ISS.**

### STUDENT ADJUSTMENT CENTER (SAC/DETENTION)

Student Adjustment Center time will be held on Fridays each week. Students will not be allowed to complete homework during detention. You will receive a call from an administrator providing you with the details (date, length, and time) for your child’s detention.

### IN-SCHOOL SUSPENSION PROGRAM (ISS)

This program is designed to keep students in school, promote acceptable behavior, and paced with their regular classes. **Students assigned to the in-school suspension center must attend and comply with all**

**program rules and procedures. Refusal to comply will result in further disciplinary action. ISS will be on B. E. Boudreaux's/WSM campus.**

## **ISS GUIDELINES**

The ST. MARY PARISH SCHOOL BOARD has instituted an In-School Suspension Program for all elementary, junior, and senior high schools in grades (1-12) in Districts I, II and III. The program is designed to keep the student in school, off the streets, promote acceptable behavior and keep students academically paced with the regular classes as a result of the suspension.

It is important that the school staff, parents, and students work together to make the program a success.

**BUS TRANSPORTATION:** Students not suspended from the bus may ride the bus to and from the ISS Center/School.

**NON-ATTENDANCE:** May result in being assigned additional days to the ISSP Center/Classroom.

**ARRIVAL TIME:** TBA or before the opening tardy bell rings - Late arrivals may be assigned an additional day.

**DEPARTURE TIME:** When the school dismissal bell rings.

**PARENTAL RESPONSIBILITIES:** All ISSP Assignments -Parents will be contacted to report to the school to sign the student ISSP Admit Form. Parents are not required to sign students in and out or spend time in the ISS Center/Classroom.

**STUDENT CONDUCT & DRESS CODE VIOLATIONS:** The St. Mary Parish student code of conduct, dress and grooming codes apply to students assigned to the In-School Suspension Center/Classroom except as specified below. 1. All visible jewelry cannot be worn. (Example: necklaces, earrings, tongue rings, body piercings, smart, Bluetooth or Wi-Fi watches, rings, etc.)

2. No makeup is to be worn.

3. No vaping devices, paraphernalia, illegal drugs, cell phones or any other electronic telecommunication device that violates SMPSP policy are permitted.

Student Conduct and Dress Code violations may result in an additional day being assigned.

Assignment to the ISS Center/Classroom is at the discretion of the administrator in charge.

Non-Compliant students may be suspended out-of-school pending a hearing with a Child Welfare & Attendance Office.

Students retain the inability to attend extracurricular activities while on suspension.

## **ATHLETIC/CHEERLEADER/DANCE TEAM DRUG TESTING**

It is the position of the St. Mary Parish School Board that drug testing procedures are embraced by both parents and student participants to help achieve maximum protection of participants

without compromise to the student's opportunities to participate safely, fairly, and competitively. The Board further believes that the effects of drug use by athletes/cheer leaders/dance teams are not visited just upon the users, but upon the entire student body and faculty, as the educational process is disrupted, and the use of drugs increases the risk of sport-related injury.

Therefore, the St. Mary Parish School Board authorizes random use of breathalyzer and urinalysis drug testing of students who participate in the Board's secondary school's athletic/cheerleader/dance team programs. This program is a mandatory condition for participation by a student in any interscholastic athletics/cheer leader/dance team. The test at issue is only for drugs and not any other health related condition that participants may exhibit.

The following procedures shall be followed upon receipt of a positive result from the drug testing described herein:

- First positive — The student must test negative, at the end of a two-week counseling/treatment period, before being allowed to resume participation and will be tested monthly for the remainder of the school year.
- Second positive (in the same year) — The student shall be immediately dismissed from his/her activity and shall be ineligible for participation in any of the school's interscholastic athletics/cheer leader/dance team for a period of twelve (12) months.
- Third positive (in eight semesters) — Any individual who tests positive for a third time during an eight-semester period (four years of eligibility) shall be terminated from interscholastic athletics/cheer leader/dance team for the remainder of their time in high school.

FOR MORE INFORMATION, FOLLOW THIS LINK TO POLICY IDFAA-INTERSCHOLASTIC ATHLETICS:  
<https://www.stmaryk12.net/cms/lib/LA01907349/Centricity/domain/772/forethought/StMaryCAPS.htm>

## ATTENDANCE

- **Beginning with the 2022-23 school year, Louisiana law now requires all students that turn five (5) years of age by Sept. 30th to attend mandatory kindergarten classes.**
- The new requirement is expected to help improve academic performance by ensuring all children are attending school and learning basic skills at an early age.
- Except as provided by law, every child in the state is required by state law to attend public or private school from the child's fifth (5th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday.
- All students are expected to attend school regularly and be on time for classes to benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school.
- Elementary and junior high students are required to attend one hundred sixty-seven (167) days per school year to receive credit in all full credit courses.

- Secondary students shall be required to be present a minimum of one hundred sixty-seven (167) days per school year or a minimum of eighty-three and one-half (83.5) days, or the equivalent, per semester for schools operating on a semester, block schedule basis, to be eligible to receive credit for courses taken.

## ATTENDANCE POLICY

- Absences described in the policy are to take care of a personal illness, professional, appointments, and/ or other serious or personal problems.
- School sponsored or sanctioned activities will not count toward total absences.
- Principals and their staff will contact parents whenever illegal or suspicious absences occur. The principal may send a referral for investigation and/or home visits to the Supervisor of Child Welfare and Attendance.
- The St. Mary Parish School Board Office of Special Education provides homebound instruction to pupils who have health problems requiring them to miss school for at least ten (10) days. (See Homebound Policy.)
- A student suspended from school for disciplinary reasons will have those days charged against the total number of absences.
- It is extremely important that students and parents realize and understand that days of absence built into the attendance policy are not to be used as skip days, but rather they should be used only as indicated in this policy.
- All students enrolled in alternative to regular placement will adhere to the same attendance policy as regular students.
- A student will not be allowed to leave school early unless a parent or guardian personally signs the student out of the office. A check out will count as an absence. In case of extenuating circumstances, parents may appeal to the principal.

## ATTENDANCE NOTIFICATION

### Elementary/Junior High Students:

**1st Notice:** When a student accumulates three (3) days of unexcused absences, it is required that the parent contact the school administrator for a mandatory conference.

**2nd Notice:** When a student accumulates five (5) days of unexcused absences, it is required that the parent attend a mandatory conference with the school administrator. Your child may be referred to the District Attorney's Early Intervention/TASC Program, Truancy Court, or Family in Need of Services (FINS) Court. The parent could be fined no more than fifty (\$50.00) dollars or perform not less than twenty-five (25) hours of community service.

**NOTE:** Failure to attend Truancy Court will result in being required to attend an Attendance Hearing with Child Welfare and Attendance officers.

**3rd Notice:** When a student accumulates eight (8) days of unexcused absences, the student is in danger of failing for the year. The principal shall send a request for assistance notification to the Child Welfare and Attendance Office. Your child will be referred to the District Attorney's Early Intervention/TASC Program or (FINS) Court.

**4th Notice:** When a student accumulates ten (10) days of unexcused absences, the next unexcused absence will result in the student failing for the year. It is required that the parents attend a mandatory conference with the school administrator.

NOTE: The principal shall send a request for assistance notification to the Child Welfare and Attendance Office. Recommendation will be made for a District Attorney/City Court's (FINS) or Juvenile Court Referral for any days over ten (10) that are not extenuating circumstances.

### **Secondary Students (Block Schedule-Per Semester):**

**1st Notice:** When a student accumulates three (3) days of unexcused absences, it is required that the parent contact the school administrator for a mandatory conference.

**2nd Notice:** When a student accumulates five (5) days of unexcused absences, the student is in danger of failing for the year. It is required that the parents attend a mandatory conference with the school administrator. Your student may be referred to Truancy Court or the District Attorney/City Court's Family in Need of Services (FINS) Program. The parent could be fined no more than fifty (\$50.00) dollars or perform not less than twenty-five (25) hours of community services.

NOTE: Failure to attend Truancy Court will result in being required to attend an Attendance Hearing with Child Welfare and Attendance officers.

**3rd Notice:** When a student accumulates seven (7) days of unexcused absences, the student has failed for the semester.

- It is required that the parent/guardian attend a mandatory conference with the school administrator and the principal shall send a request for assistance to the Child Welfare and Attendance Office. If a FINS referral has not already been submitted, a FINS referral is now mandatory, and the student will be referred to the 16<sup>th</sup> Judicial District Attorney's Office or the City Court's Juvenile Services.
- The parent or guardian after meeting with the principal may appeal in writing within ten (10) days to the Supervisor of Child Welfare and Attendance (CWA) to review the principal's loss of credit decision. The CWA supervisor will notify the parent or guardian of the day, time, and place for a review of the principal's findings.
- If the parent or guardian appeals to the CWA supervisor's loss of credit decision, they may appeal in writing within ten (10) days to the superintendent to review the findings. The superintendent's decision will be mailed to the parent or guardian within ten (10) days.
- If the parent or guardian decides to appeal the Superintendent's findings, a private or public review must be requested in writing within ten (10) days for a hearing to be held by the School Board. The parent or guardian will be notified by the School Board of the day, time, and place.

## **TYPES OF ABSENCES**

The days absent for elementary and secondary school students shall include *non-exempt excused absences*, *exempted excused absences*, *unexcused absences*, and *suspensions*.

**Non-exempted excused absences** are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

**Exempted excused absences** are absences which are not considered for purposes of truancy, and which are not considered when determining whether a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

**Unexcused absences** are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

**Suspensions** are non-exempt absences for which a student is allowed to complete his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether a student may or may not be promoted but shall not be considered for purposes of truancy. Students absent from school because of any suspension shall be counted as absent.

## **TARDY POLICY: LATE TO SCHOOL**

### **ALL GRADE LEVELS PRE-K - 12**

All late-arrival students from Pre-K through grade 12 must be accompanied by a parent or guardian. Students will be marked "absent" from school until a parent or guardian signs the student "IN" for the day.

**Late to School 1-4.** A school representative shall warn the student and/or parent of the consequences of future late arrivals.

**Late to School 5:** The student will be referred to Truancy Court or FINS. No SAC-Detention will be assigned to students that arrive at school late.

**Late to School 6-8:** The administrator shall warn the parents of the consequences of future late arrivals.

**Late to School 9:** The parent and student will be referred to the Supervisor of Child Welfare and Attendance for additional intervention. At this time, a disposition will be made by the superintendent or his designee for a FINS referral, or additional Truancy Court action against parent and/or student. If a COC hearing is required, the parents, student, principal, and Child Welfare Supervisor shall be present at the hearing.

## **BUS TRANSPORTATION GUIDELINES**



## **SCHOOL BUS CONDUCT POLICY**

The school bus is an extension of the school building; therefore, all school bus behavior incidents shall be reported to school administration within one (1) school day. At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action. Consequences for documented behaviors are issued by school administrators. If the administrator determines that the behavior warrants the suspension of bus rider privileges, it shall be the responsibility of the parent to provide transportation during the period of the bus suspension. A student enrolled in grades Pre-K through five shall not be suspended from riding on any school bus if the behavior is not tied to willful disregard of school policies. In addition to disciplinary consequences, any student damaging a school bus shall be subject to restitution and shall not be permitted to ride any bus until acceptable provisions of restitution have been made.

## PROCEDURES FOR REPORTING BUS CONDUCT

- All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
- One copy of the *School Bus Behavior Report Form* shall be signed by the parents and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
- In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
- Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the bus operator. A copy of the report may also be sent to the Superintendent or designee.
- The event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent.

## RULES AND REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES

The St. Mary Parish School Board operates 62 school buses transporting approximately 5,000 school children twice daily. For you to understand the regulations covering the conduct of your child while he/she is riding a school bus, the following information is provided for a safer and more efficient transportation program.

**NOTE: Law enforcement will be called to tend to students who fight on a school bus.**

- Students must be on time at a designated stop. Time of stop can vary 10 minutes before published time and or 10 minutes after published time.
- No student will be allowed to ride another bus or be discharged at a different stop without permission from the School Administrator and School Board Office.
- Students must obey the driver.
- Keep the bus clean and sanitary. No eating or drinking on the bus.
- Anyone purposely damaging, cutting, or breaking school property will be disciplined and required to pay for damages.
- No teasing, pulling hair, scuffling, or using profane language.
- Do not extend arms, head, or objects out of window or door.
- Remain seated. If assigned to a seat by the driver, stay in that seat.
- Use inside voices when talking. No yelling or screaming.
- Obtain permission from the driver before opening windows.
- No student should expect special privileges.
- Keep the center aisle clear of feet, books, or objects that may obstruct the walkway.
- Keep all hands, feet, objects, and negative comments to yourself.
- The following band instruments are not allowed on the bus: Marching Trombone; Flugel Horn; Marching Baritone (in GIG BAG); Euphonium (in GIG BAG); Bell Kit; Snare Kit (high school square case type).

- Items not allowed on the bus: pets/animals, glass objects (except eyeglasses), weapons (including knives); objects too large to be held in your lap or placed under your seat, tobacco, matches, cigarettes, lighters, vapes, obscene material, any illegal substance.

## **CHILD NUTRITION PROGRAM**

The Child Nutrition and WIC Reauthorization Act of 2010 includes The Healthy, Hunger-Free Kids Act which ensures that students will receive a consistent message about healthy choices. It continues to underscore our national health responsibility to provide healthy school meals. Because obesity rates have increased significantly in adolescents, meals must be consistent with the Recommended Dietary Allowances, the calorie goals, and Dietary Guidelines for Americans. The St. Mary Parish Child Nutrition Program provides a minimum of 1/4 of the child's daily nutritional needs for breakfast and 1/3 for lunch.

### **OFFER VERSUS SERVE (OVS)**

All schools have implemented OVS by offering a complete school lunch (five food items) and allowing students to decline one or two items that they do not intend to eat. This means that students must take at least three of the five food items offered to receive a reimbursable meal. The same process is required for breakfast. However, only four items are offered and a minimum of 3 are to be chosen.

### **COMMUNITY ELIGIBILITY PROVISION (CEP)**

The Healthy, Hunger-Free Kids Act (HHFKA) provided schools and local educational agencies (LEAs) that predominately serve low-income children with a new option for meal certification. Under the Community Eligibility Provision (CEP), schools do not collect or process meal applications for free and reduced-price meals served under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Instead, schools serve all meals at no cost and are reimbursed using a formula based on the percentage of students identified as eligible for free meals using direct certification and other lists of eligible students (migrant, homeless and foster). Currently, St. Mary Parish has all schools participating in CEP.

### **LOUISIANA CHILDREN'S HEALTH INSURANCE PROGRAM (LACHIP)**

Many households may not have health insurance for their children. Louisiana Children's Health Insurance Program (LaCHIP) is available. A fact sheet on LaCHIP will be given to all students so that households may have the opportunity to find out more information about this program.

### **PAYMENT FOR EXTRA MEALS**

Extra meals or snacks must be paid for in advance. Payment for extra meals or snacks may be made daily, weekly, monthly, or annually. Cash, Checks, Money orders and Debit/Credit Cards @ ([www.myschoolbucks.com](http://www.myschoolbucks.com)) will be accepted for payment of extra meals. If a check is returned, it will be the parent's responsibility to pay for the NSF check, in addition to the NSF fee for collecting the check. At the end of the school year, if there is any money left in a

student's account, it will be returned to the parent at their request or it may be left in the student's account. Any remaining balance will roll over to next school year. If a child transfers to another school within the district, the balance can also be transferred.

## **CAFETERIA RULES**

Foods or plate lunches from fast food restaurants or other establishments are **not permitted** in the cafeteria. Soft drinks are not permitted in the cafeteria. Concentrated sweets, high calories, high sodium, and high fat foods will not be allowed in the cafeteria. One hundred percent (100%) fruit juices and water are allowed.

Students will be assigned a cafeteria number at the beginning of each school year. Elementary students will be issued a lunch card which will be scanned at the point of service. Students in Junior High and High School will present their ID card to be scanned at the point of service.

## MEAL PRICES FOR 2023-2024

### BREAKFAST

\$2.25 (School Board Employees) This price is subject to change.

\$3.05 (Visitors/Second Meal) This price is subject to change.

### LUNCH

\$3.75 (School Board Employees) This price is subject to change.

\$4.50 (Visitors/Second Meal) This price is subject to change.

NOTE: Menus and On-Line Payment Information are available on the St. Mary Parish School Board's website (<http://www.stmaryk12.net>) under the [Parents/Students | Menus](#). Please be aware that menus are subject to change.

### NON-DISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410.
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# CLEAR BAG POLICY

## VISITOR GUIDE: ALL EVENTS. ALL HOURS. ALL FACILITIES.

To ensure stakeholder safety at all St. Mary Parish Public Schools events and facilities, the St. Mary Parish School Board has instituted a Clear Bag Policy limiting the size and type of bags allowed at **all events** including but not limited to school meetings, sports, ceremonies, school board meetings, etc. at **all facilities** including but not limited to school campuses, sports venues, the Materiel and Operation Center, the Office of Special Services, and the School Board Office. This policy includes visitation to St. Mary Parish Public Schools facilities during operating hours for any purpose. Anyone who brings bags that do not meet the criteria outlined will not be permitted entrance. While safety measures can sometimes be inconvenient, stakeholder safety must be a priority.



### APPROVED ITEMS



5.5"  
7.5"

CLUTCH OR SMALL BAG  
NOT TO EXCEED 5.5"x7.5"  
WITH OR WITHOUT A STRAP



1 GALLON CLEAR  
STORAGE BAG



16"  
16" 10"

CLEAR TOTE: PLASTIC, VINYL OR PVC  
NOT TO EXCEED 16"x10"x16"



STADIUM CHAIRS  
WITH OR WITHOUT POCKETS

DIAPER BAGS FOR AGE-APPROPRIATE CHILDREN ACCOMPANIED BY AN ADULT ARE ALLOWED.

ALL BAGS AND ITEMS, REGARDLESS OF SIZE OR NATURE, ARE SUBJECT TO SEARCHES.  
STAKEHOLDERS SHOULD EXPECT TO BE SCANNED WITH METAL DETECTORS.



### PROHIBITED ITEMS



PURSES



FANNY PACKS



CAMERA BAGS



DUFFEL/GYM BAGS



BACKPACKS/BRIEFCASES



DRAWSTRING BAGS



MESH BAGS



NON CLEAR PRINTED  
OR PATTERNED TOTES

MEMBERS OF THE MEDIA WITH PROPER CREDENTIALS MAY BRING EQUIPMENT BAGS. BAGS ARE SUBJECT TO INSPECTION.

Please Note: ALL bags and items, regardless of size or nature, are subject to searches. Stakeholders should expect to be scanned with metal detectors.

## STUDENT SCHOOL DAY GUIDE

Beginning with the 2023-2024 school year, all St. Mary Parish Public Schools students will be required to comply with the **Clear Bag Policy**. This policy can be found in *A Guide to St. Mary Parish Public Schools*. Approved items are pictured below. No other items will be allowed.



### APPROVED ITEMS

#### BACKPACKS



CLEAR BAG



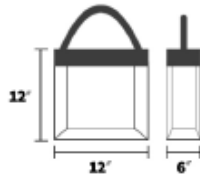
FULL MESH BAG

Bulletproof backpacks are allowed, but must also be clear.

#### LUNCH BAGS, PURSES, AND OTHER HANDBAGS



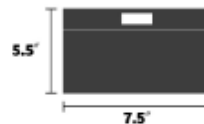
1 GALLON CLEAR  
STORAGE BAG



CLEAR TOTE: PLASTIC,  
VINYL OR PVC  
NOT TO EXCEED  
12" X 6" X 12"



NON-TRANSPARENT  
LUNCH BAGS  
NOT TO EXCEED  
9" X 6" X 5"



NON-TRANSPARENT PRIVACY BAG  
WITH OR WITHOUT STRAP  
NOT TO EXCEED  
5.5" X 7.5"

#### EXTRACURRICULAR BAGS AND EQUIPMENT

Extracurricular equipment bags do not have to be transparent and must be stored in an assigned area as designated by each school immediately upon arrival on campus. Items are subject to search upon entrance.



INSTRUMENT BAGS



DUFFEL/GYM BAGS



DRAWSTRING BAGS

# CODE OF CONDUCT: STUDENT DISCIPLINE

## THE RESPONSIBILITY OF STUDENTS, PARENTS, AND SCHOOLS

The St. Mary Parish School Board and the State of Louisiana have adopted laws and policies for every teacher to hold every student to a strict accountability for any disorderly conduct in school or attending school events, on the street or bus going to or returning from school, or during intermission or recess.

School discipline includes options of counseling, student conferences, corporal punishment, student adjustment centers, suspension, and/or expulsion. In all cases, the discipline should be positive, constructive, and directed toward serving educational ends. While the individual rights of a student must be considered, the order and stability of the educational institution must be preserved. The ultimate responsibility of a student's conduct rests with the student and his or her parent.

## REPORTS TO THE PRINCIPAL

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee.

- Incidents of alleged discipline violations shall be reported on the School Behavior Report form/School Bus Behavior Report form provided by the Louisiana Department of Education.
- The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

## RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or act in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. *Immediate family* means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

## CLASS I BEHAVIORS

Disciplinary actions appropriate for Class I violations shall include but are not limited to: in school suspension (between classes, at recess or lunch time, after school); extra written work; warnings; written and/or oral reprimands; student-teacher conference; time-



out/isolation; lower conduct grade; parent-teacher conferences; parent-teacher phone conference; loss of classroom, playground, co-curricular activities, or extra-curricular activities; restoration of facilities to original condition; referral to SWAT; referral to school counselors; and any reasonable action that has been approved by the principal.

Each classroom/duty teacher shall seek to correct general classroom/school disruption by taking appropriate suggested disciplinary action. Only when the actions taken by the teacher are ineffective or the disruption is sufficiently severe should a student be referred to the principal.

Under no circumstances should academic grades be used for maintaining order in a classroom, nor shall student behavior be included in calculating academic grades. An academic grade shall reflect the teacher's most objective assessment of the student's academic achievement.

## **CLASS I VIOLATIONS**

- Any conduct and/or behavior that is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- Harassment or intimidation of other students -- the continued annoyance, teasing, or tormenting of another student.
- Gambling -- any participation in games of chance for money and/or other things of value.
- Unexcused absences and unexcused tardiness—after all reasonable efforts by the principal and the teacher have failed to correct the habitual absences or tardiness by the student the following shall take place:  
After the fifth unexcused absence or the fifth unexcused occurrence of being tardy within one month or if a pattern of five (5) absences a month is established, the principal or designee, with the aid of the teachers shall file a written report showing dates of absences or tardiness, dates and results of school contacts with the home, and such other information as may be needed by the Supervisor of Child Welfare and Attendance. Child Welfare and Attendance shall report the student to the family or juvenile court of the parish as a truant child pursuant to the Louisiana Children's Code Relative to families in need of services.
- Non-conformity to dress code. A student enrolled in grades prekindergarten through five shall not be suspended from school for a uniform violation that is not tied to willful disregard of school policies.
- Minor disruption on a school bus.
- Inappropriate public displays of affection.
- Intentionally providing false information to School Board employee including, but not limited to, giving false student information, forgery of school notes (including report cards), and concealment of information directly relating to school business.
- Any other violation that the principal (or designee)/ teacher may reasonably deem to fall within this category. (Failure to do class work, lack of necessary supplies, littering, loitering and/or sitting in parked cars, failure to return required forms/report cards, parking in prohibited areas, "horse play," not participating in class, sleeping in class, electronic games/devices, any act judged by school personnel to be unsafe to self or

others, any behavior judged by school personnel to be disruptive or destructive, failure to follow any class or school rules.)

## **CLASS II BEHAVIORS**

The teacher shall notify the parent(s) or guardian(s) of a student who consistently violates Class I behaviors or work habits. If teacher interventions fail to result in improvement of student behavior or work habits, the student may be referred to the principal/designee. Upon such referral the behavior will be considered a Class II violation.

Appropriate disciplinary actions for a Class II include but are not limited to: Student-principal conference; time-out/isolation; written assignments; detention; loss of classroom, playground, co-curricular, or extra-curricular activity privileges, restoration of facilities to original condition; parent-principal telephone conference; parent-principal personal conference; suspension of bus transportation; corporal punishment according to Parish policy; suspension from school for one to three days; filing of charges with an appropriate law enforcement agency; requesting further action from the Child Welfare and Attendance Department with suspension pending action; and any other action the principal and the school discipline committee deem appropriate.

## **CLASS II VIOLATIONS**

- Defiance of School Board employee's authority -- any verbal or non-verbal refusal to comply with a lawful and reasonable direction or order of a School Board employee.
- Possession and/or use of tobacco products -- having and/or using tobacco products on the school premises.
- Battery upon a student(s) -- actually and intentionally pushing or striking another student against the will of the other student, or intentionally causing bodily harm to an individual.
- Simple assault on School Board employee -- the intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and the doing of some act that creates a well-formed fear in the other person that violence is imminent.
- Fighting is any physical conflict between two (2) or more individuals. (However, a student reasonably concluded to be acting in self-defense may not be disciplined.)
- Stealing/larceny/petty theft -- the intentional unlawful taking and/or carrying away of property valued at less than \$100 belonging to or in the lawful possession or custody of another.
- Possession of stolen property with knowledge that it is stolen.
- Threats, intimidation, and/or extortion -- verbally or non-verbally or by written or printed communication maliciously threatening and injurious to the person, property, or reputation of another, with the intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his or her will.
- Trespassing -- willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed, or invited; or having been authorized, licensed, or invited, is warned by an authorized person to depart, and refuses to do so.
- Offensive touching of another person.

- Written or verbal propositions to engage in sexual acts.
- Use of obscene manifestations (verbal, written, gestured) toward another person.
- Directing obscene or profane language to a School Board employee.
- Leaving the school grounds without permission.
- Disruption of the educational process caused by the wearing of secret society apparel.
- Repeated Class I violations.
- Any other violation that the principal (or designee) may reasonably deem to fall within this category (leaving a class without permission; behaving inappropriately at any school related function; habitually tardy or absent; setting off a false fire alarm; forging a parent/guardian or teacher signature; violating traffic or safety regulations; violating transportation or school crossing rules; cheating; going through a teacher's desk, cabinet or personal belongings without permission; habitually violating the dress code; failure to carry out any disciplinary assignment given by the principal/designee; intentional damage to school property; possession of pornographic literature or paraphernalia; writing or drawing on school property, or on property to and from school; vandalizing or attempting to vandalize school property or property on the school grounds or on the way to or from school; truancy; possession of a pocket pager or electrical device; bringing medication, prescription or non-prescription, oral or topical, to school without proper documentation, etc.)

## **CLASS III BEHAVIORS**

The commission of the following offenses may constitute violation of criminal law in the state of Louisiana. ALL CLASS III VIOLATIONS WILL RESULT IN MANDATORY SUSPENSION WITH OR WITHOUT A RECOMMENDATION FOR EXPULSION.

- Drugs -- unauthorized possession, transfer, use, or sale of drugs. (Notify law enforcement agency and recommend expulsion.)
- Drug paraphernalia -- unauthorized possession, transfer, or sale of paraphernalia used in drug use. (Notify law enforcement agency and recommend expulsion.)
- Arson -- the willful and malicious burning of any part of a building or its contents. (Notify law enforcement agency and recommend expulsion.)
- Battery upon School Board employee -- the actual unlawful and intentional touching or striking of a School Board employee against his or her will, or the intentional causing of bodily harm to a School Board employee. (Notify law enforcement agency and recommend expulsion.)
- Stealing/Larceny/Grand Theft -- the intentional unlawful taking and/or carrying away of property valued at \$100 or more belonging to or in the lawful possession or custody of another. (Notify law enforcement agency.)
- Burglary of school property -- breaking, entering, or remaining in a structure or conveyance without justification or excuse during the hours the premises are closed to the public. (Notify law enforcement agency.)
- Criminal mischief -- willful and malicious injury or damages more than \$200 to public property, or to real or personal property belonging to another. (Notify law enforcement agency.)

- Possession of firearm(s) -- any firearm which will, or is designed to, or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any similar destructive device. (Notify law enforcement agency and recommend expulsion.)
- Possession of weapons -- possession of a knife, including but not limited to a switchblade knife; metallic knuckles; tear gas gun; chemical weapon or device; or any other weapon, instrument, or object that may be used as a weapon. (Notify law enforcement agency and recommend expulsion.)
- Bomb threat -- any such communication directed at a School Board employee or building that has the effect of interrupting the educational environment. (Notify law enforcement agency and recommend expulsion.)
- Explosive -- preparing, possessing, or igniting on School Board property explosives likely to cause serious bodily or property damage. (Notify law enforcement agency and recommend expulsion.)
- Sexual acts -- acts of a sexual nature including, but not limited to, battery, intercourse, attempted rape, or rape. (Notify law enforcement agency and recommend expulsion.)
- Aggravated battery -- intentionally causing great bodily harm, disability, or permanent disfigurement; use of a deadly weapon. (Notify law enforcement agency and recommend expulsion.)
- Inciting or participating in major student disorder -- leading, encouraging, or assisting in major disruptions that place students, staff, and the educational process at risk or which result in destruction or damage of private or public property or personal injury to participants or others. (Notify law enforcement agency.)
- Any Class I or Class II offense that has been continued.
- Any other offense that the principal/designee may reasonably deem to fall within this category or that state law or parish policy places within this violation category.

## **PARENT CONFERENCES**

In accordance with school district policy, in any case where a teacher, principal, or other school employee is authorized to require the parent(s), tutor(s), or legal guardian(s) of a student who is under the age of eighteen and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior, and after notice, the parent(s), tutor(s), or legal guardian(s) willfully refused to attend, the principal, or his or her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

- Notice of the conference, specifying the time and date of the conference, shall be given by contacting the parent(s), tutor(s), or legal guardian(s) by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.
- Prior to any suspension, the school principal, or designee, shall advise the student in question of the misconduct of which he or she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his or her version of the facts to the school principal or designee.

- In each case of suspension or expulsion, the school principal or designee, shall contact by telephone at the telephone number shown on the student's registration card or send a certified letter at the address shown on the student's registration card to the parent, tutor, or legal guardian of the student in question giving notice of suspension or expulsion, the reasons thereof and establishing a date and time for conference with the principal or designee as a requirement for readmitting the student provided that in the case of suspension or expulsion, the contact with the parent or guardian shall include a certified letter.
- If a parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of mailing the certified letter or other contact with the parent, the truancy laws shall be effective. 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 student is in the best interest of the student.
- On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent, tutor, or 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 student who is under the age of eighteen and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions with a court exercising juvenile jurisdiction or any other applicable ground when in his or her judgment doing so is in the best interest of the student.
- The principal shall promptly advise the superintendent of all such suspensions, stating the reasons for the suspensions. No suspended student shall be allowed to leave the school premises during the school day until parent, guardian, or other proper authorities assume responsibility for him or her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.
- The principal shall be required to suspend immediately a student who is found carrying or possessing a firearm, and/or weapons, or other dangerous instruments. Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife (2 and ½ inches or longer), or other dangerous instruments which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.
- Additionally, the principal shall immediately recommend the student's expulsion to the Superintendent, as state law has mandated expulsion for certain violations.
- The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action.
- The principal shall file copies of his report with the Superintendent, other appropriate personnel and the parent or guardian, and he shall retain a copy for his records.
- The Superintendent may review any suspension given. The decision of the Superintendent of Schools on the merit of the case, as well as the term of suspension, shall be final,

reserving the right of the Superintendent of Schools to remit any portion of the time of suspension. Additionally, the courts have the authority to remit or extend the amount of time a student has been suspended.

- Any student suspended shall receive no credit for schoolwork missed while suspended. Special circumstances will be considered on a case-by-case basis.

NOTE: To curb violence in schools, law enforcement officials may be called at the discretion of the administrator. (If an arrest is made, an attempt will be made to contact a parent/guardian).

## **CORPORAL PUNISHMENT GUIDELINES**

Every teacher is authorized to hold every student to strict accountability for any disorderly conduct in school or on the playground of the school, or on any school bus going to or returning from school, or during intermission or recess.

The St. Mary Parish School Board shall allow reasonable corporal punishment of unruly students. If such punishment is required, it shall be administered with extreme care, tact and caution, and then only by the principal, assistant principal, or the principal's designated representative in the presence of another adult school employee. At no time shall corporal punishment be administered in the presence of another student. All school personnel and parents shall be fully informed of these provisions at the beginning of each school year.

Corporal punishment means using physical force to discipline a student, with or without an object. Corporal punishment includes hitting, paddling, striking, spanking, slapping, or any other physical force that causes pain or physical discomfort.

Corporal punishment does not include:

- The use of reasonable and necessary physical restraint of a student to protect the student, or others, from bodily harm or to obtain possession of a weapon or other dangerous object from a student.
- The use of seclusion and restraint as provided in La. Rev. Stat. Ann. §17:416.21.

No form of corporal punishment shall be administered to a student with an exceptionality, excluding gifted and talented, as defined in La. Rev. Stat. Ann. §17:1942 or to a student who has been determined to be eligible for services under *Section 504 of the Rehabilitation Act of 1973* and has an *Individual Accommodation Plan*.

- Except for those acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience, corporal punishment may never be used unless the student was informed beforehand that specific misbehavior could occasion its use; and subject to this exception, it should never be used as a first line of punishment. Its use should follow specific failure of other corrective measures to affect student behavior modification.
- A teacher or principal must punish corporally in the presence of a second school official (teacher or principal), who must be informed beforehand, and in the student's presence of the reasons for the punishment.
- School principals, assistant principals or appropriate designees who have administered corporal punishment shall provide the child's parents or legal guardians, upon request,

a written explanation of the reasons and the name of the school employee who was present as a witness. For each incident of corporal punishment, a *Corporal Punishment Incidence Checklist* shall be completed and maintained in the administrative offices of the school.

- Subject to the above procedural due process safeguards, state statutes, and board of education policies, reasonable and proper use of corporal punishment does not violate any rights guaranteed by the Constitution.
- Reasonable and proper application of corporal punishment should be based on such factors as ability of the student to bear it, student's age, size, sex, and observed physical strength, and gravity of the offense. The paddle shall be made of wood not longer than 20 inches including the handle, not less than 4 inches wide or more than 3/8 inches thick and administered on the *buttocks only*.
- The punishment must not be inflicted with such force, or in such a manner as to be considered cruel and excessive. Wanton or malicious use of corporal punishment is utterly indefensible.
- The procedural due process safeguards mandate that, in cases where a student protests ignorance of the rule or innocence of the offense, a brief but adequate opportunity should be provided for the student to explain his/her side of the situation. The regulation alleged to have been violated must also be a legally defensible rule.
- A copy of the corporal punishment policy shall be distributed to parents and students and shall become a part of the discipline policy handbook.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself/herself against a physical attack by a student or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

## **IMPERMISSIBLE CORPORAL PUNISHMENT**

Corporal punishment administered other than as outlined hereinabove shall be deemed and defined to be *impermissible corporal punishment*. Any accusations involving employees using impermissible corporal punishment shall be promptly investigated, in accordance with provisions of policy *GAMC, Investigations*.

## **STUDENT ADJUSTMENT CENTERS**

To reduce the number of days lost by students, due to suspension, the St. Mary Parish School Board has instituted Student Adjustment Centers (detention).

Combinations may be as follows:

- One hour each day (Monday through Thursday)
- Two hours twice a week (Monday and Wednesday, or Tuesday and Thursday)
- Four hours on Saturday morning (8:00 AM - 12 noon)

The four-hour detention counts as an alternative to suspension: however, the student is allowed only two four-hour detention assignments. The third violation that would normally be a

suspension would be an indefinite suspension, pending a hearing with the Supervisor of Child Welfare and Attendance. Students committing minor problems may be assigned one- or two-hours detention, but those wouldn't count toward the indefinite suspension. Parents would be contacted prior to detention assignment and be given the choice of detention assignment or suspension.

Experience has shown that parents almost always choose detention. A conference with the principal or assistant principal is required, the same as in suspensions.

Data indicates that suspensions are reduced by over two-thirds and overall attendance improved throughout the schools having Student Adjustment Centers.

Students assigned to the Student Adjustment Center must adhere to the following:

1. arrive at the Student Adjustment Center on time.
2. have enough schoolwork to keep busy the whole time; and
3. control their behavior.

Any infraction of the above would result in a suspension when reported by the facilitator. Students may also be assigned to less than four hours of detention for fewer severe rule violations.

## **SUSPENSION**

The St. Mary Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a student for a specified period in accordance with statutory provisions.

Prior to any out-of-school suspension or assignment to alternative placement, the school principal or his/her designee shall advise the student of the misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. *Notice* shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

A student who is suspended for longer than ten (10) days shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

No suspended student shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each



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

If a teacher, principal, or other school employee is authorized to require the parent, or legal guardian of a student to attend a conference or meeting regarding the student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a student is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and student by the school counselor. In the event there is no school counselor assigned to that school, the principal may require a conference between the parent, student, and all the student's teachers and the principal or other administrator.

Any student, *after being suspended on three (3) occasions* for committing drugs or weapons offenses during the same school year, shall *upon committing the fourth offense*, be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

## **APPEALS**

Any parent, or legal guardian of a student suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of the out-of-school suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of out-of-school suspension.

Notwithstanding the foregoing, the parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the

Superintendent or his/her designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such a request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.

The parent or legal guardian of the student may, within ten (10) school days, appeal to the judicial district court an adverse ruling of the School Board upholding the action of the Superintendent or designee. The court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

## **SUSPENSION FOR DAMAGES TO PROPERTY**

A student suspended for damages to any property belonging to the school system or to property contracted to the school system or any property on school grounds owned by a school employee or student shall not be readmitted until payment in full has been made for such damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent. If the property damaged is a school bus owned by, contracted to, or jointly owned by any school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for the damage, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until directed by the Superintendent.

## **MANDATORY SUSPENSION**

Firearms, Knives, Other Dangerous Instrumentalities, Drugs

The principal or his/her designee shall be required to suspend a student who:

1. is found carrying or possessing a firearm or a knife with a blade two and one-half (2 ½) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or
2. possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.

Additionally, the principal or his/her designee shall immediately recommend the student's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two and one half (2 ½) inches or longer, the principal may recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two and one half (2 ½) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in *in-school suspension*.

## **SUSPENSION NOT APPLICABLE**

Suspension of a student shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-approved cocurricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall always carry evidence of the prescription or medical provider's order on his/her person when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order includes possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession by a student of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the student's intent to use the firearm or knife in a criminal manner.

## **CREDIT FOR SCHOOLWORK MISSED**

A student who is suspended for ten (10) days or fewer shall be assigned schoolwork missed while he/she is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher if it is completed satisfactorily and timely as determined by the principal or his/her designee.

A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for schoolwork if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

## **INDEFINITE SUSPENSION**

School principals may suspend any student from school for not more than three days who is guilty of disobedience; who treats with intentional disrespect a teacher, principal, superintendent, member or employee of the local school board; who makes against any one of them an unfounded charge; who uses unchaste or profane language; who is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates; who uses tobacco, drugs or alcoholic beverages in any form in school buildings or on school grounds; who disturbs the school or habitually violates any rules; who cuts, defaces, or injures any part of the public school buildings or any property belonging to said buildings; who writes any profane or obscene language or draws obscene pictures in or on any school material or any public premises, or on any fence, pole, sidewalk, or building on the way to or from school; who is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury; who throws missiles on the school grounds liable to injure other

students; who instigates or participates in fights while under school supervision; who violates traffic and safety regulations; who leaves the school premises without permission; who leaves the classroom during class hours or detention without permission, or who is habitually tardy or absent; who commits any other serious violation.

The principal will send the parish letter for suspension to the child's parents or guardians informing them of the suspension, its length of time, and the reason for the suspension. A copy of this letter will be sent to the Supervisor of Child Welfare and Attendance. The principal or assistant principal will have a preliminary hearing with the pupil and have a conference with the parents or guardians of every pupil suspended before readmitting the pupil to school. The parent or guardian will have the right to appeal to the Superintendent in writing regarding the suspension of any pupil. A pupil suspended for damages to any property belonging to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent or his designee.

A student missing school because of any suspension must make up work missed. It will be the responsibility of the student or parent to plan within two (2) days of the student's return to school to make up work missed because of suspension.

Upon the recommendation by a principal for an indefinite suspension (of more than three (3) days) of any pupil, a hearing shall be conducted by the superintendent or his designee. Upon the conclusion of the hearing, the superintendent or his designee shall determine whether such students shall be dropped from the school system or if other corrective or disciplinary action shall be taken. At a hearing with the principal and/or teacher concerned may be represented by any person appointed by the superintendent. Until such a hearing takes place, the student shall remain suspended from the school. At the hearing the student may be represented by any person of his choice.

## **EXPULSION**

The St. Mary Parish School Board shall authorize the superintendent to expel a student from school if a violation committed by the student is serious enough to warrant such action or is in violation of state law. Upon the recommendation for expulsion of a student by the principal, the superintendent or designee shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. Unless there are extenuating circumstances, all expulsion hearings should be held within (15) days of the request. At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the superintendent. The concerned teacher shall be permitted to attend and present any relevant information. Until such a hearing takes place, the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit. At the hearing the student may be represented by any person of their choice. At the conclusion of the hearing, the superintendent or designee shall determine whether expulsion or if other corrective disciplinary action shall be taken.

## **PARENTAL APPEAL**

- Parents have the right to appeal the results of all expulsion hearings. The parent, tutor, or guardian of the student may appeal by requesting in writing within five (5) days after the decision to expel or suspend has been rendered, that the board review the findings of the superintendent/or designee at a time set by the board.
- After reviewing the findings of the superintendent, the school board may affirm, modify, or reverse the action of the superintendent or designee.
- Any student who is expelled shall receive no credit for schoolwork missed while he is expelled.

## **PARENTAL APPEAL (DISTRICT COURT)**

The parent or tutor/legal guardian of the student who has been recommended for expulsion may, within ten school days, appeal to the district court for the parish in which the student's school is located, an adverse ruling of the school board in upholding the action of the superintendent or his designee. The court may reverse or revise the ruling of the school board upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof.

The parent or tutor/legal guardian of the pupil student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension. If a judgment is rendered in favor of a student who sought judicial review of a decision of a school board, the judgment may include an award for reasonable attorney fees if the court finds any school official acted in a grossly negligent manner; with deliberate disregard for the consequences of his actions to the student; with willful or malicious indifference; with intent to deprive the student, his parent, guardian, or tutor of due process; or initiated a charge that is knowingly false.

The court may award any damages appropriate under the circumstances and render any other appropriate relief including but not limited to requiring the school board to issue an official apology letter, which shall be provided to the student, his parent, legal guardian, or tutor, and retained in the student's educational records.

## **REQUIRED EXPULSIONS**

State law requires the superintendent to expel a student for minimum periods of time if found guilty of certain violations, as follows:

### **▪ 16 years or older**

If, after an appropriate hearing, a student is found guilty of intentional distribution or possession with intent to distribute any illegal narcotic, drug, or controlled substance on school property, on a school bus, or at a school-sponsored event, the student shall be expelled for a minimum of (4) four complete school semesters, unless such student has agreed to participate and/or participates full time in a juvenile drug court program operated by a court of this state as required for such student by the appropriate authority. Such students may be placed by the school system in an alternative education program for

suspended and expelled students approved by the State Board of Elementary and Secondary Education.

- **Under 16 years, and in grades 6-12**

If, after an appropriate hearing, a student is found guilty of intentional distribution or possession with intent to distribute any illegal narcotic, drug or controlled substance on school property, on a school bus, or at a school-sponsored event, the student shall be expelled for a minimum of (2) two complete school semesters, unless such student has agreed to participate and participates full time in a juvenile drug court program operated by a court of this state as required for such student by the appropriate authority. Such student may be placed by the school system in an alternative education program for suspended and expelled students approved by the State Board of Elementary and Secondary Education.

- **Grades K-5**

If, after an appropriate hearing, a student is found guilty of knowledge and intentional distribution of/or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school-sponsored event, the student shall be referred to the school board with recommendation of appropriate action by the Superintendent.

## **ADDITIONAL REASONS FOR EXPULSION**

Students may also be expelled for any of the following reasons:

- Any student, after being suspended for committing violations of any discipline policies or other rule infractions, depending on the severity of the behavior, may be expelled upon recommendation to the board by the principal.
- Any student, after being suspended on three (3) occasions for committing any weapon, drugs, or knife violation during the same school session, shall, on committing the fourth violation, be expelled from the public schools for a maximum period allowed by state law, subject to review and approval by the School Board.
- A student determined to have brought a weapon to a school under the board's jurisdiction shall be expelled for a minimum period of (4) four complete school semesters. K-5 grades shall be expelled for a minimum period of (2) two complete school semesters. The superintendent may modify the expulsion requirement on a case-by-case basis, providing that such modification is in writing. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, and a firearm muffler or firearm silencer, or any destructive device.

## **READMITTANCE FOLLOWING EXPULSION**

- In each case of expulsion, the school principal, or his or her designee, shall contact the parent, tutor, or legal guardian of the student to notify them of the expulsion, the reasons therefore, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student.
- Notice shall be given by sending a certified letter to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent,

tutor, or legal guardian by telephone at the number shown on the student's registration card.

- Also, additional notification may be made by contacting the parent, tutor, or legal guardian by telephone at the number shown on the student's registration card. If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter, the truancy laws shall become effective.
- On 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 pupil. 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 who is under the age of eighteen and not judicially emancipated or emancipated by marriage 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 in accordance with statutory provisions with a court exercising juvenile jurisdiction.
- Any student expelled from school because he or she was in possession of a firearm on school property or because of illegal narcotics, drugs, or other controlled substance on school property, on a school bus, or at a school event may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the school board.
- Readmission to school on a probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the terms and conditions stipulated by the school board. Any such agreement shall contain a provision for immediate removal of the student from school premises without benefit of a hearing or other procedure upon the principal or superintendent determining the student has violated any condition agreed to.
- As soon as possible, the principal or designee shall provide verbal notice to the superintendent of schools of any such determination and shall attempt to provide such verbal notice to the student's parent or other person responsible for the student's school attendance. The principal or designee shall also provide proper notification in writing of the termination and reasons for removal to the superintendent and the student's parent or legal guardian or another responsible person.
- A student who has been expelled from any public or nonpublic school in or out of state shall not be admitted to a school in the school system except upon review and approval of the school board following the request for admission.
- To facilitate the review and approval for re-admittance, the student shall provide to the board information on the dates of any expulsions and the reasons, therefore. Additionally, transfer of student records to any school or system shall include information on the dates of any expulsions and the reasons, therefore.
- A student who has been expelled from any school in or out of state for possessing on school property or on a bus a firearm, knife, or other dangerous weapon or instrumentality customarily used or intended for probable use as a dangerous weapon, or possessing or possession with intent to distribute or distributing, selling, giving, or lending while on

school property or a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, shall not be readmitted to any school until the student has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the expulsion.

- The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, or by the School Board. The requirement for enrollment and participation in a rehabilitation or counseling program shall be waived only upon the student attesting in writing that no appropriate program is available in the area or that the student cannot enroll or participate due to financial hardship.

The superintendent or designee shall have the authority to modify expulsion requirements on a case-by-case basis, providing that the modifications are in writing. Additionally, the court has the authority to limit the length of certain expulsions for criminal behavior to the student's period of adjudication.

## **ST. MARY PARISH ALTERNATIVE PROGRAM (SMPAP)**

The St. Mary Parish Public School System offers additional supports, alternative settings, programs, and/or interventions for students requiring academic remediation or acceleration, and/or behavior modification. Students and parents meet with school system personnel to discuss the opportunity for placement. All decisions are made on an individual basis in cooperation with students, parents, and the School Building Level Committee. This committee, comprised of academic and behavioral professionals as well as parents, will collaboratively develop a plan for student academic and behavioral support necessary to advance student achievement.

- Program Placement: Students exhibiting behavioral concerns in the regular school setting are referred to Child Welfare and Attendance. A conference or disciplinary hearing is held with the referring principal, parent/guardian, student, Child Welfare and Attendance Supervisor, and if necessary, a special education representative. Here, appropriate placement is determined.
- Students are grouped appropriately by grade span and receive grade-level instruction.
- Support services are provided for any student with special needs in accordance with the IEP or 504 Plan.
- High school students continue to earn grades and/or complete course credits where applicable online through Edgenuity. The supervisor of the alternative program collaborates with school counselors to ensure that, to the extent possible, each student is enrolled in the same courses that he/she was taking at his/her school site.
- High school students eligible for Credit Recovery or ASAP may schedule needed coursework through Edgenuity and can earn Carnegie Units through Edgenuity.
- Junior high students will continue to earn grades online through Edgenuity. Students will be enrolled in four core courses on grade level, a career exploration elective, and character education modules.
- Elementary school students receive instruction in the four core courses, art, and character education.



- Students will receive progress reports and report cards according to the St. Mary district calendar.

## **BATTERY UPON A SCHOOL EMPLOYEE**

Whenever a student is formally accused of violating the provisions of R.S. 14:34.3 or school disciplinary rules, or both, by committing a battery on any school employee or is formally accused of violating the provisions of R.S. 14:38.2 or school disciplinary rules, or both, by committing an assault on any school employee:

1. The principal shall suspend the student from school immediately and
2. the student shall be removed immediately from the school premises without the benefit of the out-of-school procedures provided by this section; however,
3. the necessary notifications and other procedures shall be implemented as soon as is practicable.

Additionally, whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

No student suspended in accordance with the provisions of this policy shall be considered for readmission to the school to which the school employee, allegedly assaulted or battered, or both, by the student, is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

Except when the school system has no other school of suitable grade level for the student to attend, no student found guilty by a court of competent jurisdiction of violating the provisions of R.S. 14:34.3 or 38.2, or both, or found guilty at a school system expulsion hearing of committing a battery or assault on any school employee, or both, shall be assigned to attend or shall attend the school to which the school employee battered or assaulted by the student is assigned.

Notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to the provisions of this section if providing such transportation for the pupil student will result in additional transportation costs to the school system.

## **BULLYING, HARASSMENT, INTIMIDATION, AND THREATS**

Realizing that the care, welfare, safety and security for all students and staff are fundamental to success and achievement in the academic environment, the St. Mary Parish School System has adopted a zero-tolerance stance regarding acts of bullying, harassment, intimidation, and threats.

**In accordance with ACT 861, "Bullying" is defined as pattern of any one or more of the following:**

- Gestures, including but not limited to obscene gestures and making faces,

- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website using a telephone, mobile phone, pager, computer, or other electronic device,
- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property,
- Repeatedly and purposefully shunning or excluding from activities,

#### **Where the pattern of behavior . . .**

- Is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event,
- Has the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

### **REPORTING INCIDENTS**

- Any student, who believes that he/she has been, or is currently, the victim of bullying, or any student, or any parent or guardian who witnesses bullying or has good reason to believe bullying is taking place, may report the situation to a school official. A student, parent, or guardian may also report concerns regarding bullying to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any report of bullying shall remain confidential.
- Any teacher, counselor, bus driver, or other school employee, whether full or part time, and any parent chaperoning or supervising a school function or activity who witnesses bullying or who learns of bullying from a student shall report the incident to a school official. A verbal report shall be submitted by the employee or the parent on the same day as the employee or parent witnessed or otherwise learned of the bullying incident, and a written report shall be filed no later than two days thereafter.
- [In the case of] Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise learned of the bullying incident, a written report must be filed no later than two days thereafter [with whom?].
- Making false reports about bullying to school officials is prohibited conduct and will result in disciplinary action.

### **INVESTIGATION PROCEDURE**

- Timing: The investigation should begin the next school day following the day on which the written report was received and shall be completed no later than 10 school days after

receipt of the report. If additional information is received after the end of the 10-day period, the school official shall amend all documents and reports to reflect such information.

- Parental Notification of Allegation of Bullying
  - Upon receiving a report of bullying, the school shall notify the parents of the alleged offender and the alleged victim no later than the following day.
  - Under no circumstances shall the delivery of this notice to the parent be the responsibility of an involved student. Delivery of notice by an involved student shall not constitute notice as is required by this Section.
  - Before any student under the age of 18 is interviewed, parents shall be notified of the allegations made and shall have the opportunity to attend interviews conducted with their child as part of the investigation. \*NOTE: The school district is required to make a minimum of three (3) written attempts to the parents informing them of the interview.
  - All meetings with the parents or legal guardians of an alleged victim or an alleged offender shall comply with the following:
    - Separate meetings with the parents or legal guardians of the alleged victim and the alleged offender.
    - Parents or legal guardians of the alleged victim and alleged offender must be notified of the potential consequences, penalties, and counseling options.
  - In any case where a school official is authorized to require apparent or legal guardian of a student under the age of 18 to attend, the principal or designee shall file a complaint with the court of a competent juvenile jurisdiction, pursuant to Children's Code Article 730(8) and 731.
  - A principal or designee may file a complaint pursuant to Children's Code Article 730(1) or any other applicable ground when, in his judgment, doing so is in the best interests of the student.

## **DISCIPLINARY ACTION**

If, after a thorough investigation, the school determines that an act of bullying has occurred, inclusive of a meeting with the parent or legal guardian of the students involved, the school official shall:

- Take prompt and appropriate disciplinary action, pursuant to R.S. 17:416 and 416.1, against the student that the school official determines has engaged in conduct which constitutes bullying, if appropriate.
- Report criminal conduct to law enforcement, if appropriate.
- If appropriate, disciplinary action will be in accordance with the St. Mary Parish School Board's CODE OF CONDUCT for Class III behaviors.

## **PARENTAL RELIEF**

- If a parent, legal guardian, teacher, or other school official has made four or more reports of separate instances, the parent or legal guardian with responsibility for decisions regarding the education of the victim may exercise an option to have the student enroll in or attend

another school within the district in which the student was enrolled on the dates when at least three of the reports were submitted.

- The parent shall file a request with the superintendent/designee for the transfer of the student to another school within the district.
- The St. Mary Parish School System will exhaust all its authority in ensuring that appropriate action is taken regarding acts of bullying. Furthermore, the district, following a thorough investigation, will submit written communication to all parties (i.e., victim and perpetrator), parents, or guardians of the investigation's results along with any remedial action taken, as applicable.

## **CELL PHONE & ELECTRONIC TELECOMMUNICATION**

The School Board recognizes that the use of cellular telephones with their rapidly developing technological advances, which now include text messaging, photography, and other features, can impair the validity of classroom assessments, violate student privacy, possibly detonate explosive devices, hamper the efforts of administrators charged with maintaining a safe and productive school environment, and severely disrupt the educational process.

No student, unless authorized by the school principal or his/her designee, shall use or operate any cellular telephone or other electronic telecommunication device, including but not limited to any facsimile system, radio paging service, mobile telephone service, intercom, electromechanical paging system, cameras, video tape recorders, MP3 player, all Bluetooth-enabled devices, watches, Apple watches, Fitbits, headphones, electronic pagers, writing tablets, any other smart device or similar electronic telecommunication device, etc., in any public elementary or secondary school building or on the grounds thereof, or on a school bus, during the regular academic day.

Any cellular telephones and/or other electronic telecommunication devices in use or operation during the regular academic day shall be confiscated by a faculty or staff member at the time of the infraction. A student's refusal to relinquish this device shall result in the student being recommended for expulsion. The confiscated device shall be held in the school's office, and the student's parents or guardian shall be contacted. Parents will be contacted to sign a release of the device within 24 hours.

A properly authorized medical device worn by a student shall not be considered a violation of this policy.

Nothing in this policy shall prohibit the use or operation by any person, including students, of any cellular telephone or other electronic telecommunication device in the event of an emergency.

As used in this policy the terms below shall be defined as follows:

- An *emergency* means an actual or imminent threat to public health or safety that may result in loss of life, injury, or property damage.
- *Use or operation* of a cellular telephone or other electronic telecommunication device means the device is being held by a student, or is turned on, makes an audible sound, or is in a mode capable of receiving or transmitting signals.

- *The regular academic day* shall begin at the time students arrive on campus prior to the tardy bell and conclude upon the dismissal bell at the end of the day.
- *After the final dismissal bell*, students are allowed to use their cell phones on campus adhering to policy usage guidelines as they are exiting the campus or enroute to after-school detention, tutoring, club meetings or any other type of extra-curricular practice session.

## **STUDENTS IN GRADES PREK - 5**

Electronic Telecommunication Devices **are not allowed on campus** during regular school hours for any reason for students in PreK - 5th grades. The regular academic day or school hours are defined as the time a student arrives on campus until the final dismissal bell.

**Consequences for Violation:** All violations--The electronic telecommunication device/cell phone will be confiscated by school officials, and parents will be contacted to sign for a release of the device within 24 hours.

## **STUDENTS IN GRADES 6 - 12**

- Use or operation of electronic telecommunication devices is not permitted on any school bus used to transport public school students.
- Use or operation of electronic telecommunication devices is not permitted from the time students arrive on campus until the final dismissal bell rings.
- Electronic telecommunication device usage for any purpose is not permitted during school hours. The regular academic day school hours are defined as the time a student arrives on campus until the final dismissal bell. Use or operation includes but is not limited to the following:
  - Any visual and/or audible signal during school hours, and/or the phone is turned on.
  - Talking, sending, or receiving text messages, listening to music, taking, or receiving pictures/video on the phone.
- Students choosing to bring an electronic telecommunication device to campus must secure it in the off position completely powered down in a car or school locker during school hours.
- Violators of the usage guidelines will be assigned appropriate consequences.

## **AFTER-SCHOOL CELL PHONE-ELECTRONIC TELECOMMUNICATION DEVICE USAGE**

- After the final dismissal bell, students are allowed to use their cell phones on campus adhering to usage guidelines as they are exiting the campus or enroute to after-school detention, tutoring, club meetings or any other type of extra-curricular practice session.
- Students that participate in extra-curricular organizations or are assigned to after-school detention or any type of tutoring or after-school class, etc., will power their cell phones/electronic telecommunication devices off before entering the class, meeting, or practice session, etc.
- Students will leave them off inside their pockets, bookbags, or binders, etc. until the class or session is dismissed.

- Extra-curricular organization sponsors will specify the guidelines that allows or doesn't allow members to use their electronic telecommunication devices/cell phones after they arrive at their after-school meetings, practice sessions or at games or events, etc.
- Violators will be assigned the appropriate consequences.

## CONSEQUENCES FOR CELL PHONE VIOLATIONS:

- **First violation:** The electronic telecommunication device/cell phone will be confiscated by school officials. Parents will be contacted to sign a release of the device within 24 hours. The student will be assigned a two (2)-hour detention.
- **Second violation:** The electronic telecommunication device will be confiscated by school officials. Parents will be contacted to sign a release of the device within 24 hours. The student will be assigned a four (4) hour detention.
- **Third violation:** The electronic device/cell phone will be confiscated by school officials. Parents will be contacted to sign a release of the device within 24 hours. The student will receive one (1) day of in-school suspension.
- **Fourth violation:** The electronic device/cell phone will be confiscated by school officials. Parents will be contacted to sign a release of the device within 24 hours. The student will receive two (2) days of in-school suspension.
- **Fifth violation:** The electronic device/cell phone will be confiscated by school officials. Parents will be contacted to sign a release of the device within 24 hours. The student will receive three (3) days of in-school suspension pending a disciplinary hearing with Child Welfare and Attendance Officers.
- **Failure to release** the electronic telecommunication device/cell phone to school officials for violating the policy will result in a suspension pending a hearing with the Child Welfare and Attendance Officers.

NOTE: All confiscated electronic telecommunication devices will be held securely in the school's office.

## UNAUTHORIZED VIDEOS OR PICTURES

Students that take unauthorized pictures or make videos of students or school board employees on campus, on school buses, while under school supervision or at school related events that violate school board policy will be assigned to ISS or suspended pending a disciplinary hearing. This includes unauthorized pictures or videos that are shared electronically or posted on social media.

## EMERGENCY CRISIS ELECTRONIC TELECOMMUNICATION DEVICE/CELL PHONE POLICY

Nothing in this policy shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety that may result in loss of life, injury, or property damage.

## DEVICE AND COMPUTER STUDENT USE AGREEMENT

**Term of Use of the Mobile Device.** The student shall be granted use of the mobile device while enrolled in St. Mary Parish Schools, but no later than the end of current school year. SMPS reserves the right to terminate the Agreement at any time and for any reason. The use of the laptop shall be governed by the School Board Policy – Computer and Internet Use for Employees. The mobile device is being issued to the student solely for educational use and any use that is deemed inconsistent with this purpose as determined by school administrators or by SMPS personnel, or that is in violation of School Board policies, State or Federal law will be considered a material breach of this Agreement, requiring that the mobile device be returned immediately to SMPS.

**Return of Mobile Device to SMPS.** Student's right to use the mobile device will terminate and Student and Parent must return the mobile device to SMPS upon the occurrence of any of the following events:

- Student use of mobile devices expires at the end of the current school year.
- Students cease to be enrolled in Mary Parish Schools.
- SMPS provides Student with notice that the mobile device must be returned.
- Student is found to have violated School Board policies, State or Federal law as provided in Section 1 above; or
- Student fails to perform any of his/her obligations under this Agreement.
- If mobile device is not returned, Student and Parent shall be liable to SMPS immediately upon demand for the payment of the full replacement value of the mobile device.

**Loss or Misuse of Data/Information on Devices.** Protection and backup of data on the mobile device is the Parent and Student's sole responsibility. SMPS shall not be liable for loss of data. If a device must be restored due to a malfunction or repair, data stored on the device could be lost. At any time during the term of this Agreement and upon return of the mobile device.

**Alterations and Attachments.** Student and Parent may not make any alterations in or add attachments, hardware, or software to the mobile device computer absent express permission from SMPS, which permission is at the sole option of SMPS.

**Notification of Loss, Damage, or Malfunctioning.** Student and Parent agree to immediately notify the designate school site personnel upon the occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason. If device is stolen outside of school premises/grounds parent shall contact the police department and shall file a police report and provide a copy of the police report to designated school site personnel.

**Damage or Loss of Mobile Device.** Student and Parent shall be responsible for any loss or damage to the mobile device, from the time the delivery of the mobile device is accepted and until the mobile device is returned SMPS. If the mobile device computer is lost, stolen, destroyed, or damaged where the repair costs exceed the value of mobile device, then the Student and Parent shall be liable to SMPS immediately upon demand for the payment of the full replacement value of the mobile device at the time of loss. If part of the mobile device is

damaged but repairable the Student and Parent shall be liable for the expense of repairing that item(s), if not covered by the manufacturer's warranty.

**Technology Recovery Fee.** Student and Parent understand and agree that they are bound by and agree to the Technology Recovery Fee schedule detailing repair costs for the different mobile devices and peripherals.

**Ownership and Privacy.** The mobile device computer is and shall remain SMPS property. Therefore, Student and Parent shall permit persons designated by SMPS to examine the mobile device computer and its content at any time for any reason, including but not limited to inspection, maintenance, repair, upgrading, and/or software installation. Neither the Student nor the Parent have any right to privacy of any data saved on the mobile device or in any SMPS network. SMPS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student devices at any time for any reason.

**Annual Technology Fee.** To receive a mobile device, Students are required to pay a technology fee. The technology fee covers repair of device malfunction; it does NOT cover repair from neglect or abuse, loss, or damage of the peripherals (i.e., charger, case, keyboard, etc.), or replacement of the device.

## TECHNOLOGY AND COMPUTER RELATED VIOLATIONS

### Class I Violations

Technology and computer-related Violations include, but are not limited to:

- Accessing or facilitating the access of a computer, electronic device, or networked resource without authorization.
- Computer use inconsistent with educational usage or goals, or any use that violates applicable copyright laws.
- Modifying and/or distributing student data and/or records (including grades) or Personally Identifiable Information (PII) without authorization.
- The introduction of viruses, malware, or other illegal/inappropriate software, including unauthorized network monitoring or hacking tools.
- The act of engaging in surveillance of an individual, including the use of a computer's camera or microphone or unauthorized remote desktop or keystroke logging software.
- Utilizing a computer, electronic device, or network resource to send threats or engage in illegal activities.
- These are only a few examples of violations committed through electronic means. School administration will evaluate and determine the appropriate level infraction to the Student Code of Conduct.

### Class II Violations

Technology and computer-related Violations include, but are not limited to:



- Using a computer, electronic device, or networked resource to create access, transmit, or distribute material containing profanity, lewd, pornographic, or inappropriate content and involving a minor.
- The destruction or damage, either virtual or physical, of a computer, electronic device, or networked resource, including any stored data.  
-Examples: Writing on the device, placing stickers on the device, removing keys from the keyboard, cracking device screen, throwing the device or purposely dropping the device
- The destruction, damage, or interruption, either virtual or physical, of any district information system.
- These are only a few examples of violations committed through electronic means. School administration will evaluate and determine the appropriate level infraction to the Student Code of Conduct.

**For intentional damage or destruction to a device, the student will be responsible for the cost of repair or replacement and be assigned a discipline consequence.**

## **DELINQUENT STUDENTS**

Students who regularly disrupt the normal school environment shall be considered delinquent and may be reported by appropriate school personnel to the juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, or transfer to adult education if the student is:

- Seventeen (17) years of age or older with less than five (5) units of credit toward graduation.
- Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
- Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

## **DRUG FREE ZONE: SUBSTANCE ABUSE**

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones*. The St. Mary Parish School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

## **REPORTS OF SUBSTANCE ABUSE**

State law mandates that teachers and other school employees report suspected substance abuse in school. These cases shall be reported to the principal and the School Building Level Committee chairperson in the school. The principal must report each case of possession,

distribution, sales, or manufacturing to the proper law enforcement authority. Reports shall also be made to the Student Assistance Team, who shall investigate, research, and report on instances or reports of possession of prohibited substances or beverages. Designated personnel shall report their findings along with the recommendation for treatment, counseling, or other appropriate action to the principal.

## **DRUG DETECTION TEAM**

The Drug Detection Team shall represent a joint combined effort between law enforcement agencies in St. Mary Parish, private agencies, and the St. Mary Parish School Board. The purpose of the Drug Detection Team shall be to provide for the use of trained drug detection dogs in assisting School Board administrative personnel in locating drugs on campuses. The Detection Team shall consist of:

- The Superintendent who shall oversee the team.
- A commissioned law enforcement officer with a trained drug detection dog.
- The principal of the school where the search is being conducted.
- Such other school personnel as may be designated by the school principal.

The representative from the School Board Central Office, who shall be the director of the team, shall be responsible for all aspects of the search by the Drug Detection Team. The commissioned law enforcement officer, who is serving as the handler for the drug detection dog, shall perform his or her duties under general supervision of the director of the team. The school principal or designee shall perform the actual search for the suspected illegal drugs or other items when the presence of such, has been detected by the drug detection dog. To ensure the effectiveness of the program while safeguarding the rights of all concerned, the following components of the Drug Detection Program shall be adhered to in the detection and removal of items prohibited by law or Board policy:

- Any student arrested for intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property shall be referred by the superintendent or his designee for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics, drugs, or other controlled dangerous substances.
- If evidence of abuse is found, the student shall be referred to an alcohol and drug abuse treatment professional chosen by the student's parent or guardian. If the student is found by the professional to need treatment, as certified in writing by the medical professional, such documentation may be used to initiate reopening of the student's case. The St. Mary Parish School Board will take into consideration the student's agreement to receive treatment as a positive factor in the final decision relative to any final disciplinary action.
- Any student who has been expelled from any public or non-public school within or outside the State of Louisiana for possession on school property or on a school bus of a firearm,

knife, or other dangerous weapon or instrument customarily used or intended for probable use as a dangerous weapon, or for possession with intent to distribute, or distributing, selling, giving, or lending while on school property or on a school bus any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law will not be admitted to a public school in St. Mary Parish until the student has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason or reasons for the student's expulsion.

- The rehabilitation or counseling required by this policy shall be provided by existing or new programs that have been approved by the juvenile or family courts having jurisdiction, if applicable, or by the school system and shall be at no additional cost to the School Board.

### **SUBSTANCE ABUSE VIOLATIONS (REVISED TO INCLUDE THC VAPES)**

Possession, use, delivery, transfer, sale, or being under the influence of drugs, alcohol, mood-altering chemicals, controlled, dangerous substances (governed by the uniform controlled dangerous substances law) drug paraphernalia, or any items used to simulate drugs, alcohol, or controlled dangerous substances (look-alikes and counterfeits) while on school premises, school buses, school property, school-sponsored events, or under school supervision is expressly forbidden.

#### **VAPING THC.**

Any student possessing any vaping device designed for THC or any other illegal dangerous controlled substances will be referred to the SRO or Law Enforcement for each violation and suspended pending a disciplinary hearing with Child Welfare and Attendance Officers. The student will also be assigned additional consequences in accordance with State Laws.

### **CONSEQUENCES**

When the principal or designee after an investigation has reasonable cause to believe that a student has violated Substance Abuse Policies, the student's parents, the Supervisor of Child Welfare and Attendance, the Drug-Free Schools and Communities Coordinator shall be contacted immediately. The school system shall request charges be brought against the student. The student shall be suspended (in-school or out-of-school suspension) from school according to the following procedures:

**16 or Older.** If the student is age 16 or older, the student shall be referred to the District Attorney's Office with recommendation for Drug Court assessment. The student shall be expelled for the maximum period allowable under state and federal law for a minimum period of (4) four complete school semesters. Students shall not be allowed to return to a Parish Public School without documentation of enrollment and participation in a Rehabilitation or Counseling Program relating to the expulsion and express approval of the Parish School Board through an administrative hearing.

**15 or Younger.** Students less than 16 years old and in grades 6-12 shall be expelled from the Parish Public School System for the maximum period allowable under state and federal law

for a minimum period of (2) two complete school semesters. The student should be referred to the District Attorney's Office. Students shall not be allowed to return to a Parish Public School without documentation of enrollment and participation in a Rehabilitation or Counseling Program relating to the expulsion and express approval of the Parish School Board through an administrative hearing.

**PK - 5.** Any case involving a student in Kindergarten through Grade 5, the student shall be suspended, pending a hearing with the Supervisor of Child Welfare & Attendance, the superintendent or designee will make recommendations for disciplinary action.

**Expulsion Modification.** The superintendent or designee may modify the expulsion requirement on a case-by-case basis, providing that such modifications are in writing.

**FIRST VIOLATION:** When the principal/designee after an investigation has reasonable cause to believe that a student has violated any of the above, the student's parents, the Supervisor of Child Welfare and Attendance, the Drug-Free Schools and Communities Coordinator, and the appropriate law enforcement agency shall be contacted immediately.

The student shall be suspended (in-school/out-of-school) from school pending a hearing with parent(s)/guardian, Supervisor of Child Welfare and Attendance, Drug-Free Schools Coordinator and principal/designee shall be held before the student may be readmitted to school and an appropriate educational intervention may be assigned for the student and parent(s)/guardian(s). Failure to comply with these procedures shall result in immediate referral to the juvenile court system.

**SECOND VIOLATION:** When the principal/designee has reasonable cause to believe that a student has, for the second time in a school year, violated the above, the student will be expelled from the Parish Public School System for a period to be determined by the Supervisor of Child Welfare and Attendance at a hearing with the student and parent(s)/guardian.

## **ARRESTS AND TREATMENT**

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

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

## FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, that if committed by an adult, would have constituted a felony, shall be suspended pending a hearing with the Child Welfare and Attendance Officer with recommendation for expulsion.

## FIGHTING

The St. Mary Parish School Board explicitly prohibits violence of any nature on school grounds, or in school buildings and/or while riding school buses, such prohibitions include any school-sponsored event which may be held away from the school. Students who participate in a physical altercation (i.e., fight) shall also be subject to the following procedure:

The principal/assistant principal will:

- Conduct a thorough investigation.
- Contact the parent/legal guardian of the student(s) involved. Depending on the nature/severity of the incident the parent/guardian may be required to come to the school.
- Have the authority to:

**Elementary.** Assign students after a thorough investigation to the In-School Suspension Center (Grades PK - 5).

**Junior and Senior High.** The students will be assigned to the In-School Suspension Center and may be recommended for a disciplinary hearing.

**Out-of-School Suspension.** Due to extenuating circumstances, a student may be assigned to an OSS (Out of School Suspension).

**Severe Fights.** Fights of a more serious nature, involving weapons or where multiple students (three or more) are involved, will result in the student(s) being suspended pending a disciplinary hearing with Child Welfare and Attendance Hearing Officers which could result in an expulsion. Depending upon the extenuating circumstances, students involved in 3rd party fights may or may not be assigned to our St. Mary Parish Alternative Program.

**Law Enforcement Officials.** Depending on the severity of the altercation, Law Enforcement may be contacted by school administrators at their discretion of school administrators. If an arrest is made, an attempt will be made to contact a parent.

## GANG MEMBERSHIP & PARAPHERNALIA POLICY

For the overall safety and general welfare of our students, the St. Mary Parish School Board explicitly discourages and strongly recommends that our students not become members of any school or community-related gang.

Students who participate in school-related gangs or who display gang-related symbols or paraphernalia will be subject to the following disciplinary procedures. The administrator will:

- Conduct a thorough investigation to verify the gang membership or association.
- Contact the parent-guardian to make them aware.

- Depending on the nature/ severity of the incident, the parent/guardian will be required to come to the school and the student will be referred to our SRO or law enforcement officials.

The administrator will have the authority to implement the following:

## **ELEMENTARY GRADES (K-5)**

- After a thorough investigation and based on the severity of the incident assign students to ISS/OSS or suspend pending a hearing if necessary.
- The student may be referred to the SRO or Law Enforcement officials for additional investigation.

## **JR./SR. HIGH (6-12)**

- After a thorough investigation and based on the severity of the incident assign students to ISS/OSS or suspend pending a hearing if necessary.
- The student will be referred to the SRO or Law Enforcement officials for additional investigation.

## **HAZING**

The St. Mary Parish School Board prohibits the engagement of students, faculty, and staff in the involvement of hazing in any public elementary and secondary schools.

According to R.S. 17:183, “hazing” means any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity that 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.

- Solicitation to engage in hazing is prohibited.
- Aiding and abetting another person who engages in hazing is prohibited.
- The consent of the hazing victim is not a defense.
- All students, teachers, coaches, club sponsors, and other school employees shall take reasonable measures within the scope of their individual authority to prevent hazing.

## **PROCEDURES**

- The victim of hazing shall report violators to any faculty, staff, or administrators.
- Faculty, staff, and students that have knowledge of the violation of the hazing policy must report the incident to principal/assistant principal.
- The principal/assistant principal shall conduct a thorough investigation.
- The principal/assistant principal must report the result of his/her investigation to the Child Welfare and Attendance supervisor of his designee.

## **CONSEQUENCES:**

- Detention
- In/out school suspension
- Suspension pending a hearing.
- Alternative school setting
- Expulsion

**NOTE:** In cases when the victim has been severely physically, mentally, or psychologically harmed, the police department will be contacted, and criminal charges filed.

## **OFFENSIVE STUDENT CONDUCT AT END OF YEAR**

### **NON-GRADUATING STUDENTS**

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

### **GRADUATING STUDENTS**

- Any senior committing a school-related serious Violation (e.g., alcohol/drugs, indecent/inappropriate behavior, assault/battery of school staff, property destruction) may be excluded from year-end activities. This specifically includes, but is not limited to, participation in graduation exercises.
- The principal shall also be empowered, in consultation with the Superintendent or designee, to prohibit a senior from participating in graduation exercises for non-school related activities (e.g., arrests, gang-related activities), if the principal deems that the student's participation will unnecessarily disrupt or detract from the decorum of the graduation exercises.
- When a senior is prohibited from participating in graduation exercises, the diploma may be mailed to the student at the end of the school year.
- Each school in the school district with graduating seniors shall include this regulation in their senior orientation prior to the end of the year, and each senior will sign an appropriate document acknowledging receipt of these regulations. Parents will also receive a letter including information about these regulations from individual schools.
- Notwithstanding any of the foregoing, the principal's decision shall be subject to the final review and approval of the Superintendent.

### **REMOVAL FROM THE CLASSROOM**

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student's behavior prevents the orderly instruction of other students or poses an immediate threat to the safety or physical well-being of students or the teacher or when a student violates the school's code of conduct.

- Upon the student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the misconduct of which he or she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his or her version of the facts.
- The principal shall conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board Policy to identify and correct the behavior for which the student is being disciplined.
- Any student removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher.
- A student removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.
- A student removed from the classroom shall be assigned academic assignments missed and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or his/her designee.
- Once removed, the student shall not be readmitted to the classroom until the principal has implemented at least one or more of the following disciplinary measures:
  - Conferencing with the principal.
  - Referral to counseling.
  - Peer mediation.
  - Referral to the school building level committee.
  - Restorative justice practices.
  - Loss of privileges.
  - Detention.
  - In-school suspension.
  - Out-of-school suspension.
  - Initiation of expulsion hearings.
  - Referral for assignment to an alternative school setting.
  - Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of suspension.
  - Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the school building level committee pursuant to law and school board policy.

## **PARENTAL NOTIFICATION**

The principal shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

- When a student has been removed from a classroom, the teacher may require the parent(s), or legal guardian(s) of the student to have a conference with the teacher or the principal. Conferences with parents may be held by telephone or virtual means. The



student should not be kept out of the classroom past the suspension period assigned by the principal.

- Upon the student's third removal from the same classroom, the teacher and principal shall discuss the student's disruptive behavior patterns and the potentially appropriate disciplinary measures to be taken before the principal implements such measures.
- In addition, a conference between the teacher or other appropriate school employee(s) and the student's parent(s), or legal guardian(s) shall be required prior to the student being readmitted to that same classroom. The conference may be in person or by telephone or other virtual means. If such a conference is required by the school, the school shall give written notice to the parents. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

## **SATURDAY INTERVENTION SESSIONS**

Each city, parish, or other local public-school board may adopt a policy that requires the parent or legal guardian of a student removed from the classroom to attend after school or intervention sessions with the student. Such a policy, if adopted, shall be enumerated in the code of conduct, and shall include accommodations for parents and legal guardians who demonstrate a documented inability to attend due to work or disability or other health matters pertaining to the parent or legal guardian or a family member under his care.

The school board may refer a parent who fails to attend such session to the court of competent jurisdiction in accordance with Chapter 2 of Title VII of the Louisiana Children's Code. Each time a parent is referred to the court of competent jurisdiction, the court may impose a fine of not less than twenty five dollars and not more than two hundred fifty dollars, forty hours of court approved school or community service activities, or a combination of forty hours of court-approved school or community service and attendance at a court-approved family counseling program by both a parent or legal guardian and the student, and may suspend any recreational license issued by the Department of Wildlife and Fisheries.

## **RESPECT STATUTE**

St. Mary Parish School Board in compliance with state law will require all students in grades Pre-K-5 to address and respond to teachers, faculty and administrators using *ma'am, sir, yes/no ma'am, yes/no sir, Mr., Mrs., or Miss.*

Violators of the "respect statute" will have the following consequences imposed per semester/session:

1. When a student receives three (3) violations, the teacher will contact the parent.
2. When a student receives six (6) violations, the teacher will refer the student to administration for appropriate sanctions.
3. When a student reaches nine (9) violations, the teacher will refer the student to administration, a parent conference is mandatory, and appropriate sanctions imposed.

**NOTE:** Students will not be suspended or expelled for violations.

## SMOKING: TOBACCO AND VAPING

In accordance with the **Tobacco-Vaping Free Act of Louisiana**, all properties owned and operated by the St. Mary Parish School District are tobacco/vaping free. "Properties" is defined as school buildings and grounds, as well as any mode of transportation owned and operated by St. Mary Parish School District. Additionally, all forms of tobacco are strictly prohibited at all school related events, whether the event is scheduled during regular school hours or after school hours. This policy refers to all persons including staff, students, and visitors.

## CONSEQUENCES FOR SMOKING: TOBACCO AND VAPING VIOLATIONS

In accordance with the **Tobacco-Vaping Free Act of Louisiana**, all properties owned and operated by the St. Mary Parish School District are tobacco/vaping free. "Properties" is defined as school buildings and grounds, as well as any mode of transportation owned and operated by St. Mary Parish School District. Additionally, all forms of tobacco are strictly prohibited at all school related events, whether the event is scheduled during regular school hours or after school hours. This policy refers to all persons including staff, students, and visitors.

Students who are found to be in possession of tobacco or vaping products, tobacco or vaping paraphernalia/contraband, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and all similar devices on school board property (including school vans, trucks, and/or buses) during the school day, as well as after school hours, will be subjected to the following discipline procedures.

Students with tobacco and vaping violations will be assigned to the In-School Suspension center or an OSS as follows:

- **1st Violation:** (2) days of ISS and a mandatory virtual health video.
- **2nd Violation:** (3) days of ISS and a mandatory, in-person (4-hr.) Saturday morning, parent-student health session with a SMPS At-Risk Interventionist or recognized, medical officials.
- **3<sup>rd</sup> Violation:** Citations will be issued by our SROs and the student will be suspended pending a hearing with a recommendation for a (45) day Alternative School assignment.
- **All other Violations:** suspension pending a disciplinary hearing with Child Welfare & Attendance Hearing Officers with a (45) day Alt. Program recommendation.
- Any failure to complete the mandatory health video course or in-person health session by the assigned deadline will result in an added day or days of in-school suspension until the consequences are completed as specified.
- Any student caught selling vapes or vaping/tobacco products will be suspended pending a disciplinary hearing and will be required to attend a mandatory in-person health session.
- Parental permission to use tobacco/vaping products or have tobacco/vaping paraphernalia/contraband does not exempt a student from this policy.

## ADMINISTRATIVE PROCEDURE FOR PROCESSING STUDENTS

The principal/assistant principal will:

- Confiscate the vaping devices or tobacco products and all related paraphernalia.

- Call the parent/legal guardian of the student to come to the school for a conference on the day of the infraction.
- Assign the student to the in-school suspension center or an OSS depending on the extenuating circumstances.
- Assign and explain the health educational video requirements or in-person health session which is mandatory for the student to complete. The parent-guardian and student will both be required to attend the (4-hr. Sat. morning) in-person health session.
- Have the parents sign the appropriate documentation.
- Make a copy of the signed documentation.
- E-mail or call and send a copy of the signed documentation to the SMPS At-Risk Intervention Department for scheduling.
- Check for student certificate of completion.

Note: This policy also includes random parking lot searches; if vaping devices, tobacco, or paraphernalia is visible or found in a vehicle driven by the student, the student may also be subject to the above discipline procedures.

## **CONTRABAND ITEMS**

Cigarette(s)  
Cigars/Tobacco Products  
Electronic Cigarette(s)  
Vaping Device (nicotine and THC/illegal substances, etc.)

Matches  
Pipes  
Chewing/Smokeless Tobacco  
Rolling Papers  
Lighters

## **STUDENT SEARCHES**

The St. Mary Parish School Board is the exclusive owner of all public school buildings and all desks or lockers within the building assigned to any student and any other area of any public school building or grounds set aside specifically for the personal use of the students.

Therefore, the St. Mary Parish School Board authorizes any teacher with permission of the principal, administrator, or others designated by the Superintendent or designee, to search any public school building, desk, locker, area, or grounds for evidence that the law, a school rule, or school board policy has been violated.

The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students constitutes implied consent by the student to the search of such locker facilities or vehicles by authorized school personnel, if there exists an articulable reasonable suspicion that a law, a school rule, or a school board policy has been violated. The search of a motor vehicle needs a more serious reason than that required of ordinary school facility searches.

The St. Mary Parish School Board authorizes any teacher with permission of the principal, administrator, or others designated by the Superintendent or designee, to search the person of a student or his or her 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. (For

example, weapons, illegal drugs, alcoholic beverages, nitrate-based inhalants, stolen goods, etc.). 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.

When requested by school officials, the St. Mary Parish School Board authorizes any teacher with permission of the principal, administrators, and/or law enforcement agencies to conduct general or random searches by drug detection devices, hand held or stationary metal detectors, of any student or non-student, of any bag, parcel, purse, vehicle, book sack, container, etc., that may be brought onto school board property, a school bus, and/or to any school-sponsored activity when there is reasonable suspicion that such person has any weapons, illegal drugs, alcoholic beverages, nitrate-based inhalants, stolen goods, or other materials or objects the possession of which is a violation of the law, a school rule, or a school board policy. Each year the building principal shall notify students, non-students, patrons, etc., of the possible use of detection devices. Their attendance at gymnasiums, buildings, stadiums, grounds, school, or other school board property, to attend athletic events or other activities scheduled, constitutes acceptance of this policy.

Upon the seizure of any firearm, bomb, knife, or other instrument 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 R.S. 40:961(7), the principal or his or her designated administrator shall report the confiscation of such instruments or material to the appropriate law enforcement officials and said confiscated item(s) shall be retained and secured by the school principal in the evidence bag to prevent the destruction, alteration or disappearance of said items. The confiscated item(s) shall immediately be turned over to the appropriate law enforcement authority and a receipt for the items shall be obtained from the law enforcement authorities.

Even when the law enforcement authorities notify the principal that the instruments and materials confiscated need not be retained, said item(s) shall still be retained in the evidence bag and turned over to the law enforcement authorities to dispose of as they see fit.

All items seized maybe used in school disciplinary actions if deemed appropriate by the principal. It should be noted that a student under the influence of alcoholic beverages or drugs, shall be deemed in possession of the respective contraband, and hence subject to the appropriate school/legal penalties. A written report of all searches and seizures shall be prepared and filed by the principal.

## **TARDY POLICY**

The following procedures are designed to ensure the enforcement of tardiness regulations and include the consequences for excessive tardy violations.

### **DEFINITION:**

**Tardy to Class.** The student is not in the classroom when the bell to begin class ceases.

**Late to School.** The student is not in his or her homeroom/first period class when the bell to begin the homeroom/class ceases.

Tardy notices for being late to class are accumulated on a semester basis. Extenuating circumstances presented at a parent-principal conference may be given consideration by the administration and teacher to extend the limit.

CWA interventions or hearings will be requested for excessive late-to-school tardies that students accumulate, not for excessive tardies accumulated when students arrive to class late during transitions from one class to another.

## **TARDY TO CLASS**

<b>Tardies</b>	<b>HIGH SCHOOL (9-12)</b>	<b>JUNIOR HIGH (GRADES 6-8)</b>
<b>Tardy to Class 1</b>	The principal shall warn the student of the consequences of future tardies.	The teacher will warn the student of future consequences.
<b>Tardy to Class 2</b>	The student shall be assigned two hours of detention in SAC.	The teacher will contact parents to warn them of future consequences.
<b>Tardy to Class 3</b>	The student will be assigned four hours of detention in SAC.	Parents notified, and the student assigned two hours of detention in SAC.
<b>Tardy to Class 4</b>	The student will be assigned four hours of detention in SAC.	The teacher will conference with the student to warn him/her of future consequences.
<b>Tardy to Class 5</b>	The student will be assigned four hours of detention in SAC.	The teacher will contact parents to warn them of future consequences
<b>Tardy to Class 6</b>	The student assigned four hours in SAC, and parent-principal conference held before the student may continue in school.	Parents notified for a conference with the principal and the student assigned four hours SAC.
<b>Tardy to Class 7</b>	Four (4) hours of SAC will be assigned for all tardies to class after six.	The administrator will conference with the student to warn him/her of future consequences.
<b>Tardy to Class 8</b>	Four (4) hours of SAC will be assigned for all tardies to class after six.	The administrator will conference with parents to warn them of future consequences.
<b>Tardy to Class 9</b>	Four (4) hours of SAC will be assigned for all tardies to class after six.	The student will be assigned four hours SAC.
<b>Tardy to Class 10+</b>	Four (4) hours of SAC will be assigned for all tardies to class after six.	Four hours SAC will be assigned for all tardies after nine.

## **VIRTUAL INSTRUCTION: DISCIPLINE PROCEDURES**

The School Board has made virtual classes available to students including those established in response to the COVID-19 pandemic. Such virtual instruction may be continued thereafter, particularly in cases when school is closed due to inclement weather, disasters, and other emergencies. The provisions of this policy and those of all student handbooks and codes of conduct shall be applicable to misconduct, whether on-campus, during virtual instruction, on a school bus, on the streets to and from school, or at a school event or activity.

The St. Mary Parish School Board has extended its on-campus conduct expectations to the virtual classroom, with a few modifications that factor in the home setting. Regular school attendance is required, and students are expected to log into classes each day. Conduct that is

unacceptable and which would lead to the imposition of discipline in the regular classroom is typically unacceptable in the virtual classroom as well. Regardless of the model of instruction, student conduct is governed by La. Rev. Stat. Ann. §17:416 and the Student Code of Conduct and/or Student Handbook. At the same time, for alleged misconduct which occurs during virtual instruction, school-based administrators shall consider the need for maintaining order and appropriate conduct, the school's interest being impacted, and the student's and family's right to privacy and constitutional rights while at home or in a location that is not school property.

A student and his/her family shall not waive their constitutional rights by electing virtual instruction. At the same time, students engaging in virtual instruction shall ensure that, prior to logging into and during any virtual classroom, the view from their camera is free of any object, writing, picture, or other display which, if possessed on school buses, in the classroom, or on school property, would subject the student to disciplinary action.

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

In addition, a student's work should reflect the effort of the student alone. Those rules/policies governing academic honesty as well as those prohibiting cheating apply equally in a virtual setting. All academic work should be completed by the student to ensure the ability to accurately measure the achievement of minimum standards necessary for credit/promotion.

The following non-exclusive list of behaviors are prohibited in the virtual classroom and may result in disciplinary action:

- Bullying and/or cyberbullying
- The use of harassing or discriminatory language
- Use of obscene language, profanity, inappropriate language, writing or drawings
- Displaying obscene gestures, drawings, images, audios, videos, etc.
- Academic dishonesty, cheating, i.e., sharing work, answers, etc.
- Displaying pornography or nudity, whether in a printed or digital context
- Committing lewd or sexual acts or simulations\*
- Repeated disruptions of the classroom
- Display of nudity, indecent dress, disrobing, etc.
- Exhibiting disrespect for the teacher or other school personnel
- Interference with the instructional audio or video
- The handling or display of weapons or facsimile weapons\*
- Use or display of drugs, alcohol, tobacco, or vaping devices.
- Divulging confidential information
- Violation of computer/password security
- Violations of the School Board's/School's Acceptable Use Policy or Device Contract

The context in which student behavior occurs is important, however, and will be taken into consideration by School and District administrators in determining whether there has been a violation of the Code of Conduct.

As with all other forms of misconduct, the level of discipline, if any, for violations in a virtual setting will depend upon the age of the student, seriousness of the violation, the disruptive nature of the misconduct, whether the conduct involved violence or the threat of violence, whether the misconduct impacted the safety or orderly environment of the classroom, the student's prior disciplinary record, etc.

Students receiving virtual instruction at home are exempt from mandatory recommendations for expulsion.

School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, messages, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

## **PARENTAL NOTIFICATION**

The principal shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

## **DRESS CODE POLICY**

A mandatory uniform policy for all students in St. Mary Parish has been implemented since the 1999-2000 school year. The policy of the St. Mary Parish School Board shall be that no mode of attire shall be considered proper for school wear that distracts from or disrupts classroom and school decorum. In questions regarding student dress and grooming, the principals of each school will make the final decision as to what is considered proper or improper dress.

The School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness shall be a basic consideration. Any substantial complaint concerning the dress code will be dealt with by the school administration.

## **NOTIFICATION**

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify, in writing, the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60)

days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, emergency shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

## SCHOOL UNIFORMS

When purchasing school uniforms, parents should refer to the graphic below **and** the details that follow. Principals may schedule special dress days that veer from the dress code policy.

### UNIFORM SHIRTS

- **PreK to Grade 8.** White or navy blue short or long-sleeved polo "golf" or oxford style shirts are to be worn by all elementary and junior high school students. "Polo" shirts must have at least two (2) buttons and a collar. Pockets are permissible. Oxford shirts must button all the way down. Shirts must be always tucked in. Name brand emblems are not allowed on shirts.
- **Grades 9 to 12.** White or school-colored short or long-sleeved polo "golf" or oxford style shirts are to be worn by all high school students with one exception. West St. Mary High School students will wear light blue shirts only to differentiate between B.E.B. students who are on the same campus. "Polo" shirts must have at least two (2) buttons and a collar. Pockets are permissible. Oxford shirts must button all the way down. Shirts must always be tucked in. Name brand emblems are not allowed on shirts.

#### Designated School Colors

Berwick High School → Black

Centerville High School → Purple

Franklin Senior High School → Garnet

Morgan City High School → Forest Green

Patterson Senior High School → Red

West St. Mary High School → Light Blue (only)

### UNIFORM BOTTOMS

- **Male students** must wear khaki-colored or black, uniform style pants or shorts (no jeans). Pants/shorts can be pleated or straight fronts. Pants/shorts are to be the appropriate size for the student, must fit properly at the waist and must be neither too tight nor too baggy. Pants/shorts must be worn so that the waist of the garment cannot go lower than the hipbone. No side pockets are allowed on the lower legs of pants/shorts. No external pockets are allowed on the pants/shorts. Exaggerated size pant bottoms (not to exceed 22" in circumference) and/or fraying of hems are not allowed. No visible name-brand emblems are allowed on these garments. Khaki-colored jean/denim style pants/shorts, overalls, corduroys, warm-ups, cargo, joggers, and drawstring clothing are



not considered to be acceptable uniform style pants. Students in grades (Pre-K thru 2), will be allowed to wear pants or shorts that have an elastic waist.

- Female students** must wear khaki-colored or black, uniform style pants or shorts, skirts, skorts or jumpers (no jeans). These garments can be pleated or straight fronts. These garments are to be the appropriate size for the student, must fit properly at the waist, (No hip-huggers or low riders), and must be neither too tight nor too baggy. No side pockets are allowed on the lower legs of pants/shorts. Exaggerated size pant bottoms (not to exceed 22" in circumference) and/or fraying of hems are not allowed. Short skirts cannot be wrapped around or have splits in front or back. Hemlines of shorts, skirts, skorts or jumpers cannot exceed two inches (2") above the knee. Only longer skirts (27" or more) may have splits in back or side. No side pockets are allowed on pants/shorts or long skirts. No external pockets are allowed on pants/shorts or skorts. No visible name-brand emblems are allowed on these garments. Khaki-colored jean/denim style pant/shorts, overalls, corduroys, warm-ups, cargo, capri, leggings, jeggings, joggers, and drawstring clothing are not considered to be acceptable uniform style pants. In grades (Pre-K thru 2), students will be allowed to wear pants, shorts, skirts or skorts that have an elastic waist.



# Uniform Guidelines

*PreK-8th Grade*

## Shirts



Shirts can be polo or oxford style. Shirts should be navy or white.

## Bottoms



Pants, shorts, and skirts can be khaki or black uniform style (no jeans), and no emblems. Pants and shorts should have a waistband with belt loops. Skirts and shorts should be no more than 2 inches above the knee.

## Jackets



Sweatshirts and jackets should be solid white, black, khaki/tan, or navy blue. Contrasting colors and large logos are not allowed. Sweatshirts should not have hoods.

## Socks & Belts



Socks should be solid white, black, brown, navy blue, or khaki/tan with no logos or emblems. Belts should be solid khaki/tan, black, navy blue, or brown. Buckles should not exceed 2 inches in height.

## Shoes



Students must wear shoes such as tennis, casual, or dress styles that are at the ankle or below. Shoes must have a complete front and back. No sandals, thongs, slippers, boots to the knee, or other inappropriate footwear are allowed.

## Bags



Clear or mesh bags are required. This is a NEW REQUIREMENT.



# Uniform Guidelines

## High School

### Shirts

Shirts can be polo or oxford style. Shirts should be white or school color with the exception of West St. Mary High. WSMHS student may only wear light blue shirts.



### Bottoms

Pants, shorts, and skirts can be khaki or black uniform style (no jeans), and no emblems. Pants and shorts should have a waistband with belt loops. Skirts and shorts should be no more than 2 inches above the knee.



### Jackets

Sweatshirts and jackets should be solid white, black, khaki/tan, or navy blue. Contrasting colors and large logos are not allowed. Sweatshirts should not have hoods.



### Socks & Belts



Socks should be solid white, black, brown, navy blue, or khaki/tan with no logos or emblems. Belts should be solid khaki/tan, black, navy blue, or brown. Buckles should not exceed 2 inches in height.

### Shoes



Students must wear shoes such as tennis, casual, or dress styles that are at the ankle or below. Shoes must have a complete front and back. No sandals, thongs, slippers, boots to the knee, or other inappropriate footwear are allowed.

### Bags



Clear or mesh bags are required. This is a NEW REQUIREMENT.

## APPEARANCE OF UNIFORM

Clothing must be neat, clean, modest, properly worn, and the correct size for the student.

## BACKPACKS

All schools will require see-through or mesh backpacks. See Clear Bag Policy.

## BELTS

Students must wear a solid khaki, black, navy blue or brown (leather or cloth) belt with uniform style pants. (Standard size buckles are required—not to exceed 2" in height. (No big buckles are allowed.)

## BLUE JEANS

On designated jean days as determined by the principal, blue jeans must meet the same criteria as the uniform pants.

## **BODY ARMOR**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §14:95.2(C) and §14:95.6(B). Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

## **FACE COVERINGS (PPE)**

Masks (worn for health purposes) are optional. Masks shall be solid colors or school appropriate print with no writings, emblems, insignias, or logos except those provided and/or approved by the superintendent or his/her designee.

## **GROOMING**

The St. Mary Parish School Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of school. Cleanliness and safety will be a basic consideration.

The suitability of all rules will be judged and enforced by the school administrators.

- School uniforms must be clean and neat.
- Haircuts and hairstyles must be neat, clean, and presentable. (Hair rollers or "set" is prohibited.)
- Fingernails, haircuts, and hairstyles may be prohibited if they present a danger to the student's health and safety or create classroom or school disorder.
- All visible body pierced jewelry except for earrings on the ear shall be prohibited.
- Tattoos deemed as inappropriate by the principal are prohibited and must not be visible.

## **IDENTIFICATION CARDS (STUDENT ID)**

School issued student identification cards must be worn by all students in grades (6-12th).

NOTE: Patterson Jr. High will also require their 5th graders to wear school-issued identification cards.

## **INAPPROPRIATE PRINT**

Items containing graffiti, writing, symbols, or logos, etc. perceived to be vulgar, profane, disruptive, gang-related, violent, heavy metal, tobacco or alcohol-related language shall not be worn or brought on the school campus.

## **JACKETS**

A lightweight jacket, parka, or windbreaker can be worn when experiencing cooler weather (fall) or when buildings are too cool for students. The garment must be solid navy blue, khaki/tan, white, black, brown, or designated school color. No contrasting colors, stripes, etc. will be allowed. These garments may have hoods but no name brand emblems. (Hoods must be removed once inside the building.) Official school mascots/logos may be located on these additional garments. School-issued jackets may be taken into consideration as part of the uniform.

## **SHOES**

Students must wear shoes such as tennis shoes (including high-tops), casual, or dress styles that are at the ankle or below. Shoes are to be always worn. They must be buckled, buttoned, tied, or zipped if so designed. No sandals, thongs, boots to the knee, or other inappropriate footwear are allowed. Shoes must have a complete front and back. Shoes requiring laces must have the laces and be kept always tied during the day. Boots that are part of a JROTC uniform or vocational course may be worn as required.

## **SOCKS**

Students must wear solid white, black, brown, navy blue or khaki/tan colored socks with no logos or emblems on them. Socks must be worn above the ankle and must be always visible. (No anklets or footies socks allowed). The same-colored tights or stockings may be worn instead to accompany the uniform.

## **SPIRIT SHIRTS**

Spirit shirts may be worn with approved pants/shorts, skirts, etc., on such designated days as determined by the principal. The students have the option of wearing the spirit shirt or the standard school uniform.

## **SWEATSHIRTS AND SWEATERS**

Solid navy blue, khaki/tan, white, black, brown, or school-colored sweatshirts, sweaters or sweater vests may be worn over polo or oxford shirts. No contrasting colors, stripes, etc. will be allowed. Sweatshirts, sweaters and/or sweater vests may have an official school mascot/logo on them. Sweatshirts must be pullovers in nature and may not have hoods. Uniform shirt collars must always be visible when wearing these garments.

## **TRANSFER STUDENTS**

Students who transfer into St. Mary Parish schools will be allowed two (2) weeks to purchase uniforms and comply with the policy.

## **UNDERGARMENTS**

Proper undergarments are always to be worn.

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

The student dress code shall apply to all students in all schools. The following are approved disciplinary procedures for students (Pre-K - 12th grade) who are in noncompliance with the mandatory dress code policy.

**NOTE:** The school principal or his/her designee shall make final decisions on acceptance of garments within the uniform policy guidelines.

**First Violation.** The parents will bring an appropriate change of clothing to school. A call will be made to the parents to schedule a conference with the principal.

**Second Violation.** The parents will bring an appropriate change of clothing to school. The parent will be notified that the child is being assigned two hours in detention (SAC). The parents will attend a conference with the principal prior to the student returning to class.

**Third Violation.** The parents will bring an appropriate change of clothing to school. The parent will be notified that the child is being assigned four hours in detention (SAC). The parents will attend a conference with the principal prior to the student returning to class.

**Continued Noncompliance.** Students who are in continuous noncompliance of the dress code policy will be referred to the Child Welfare and Attendance Supervisor. At this time, a disposition will be made for possible court action against the parent and/or student.

**PK-5 Students.** Students in Grades PreK through 5 shall not be suspended or expelled from school or suspended for uniform violations.

# STUDENTS WITH DISABILITIES: DISCIPLINE PROCEDURES

- A. For purposes of removal of a student with a disability from the student's current educational placement, 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 (10) 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 (10) 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 (10) 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 (10) 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*.
  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) days, if:
    - a. the student carries or possesses a weapon at school or at a school function under the jurisdiction of the State or any School Board; or
    - b. the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or any School Board.
- 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 USC 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 18 USC 930, United States Code.
- D. A hearing officer, who meets the requirements of Section 502 of Bulletin 1706, has the authority to order a *change in placement* for a student with a disability when certain conditions exist.

The hearing officer may order a *change in 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:

1. determines that the School Board 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).
  2. considers the appropriateness of the student's current placement.
  3. considers whether the School Board 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
  4. 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 subsection G below.
- E. School Board need not provide services during periods of removal under B.1 above to a student with a disability who has been removed from his or her current placement for ten (10) 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 (10) school days in that school year, the School Board, 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 paragraph B.1 above for not more than ten (10) consecutive school days as long as that removal does not constitute a change of placement; 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 under subsection H below; 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. The School Board shall provide services 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 School Board shall include services and modifications designed to address the behavior described below and to prevent the behavior from recurring if the removal is
    - a. for 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 (10) business days after either first removing the student for more than ten (10) school days in a school year or commencing a removal that constitutes a *change of placement* and including the action described under paragraph B.2 above, the School Board shall follow prescribed procedures as listed below.
1. If the School Board 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 School Board 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 and modify the plan and its implementation as necessary, to address the behavior.
  3. As soon as practicable after developing the behavioral intervention plan and completing the assessment required by the plan, the School Board shall convene an IEP meeting to develop appropriate behavioral interventions to address that behavior and shall implement those interventions.
  4. If subsequently, a student with a disability who has a behavioral intervention plan and who has been removed from his or her placement for more than ten (10) 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.  
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 subsection B above shall be determined by the IEP team. Any interim alternative educational setting in which a student is placed under paragraph B.2 and subsection D above shall:
1. be selected to enable the student to continue to progress in the general curriculum, although in another setting, 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; and
  2. include services and modifications designed to address the behavior described in paragraph B.2 and subsection D above, and to prevent the behavior from recurring.
- H. A *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 (10) 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. above 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 paragraph B.2 (a) and (b), and subsection D above.
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 School Board 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 subsection E above shall be provided.
  2. If the School Board initiates disciplinary procedures applicable to all students, the School Board shall ensure that the special education and disciplinary records of the student with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action.
  3. Except as provided in paragraph K.1 below, 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 the due process proceeding shall follow Section 514 of Bulletin 1706.

- 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.

The Louisiana Department of Education, consistent with Sections 507 and 508.B of Bulletin 1706, 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 School Board has demonstrated that the student's behavior was not a manifestation of the student's disability consistent with the requirements of paragraph H.5 above.
  - b. In reviewing a decision under paragraph B.2 above, to place a student in an interim alternative educational setting, the hearing officer shall apply the standards in subsection D above.
- K. The student's placement during appeal shall follow prescribed guidelines.
1. If the parents request a hearing regarding a disciplinary action described in paragraphs B.2 or D.1.a-d 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 paragraphs B.2 or D.1.a-d, whichever occurs first, unless the parent and the State or School Board agree otherwise.
  2. If a student is placed in an interim alternative educational setting pursuant to paragraphs B.2 and D.1.a-d above and school personnel propose to *change the student's placement* after expiration of the interim alternative placement, during the pending of 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 paragraph K.3 below.
  3. The School Board 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 paragraph D.1.a-d above.
    - b. A placement ordered pursuant to 3.a above may not be longer than forty-five (45) days.
    - c. The procedures in 3 above may be repeated as necessary.
- L. A student who has not been determined to be eligible for special education and related services, and who has engaged in behavior that violated any rule or code of conduct of the School Board including any behavior described in subsections B and E, may assert any of the protections provided for in this policy if the School Board 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. A School Board 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 School Board that the student needs 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 school district personnel has expressed concern about the behavior or performance of the student to the director of special education or to other personnel in accordance with the School Board's established child find or special education referral system.
  2. The School Board would not be deemed to have knowledge under paragraph 1 above, if because of receiving the information specified in that paragraph, the School Board 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 the School Board 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 in which the student is subjected to disciplinary measures, the evaluation shall be conducted in less than sixty (60) business days without exception or extensions.
  4. 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.
  5. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the School Board and information provided by the parents, the School Board shall provide special education and related services in accordance with the provisions of Bulletin 1706, *Regulations for Implementation of the Children with Exceptionalities Act* including the requirements of B-N of this policy and La. Rev. Stat. Ann. §17:1943.6.
- M. Expedited due process hearings addressed in subsection J above shall follow procedures prescribed below.
1. The hearing shall meet the requirements of Subsection 507.A of Bulletin 1706.

2. The hearing shall be conducted by a due process hearing officer that meets the criteria established in Section 508 of Bulletin 1706.
  3. The hearing shall result in a written decision that shall be mailed to the parties within twenty (20) business days of the School Board's receipt of the request for the hearing, without exceptions or extensions.
  4. The hearing shall have timelines that are the same for hearings requested by the parents or the School Board.
  5. The hearing shall be conducted according to guidelines established in Section 508 of Bulletin 1706, where appropriate, except for the timelines at paragraph 508.C.4 and according to guidelines established by the Department.
  6. The decisions on expedited due process hearings are appealable consistent with the procedures established in Section 512 of Bulletin 1706.
- N. Nothing in this policy shall prohibit the School Board 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 regarding the application of Federal and State law to crimes committed by a student with a disability.
1. The School Board, in 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. The School Board, in reporting a crime, 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*.

## **SECLUSION OR PHYSICAL RESTRAINING**

Bulletin 1706, Section 543, promulgated in accordance with R.S. 17:416.21, requires local education agencies to report to the Louisiana Department of Education (LDE) all instances where seclusion or physical restraint is used to address student behavior regarding students with disabilities identified under the Individuals with Disabilities Education Act. The terms *seclusion* and *physical restraint* shall have the same meaning described in State law and regulations. This information will be collected and reported in accordance with rules established by the LDOE.

The guidelines and procedures involving Seclusion and Physical Restraint can be found on the St. Mary Parish School Board web sites and on each individual school website upon submitting the document to the Louisiana Department of Education.

## **COUNSELING SERVICES**

Guidance and counseling services (by certified counselors) are provided at all junior and senior high schools. In special cases, services are available for elementary students. The major responsibilities of a counselor include the following:

- Provides counseling and guidance services or referral to an appropriate agency on an individual and/or group basis.
- Confers with parents and school personnel concerning student needs.
- Provides information regarding scholarships, award/recognition programs, and employment. The counselors provide information for contacting the TOPS Office: 1-800-259-5626 or <http://www.osfa.la.gov>
- Assists students in career awareness, career exploration, and the initiation of career plans.
- Assists in the identification of at-risk and special needs students.
- Coordinates the assessment program.

## **DATING VIOLENCE AWARENESS**

Dating violence is a pattern of behavior where one person threatens to use, or uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner.

### **WARNING SIGNS**

The following are some of the most common indicators of possible dating violence:

- Checking dating partner's cell phone or email without permission
- Constant put-downs
- Extreme jealousy or insecurity
- Explosive temper
- Isolating dating partner from family or friends
- Making false accusations
- Mood swings
- Physically harming the dating partner in any way
- Possessiveness
- Telling the dating partner what to do

### **REPORTING DATING VIOLENCE**

Any student who is a victim, witnesses or has knowledge of a dating violence should report it to a mandated reporter: school personnel, police department, OCS, health practitioner, mental health, members of the clergy, etc. It is strongly recommended that victims of dating violence inform their parent(s) immediately of the incident.

## **DRIVERS' EDUCATION**

- Drivers' Education is a 38-hour course (30 classroom hours and 8 driving hours), a ½ credit course with a Pass/Fail grade, requires a fee, and is held after school hours.
- Once students become licensed drivers, they may drive to and from school. A parking tag will be sold at. Student drivers are still required to be checked out of school by a guardian. Student drivers are encouraged to drive safely and obey all traffic laws.

- Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions are as follows: 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.
- In accordance with R.S. 17:416.1 (D), the principal at a public school must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen and eighteen who has been subjected to a disciplinary action as defined in this statute to be processed for suspensive action in accordance with R.S. 32:431. The suspension will not exceed the student's eighteenth birthday. The student may appeal this process, and they may also request a hardship license.

## **DYSLEXIA SCREENING AND PROGRAMS**

Dyslexia Policy R.S. 17:7 (11) requires that the State Board of Elementary and Secondary Education provide for dyslexic students within the regular education program. The St. Mary Parish District Dyslexia Screening Policy has been created in accordance with *Bulletin 1903, Regulations and Guidelines for Implementation of the Louisiana Law for the Education of Dyslexic Students*.

All St. Mary Parish Schools will administer the Universal Screening for Dyslexia & Related Disorders by the end of the fourth nine-weeks to all second-grade students, and any third-grade students who have not yet been screened because they are new to our parish or state. The Dyslexia Screening Specialist at each school site is responsible for the coordination of the Universal Screening on that campus. Classroom teachers will also participate in the administration of certain sections of the Universal Screening. If, during this screening, a student is found to be at risk, parents will be notified, and concerns will be discussed.

St. Mary Parish School Board has adopted several programs to fulfill the mandates of this law, and criteria for instruction.

If you have any concerns about screening for dyslexia, first call your child's teacher, the Dyslexia Screening Specialist, or the School Counselor, at the school your child attends. If you have further questions about the screening process, you may contact Chrissy Harrison, St. Mary Parish Dyslexia Consultant, at (337) 836-9661 or e-mail [charrison@stmaryk12.net](mailto:charrison@stmaryk12.net).

## **FEDERAL PROGRAMS**

### **TITLE I: EVERY STUDENT SUCCEEDS ACT**

Title I is a federally funded program designed to provide educational and supplemental services to meet the needs of children who reside in selected attendance areas in St. Mary Parish Schools. Title I funds may be used for supplementary instructional activities, special personnel,

materials, and equipment. Title I serves schools attended by significant numbers of economically disadvantaged children who need assistance and support to improve their academic performance.

Each school receiving Title I services has written a “school wide” plan outlining specific uses of Title I funds to reach the goal of helping children meet high curriculum and performance standards. The Title I program has established pre-kindergarten classes. These classes are for children who demonstrate an academic need for preschool experiences and live within the attendance area of the Title I school. Additionally, Title I provides in-school tutoring, health services, media center support and professional development opportunities.

Parent and Family Engagement is a major goal of Title I. The federal grant provides for workshops and literature that help support parents in ensuring the success of their children.

## **TITLE I: PARENT & FAMILY ENGAGEMENT**

In St. Mary Parish, Title I is dedicated to facilitating a positive interaction between parents and school. This goal will be achieved by providing parents with a variety of opportunities to know their school, its programs, and the staff.

The Title I program sets forth expectations for parents to be involved in their children’s education. Emphasis is placed on forming a home-school partnership to benefit the students and all those involved in their welfare.

The staff recognizes the parents’ right and responsibility to be involved in an organized, ongoing, and timely way in the planning, review, evaluation, and improvement of our Title I programs. We, therefore, ask parents to assist in planning activities that will accomplish those objectives.

To further the move toward school-based management, the LEA will assist Title I schools to maintain and increase school/parent activities. The focus of these activities is to provide services and remove barriers so that the student will be successful in school. The school/parent activities will reinforce the efforts of the school in its efforts to build school/parent relationships, attendance, school-based intervention, parental involvement programs, and service integration between school and community agencies.

## **TITLE II**

According to the LDOE’s *Federal Programs Funding Guide*, the purpose of Title II, Part A is to

- increase student academic achievement through improving teacher and principal quality.
- increase the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools.
- hold local education agencies and schools accountable for improvements in student academic achievement.

### **TITLE III EL PROGRAM**

The St Mary Parish School System believes that all children should have an equal access to a meaningful education, regardless of their national origin or their home language. In compliance with the Civil Rights Act of 1964, the Equal Opportunity Act of 1974, and the State of Louisiana, Bulletin 1851 with respect to the education of the language minority students who are English learners (EL), it is the responsibility of the St. Mary Parish School System to ensure that the instruction conducted in their schools meets the unique needs of language minority students, both students who are new arrivals, and those who, though born in the United States, are brought up in an environment where a language other than English is dominant.

The goal of the EL program is to ensure that EL students attain English proficiency, develop high levels of academic achievement in English, and make adequate yearly progress. The parish has in place a system that provides for the identification, assessment, placement, and instruction of EL students. All students with a primary language or home language other than English, as identified on the Home Language Survey at the time of their initial enrollment, will be assessed to determine proficiency in the English language. The information gathered will be used in placement and the planning of instructional programs.

Any person with questions or concerns about the education of EL students should contact the Title III EL Instructional Specialist at (337) 836-1767.

### **TITLE IV**

The purpose of Title IV is to afford all students the opportunity for a well-rounded education, provide safe and healthy schools, and incorporate the effective use of technology.

## **FOREIGN EXCHANGE STUDENTS**

The St. Mary Parish School Board welcomes foreign exchange students to enroll in the system. Our experience has been positive and rewarding for both the exchange student and the students of St. Mary Parish.

The following guidelines must be adhered to before enrollment in the St. Mary Parish School System:

1. Contact the Child Welfare and Attendance Supervisor for an I-20 Application.
2. Students must speak fluent English.
3. Present a copy of their transcript written in English that includes total minutes per class by June 1.
4. A course description of courses taken written in English.
5. Payment in full of the agency by June 1. No refund will be given to any students canceled or withdrawn from the program.
6. Placement of each student is at the sole discretion of the St. Mary Parish school personnel.

NOTE: Foreign exchange students are not eligible to earn a diploma.



## HEALTH SERVICES

The St. Mary Parish School Board General Nursing Department offers services by a Registered Nurse for student health needs during school hours. These services are provided by EPSDT Medicaid programs, Department of Education General School Health programs or community healthcare providers which include individual health plans, individual accommodation plans, screening of vision and hearing according to grade level and state statutes, dental education, health services and procedures. The School District is notifying parents to obtain permission for the St. Mary Parish School Board to file for services with Medicaid, if the child is eligible. The newspaper serves as initial notice for consent regarding Medicaid reimbursement. The district also requests parental consent to disclose the child's personal identifiable information (full name, address, date of birth, and Medicaid ID) to the Medicaid Program to bill for services. *Allowing the district to bill for these services will not impact the child's Medicaid limits for any other services being billed by a private provider. Your consent simply provides the school system with important funding needed to enhance services available to students.* Parents may withdraw consent in writing at any time. If parents refuse or withdraw consent to allow access to Medicaid benefits, the school system will remain responsible for conducting scheduled services and screening.

### IMMUNIZATION POLICY

All immunization records will be checked at least annually through the Louisiana Immunization Network System (LINKS). Student vaccines should follow the recommended schedule of immunizations by age; accelerated schedule for students with late vaccines; or the required vaccination for entry into daycare and schools. Students without the required vaccines will not be enrolled nor be allowed to remain in school until the necessary up-to-date records are presented to school officials.

### REQUIRED IMMUNIZATIONS:

*See the state health vaccine record for students entering school at the following website under the document center immunization schedule: <https://lalinks.org/linksweb/>*

### MEDICATION POLICY

The following are guidelines for the safe administration of medications at school during school hours. Administering of medications at school is for long term use not short-term use. *Parents should contact school nurses with any questions or concerns with their children or services assigned to their child's school.)*

#### The parent or guardian shall:

- Provide the school with a written order from the physician detailing the name of the drug, dosage, and time interval medication is to be taken at school for each medication

required. They must provide new doctor orders every time dosage is changed during the year and meet with the school nurse with each change. A medication form order may be obtained at the school on intranet or the parish website.

- Go to the school to meet with the school nurse and sign a permission/release form allowing school personnel to comply with the physician's orders. This must be done before any medication can be accepted or administered at the school.
- Bring medication to the school in a container appropriately labeled by a pharmacy with privileges to practice in State of Louisiana with the child's name, dosage, and time by the pharmacy or physician. Parents or legal guardian must bring the doctors' orders and medication together to meet with the school nurse. The school nurse will implement the student's plan of treatment as ordered by physician and train the district personnel on each student's plan.
- Review drug action and possible side effects of medications, and complete and sign the care/emergency plan or an individual accommodation plan/health plan with the nurse. They will also provide working phone numbers for the school in case of an emergency.
- Bring medication to school before the child is out of medication to assure continuance of care and count the pills and sign with school personnel.
- Be allowed to administer medication to their child during school hours. This excludes current medications that have already been accepted by the school nurse.

**The parent or guardians shall not:**

- Send medication to school with the child.
- Bring medication to school that is in an envelope, bag, or a bottle that is not for the student.

**The school will:**

- Provide a school nurse to receive the doctor's orders.
- Start a plan for each student after assessing the child's needs.
- Inspect properly marked medication bottle for agreement with doctor's orders.
- Administer medication at the doctor's ordered time. Medication is to be given by the school nurse or designated trained unlicensed school personnel under the supervision of the school nurse.
- Notify the parent or legal guardian when medication supplies become low.

## **COMMUNICABLE DISEASES POLICY**

The St. Mary Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. Therefore, at the May 10, 1990, regular meeting, the Board adopted a Communicable Disease Control Policy which can be reviewed at the Central Office Complex, 474 Highway 317, Centerville, La.

- No student will be allowed in school with a possible contagious disease.

- The student may re-enter school when free of such disease and/or with a physician's statement stating that his/her condition is not contagious.
- Students sent home with pediculosis (lice) shall not re-enter school when there is evidence of "live lice" present in the hair. The district will follow the State Communicability Policy through the Office of Public Health.

## **SERVICES**

The general school nurse provides the following additional services:

- Vision screening - Grades Pre-K, Kindergarten, 1, 3, 5, and 7.
- Hearing screening - Same as vision.
- Screening of any communicable diseases and vaccination programs. Anytime a child is found to have what appears to be a problem in these areas, the students are rechecked, and parents are notified by letters or phone calls. They are given an opportunity to seek private care. The nurse can assist with local organizations to help those who cannot afford private care. The nurses will follow-up the referral to determine, if the recommended care has been provided.
- School nurses conduct conferences in matters which affect performance with parent, student, teacher, and other health resource persons as needed or requested.
- American Pediatric Periodicity Screenings schedules are performed annually in accordance with state statutes.
- Dental health education is provided to first graders utilizing the volunteer services of local dentist.

## **HEALTH EDUCATION AND SEXUALLY TRANSMITTED DISEASE PREVENTION**

The St. Mary Parish School Board, in accordance with statutory requirements, shall require all students in grades 7 through 12, except those who's religious and/or personal beliefs conflict herewith, to be given instruction in health education including health promotion and sexually transmitted disease prevention according to Louisiana Board of Elementary and Secondary Education (BESE) approved Grade Level Expectations.

The health and physical education teacher shall provide health promotion and sexually transmitted disease prevention instruction as a part of the regular physical education program. The school principal in conjunction with the school counselor and school nurse shall develop a schedule for the instruction to exclude sixth graders and dents whose parents opt out of the instruction. Parents may request an Opt-Out letter from their child's school counselor or P.E. teacher.

## **BREAST SELF-EXAMINATION**

The St. Mary Parish School Board, in accordance with statutory requirements, shall require all female students in grades seven through twelve, except those whose religious beliefs conflict

herewith, to be given instruction in the proper procedures for breast self-examination and the need for an annual Pap test for cervical cancer.

The school nurse shall provide this instruction once every two (2) years as a part of the regular physical education program. The school nurse shall work with the principal to develop a schedule for the instruction.

A written statement from the parent or guardian stating there is a conflict with religious beliefs and/or personal beliefs shall be filed with the principal of the school and shared with the school counselor to excuse a student from receiving this instruction.

## **PREGNANCY**

It shall be the responsibility of the pregnant student to furnish the nurse with a written statement from her physician containing the following information:

- The fact that a student is pregnant and expected date of delivery.
- The length of time she may attend regular classes.
- Specific recommendations for participating in all school activities.
- Recommendations regarding transportation for students to and from school on buses.
- The student will provide necessary paperwork for homebound instruction before the date of confinement.
- Students may legally withdraw from school at any time a request is made from a student or parent.

## **FIRST AID POLICY**

- Principal or other personnel shall be responsible for administering first aid. Parents and/or family physician shall be notified immediately when illness or injury appears to be serious in nature.
- In case of serious illness or injury when parents are unable to be located, Emergency Medical Services (EMS) will be activated by calling 911 for transport with Acadian Ambulance and the financial cost will be assumed by the parents.

## **HOMELESS CHILDREN & YOUTH EDUCATION PROGRAM**

The Homeless Children & Youth Education Program of the St. Mary Parish School System carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education on the same basis as children and youth with established residences. Laws, regulations, practices, or policies should not act as barriers to the enrollment, attendance of school, or success of homeless students.

## THE MCKINNEY-VENTO ACT

The McKinney-Vento Act protects the educational rights of children and youth in the following homeless situations (Title IX, Part A, of Every Student Succeeds Act) (Effective October 1, 2016):

- Children living in shelters, including domestic violence shelters.
- Children living in hotels or motels or weekly-rate apartments.
- Children living in substandard conditions – not fit for human habitation (i.e., no electricity, no heat, no running water, no windows or doors, holes in the roof or floor, no way to cook or store food.)
- Abandoned, runaway, throwaway children and youth (Unaccompanied Youth).
- Two or more families living together in crowded or undesirable living conditions (doubling or tripling up because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy and with dignity).

## THE RIGHTS OF HOMELESS STUDENTS

**Federal Law: McKinney-Vento Act (State Law: LA R.S. 17.238/Public Law 107-110)**

The law gives children and youth in homeless situations the right to:

- Remain enrolled despite changes in residence.
- Obtain **immediate access** to school enrollment without proof of residency, immunization, or school records. Parents must complete the *St. Mary Parish McKinney-Vento Assurance Enrollment Dispute Resolution Policy*, which gives them 5 (five) school days to submit required school enrollment documentation, i.e., physical address, academic records from last school attended, immunization records and birth certificate.
- Transportation to and from school.
- Enroll in pre-school programs.
- All school services as needed.

## HOSPITAL & HOMEBOUND SERVICES

Hospital-Homebound is an alternative setting for a student enrolled in a public school who, because of physical illness, accident, emotional crisis, or treatment thereof, is not able to be moved from the hospital or home environment for the provision of educational services for at least 10 operational days. The 10 days can be projected by the referring physician or psychiatrist. **All attempts shall be made to return the student to the school setting as soon as possible.**

Because the illness or injury is viewed as temporary under Section 504, the **SBLC Committee** at the school **must** meet to determine how to best meet the criteria of F.A.P.E. The school nurse is a mandated member of this SBLC. This could include:

- Arranging the student's schedule to accommodate the illness or injury.
- Having all classes downstairs if mobility is affected.
- Sending work home to be completed.
- Attending school for part of the day or week.

*If it is not possible to arrange any of the above, the student may be eligible to have a hospital-homebound teacher sent to the home.*

## **CRITERIA FOR ELIGIBILITY**

- There is certification by a physician that the student is expected to be home or hospitalized for at least 10 operational days and will be able to participate in and benefit from an instructional program.
- The student is under constant medical care for illness or injury which is acute or catastrophic in nature or has a chronic physical condition which has acute phases requiring homebound instruction during the acute phases. If the student is pregnant, a medical evaluation must verify there are complications in the pregnancy or recovery which could be detrimental to the health of the student.
- The student is free of infectious or communicable disease. If the student is not free of such disease, other appropriate instructional arrangements must be made such as instruction by school to home telephone.
- The parent or guardian signs parental agreement concerning homebound or hospital policies agreeing to terms and cooperation.
- The child's parent must contact the SBLC Facilitator at the child's school to request a Homebound Medical Form (found in the SBLC Manual), which is to be completed by the physician. Upon the receipt, an SBLC meeting will be scheduled.
- This meeting will determine what accommodations or modifications can be made in the child's schedule, setting, etc. to attempt to keep the child in school.
- If the SBLC committee determines there are no accommodations or modifications which can help the child to remain in school, the SBLC facilitator will contact (by email) the Facilitator of School Nurses to discuss the need for hospital-homebound services.
- Copies of 504/SPED Hospital-Homebound Physician's Report, Pregnancy Report, and/or Psychiatrist/Psychologist Report are to be sent to the Coordinator of Discipline & Special Instructional Services at the Office of Special Education. Copies of all paperwork shall be filed at the student's school in the cumulative record.
- The eligible student's parents and the appropriate school principal will be contacted by a Hospital-Homebound Teacher, and the student will be placed for services within 5

working days of receipt of notification by the Coordinator of Discipline & Special Instructional Services.

## **PREGNANCY**

Hospital-Homebound services for pregnant students begin on the actual delivery date or upon medical documentation of complications. Feeling tired, uncomfortable, and hurting to walk are all symptoms of late pregnancy and not a medical complication. The student and/or her family are responsible for notifying the hospital-homebound secretary once she has delivered her baby. The inability to secure childcare (babysitting) services is not an acceptable reason to file for an extension for homebound services.

## **ABSENCES**

A student is counted absent at school until receipt of the official notice of hospital-homebound eligibility (not the school nurse program). This official notice from the Office of Special Education will have two pertinent dates:

- Date from which to allow excused absences (this information comes from the medical form completed by the physician)
- Date from which the student is to be counted present.

Approval of absences incurred before the official date will not be handled by the Office of Special Education but will be a matter handled by the school principal.

## **SPED**

For students receiving special education services, hospital-homebound is a change of placement; therefore, an *IEP* meeting shall be required for this change of placement. Also, the student will need a short-term *IEP* written by the hospital-homebound teacher with input from the student's special education teacher. The student's *IEP* will have to be revised by the special education teacher upon the student's return to school. (Regular education students in need of homebound services do not have an *IEP*.)

## **JUNIOR AND HIGH SCHOOL STUDENTS**

Students that are academically capable will be placed in courses via Edgenuity. In addition to the homebound teacher, it is the responsibility of the school counselor, primary provider (SPED), or the 504 facilitators to communicate and assist the student at least once a week. The contact person must document contact dates and times using the Homebound Contact Form.

## **FAMILY & STUDENT RESPONSIBILITIES:**

- Homebound instructors are assigned according to certification and the instructional needs of the child. It is critical that the family and the assigned instructor work together to ensure student success. Should the family be unwilling to accept the assigned homebound instructor, the St. Mary Parish School Board shall not be held responsible

for providing this service. Instructor assignment concerns should be brought to the attention of the Director of Federal Programs.

- An adult family member shall be on the premises and available during the entire teaching time.
- Regular study periods should be established for the student as suggested by the teacher.
- All parties in the home should be appropriately dressed throughout the homebound session.
- The space provided for instruction shall accommodate the student's physical needs and be a distraction-free learning environment conducive to academic engagement.
- A parent, guardian or adult family member in attendance is responsible for initialing the monthly time sheet for homebound instruction unless the student is of legal age.
- The student shall receive any necessary medical care before the instructor's arrival. Doctor appointments shall be scheduled at times other than those set aside for instruction.
- Homebound students are considered present for the school day. If the student is not home to receive instruction at the designated time, the absence will be reported to the school. Any cancellation of the teaching sessions must be reported by the Homebound Teacher. Recurring absences will be dealt with on an individual basis. Absences will be reported to the Coordinator of Discipline or Designee. If necessary, the student may be dropped from the homebound program.
- If an extension of services is required, the "Notice of Hospital Homebound Extended Eligibility" form must be resubmitted to the SBLC Committee by the parent or guardian.
- Because the student is placed on homebound because of a physical or psychological inability to attend school, it is understood that the student shall not be away from the home environment unless it is for medical attention.
- Homebound students shall not participate or attend school-sponsored events without a full medical release from their primary care provider.
- Homebound students seen at school-sponsored or public events for reasons other than medical services will undergo a hospital-homebound eligibility review with termination of services as a possibility. Exceptions of long-term care students will be made through submission of a written doctor's request to the Superintendent.
- Hospital-Homebound instructors do not administer mid-term exams, final exams, or state assessments in the home. These tests shall be taken at school. Arrangements must be made between the family and the school. Medical verification of the student's inability to go to school to test must be presented to the school principal for state assessments.
- If the student moves while on hospital-homebound, it is the responsibility of the parent to notify the school and follow proper drop procedures.

**NOTE TO SCHOOL OFFICIALS\***



The student receiving hospital-homebound services shall remain on school and class rosters and shall be accounted for in any reports submitted by personnel to the LEA/LDE. Assignments, tests, and grading are the responsibility of the classroom teacher(s). If a student is receiving hospital-homebound services during state testing, accommodations should be made to include the student in testing when possible. Homebound teachers shall not administer these tests.

## **MIGRANT EDUCATION**

The Migrant Education Program in St. Mary Parish sees to it that basic school supply needs are met, and children are tutored when needed. Assistance is also provided in the placement of students in appropriate school programs. The design of the program is to maximize the child's participation in the educational process and enhance opportunities for life-long success.

Parents and participating agencies will be informed on methods used to facilitate needs for identified migrant students. The program is federally funded; therefore, there is no cost to the eligible families.

To qualify for this program, there are three requirements:

1. The child's parent(s) must work in agriculture, commercial fishing or in the food processing activities such as crawfish or canning factories, or in the cultivation and harvesting of trees.
2. The child's family must have moved across a parish or state line within the last three years.
3. Parents are required to identify themselves as migrant when they enroll their children.

The program is designed to serve the children of migrant workers because migrant children are often left behind in their class work due to frequent moves.

Families interested in the program may apply throughout the year at their local school or call 337-836-9661.

## **NOTICE OF NON-DISCRIMINATION**

The St. Mary Parish School District does not discriminate because of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

The St. Mary Parish School District prohibits sexual harassment.

Any person having inquiries concerning the St. Mary Parish School District's compliance should contact the following individuals:

- Title VII Implementation: Mrs. Kristina Estay, Supervisor of Human Resources (337) 836-6011
- Title IX Concerns: Ms. Barbara Lancelin, Title IX Coordinator for Sexual Harassment (337) 828-1767
- Section 504 Implementation: Ms. Debra McClarity, Supervisor of Special Services (337) 828-1767
- Child Protection Act of 1984: Mr. Kenneth Holmes, Supervisor of Child Welfare and Attendance (337) 836-9661

## **PARENT BILL OF RIGHTS (PUBLIC SCHOOL)**

§406.9. **Parents' Bill of Rights for Public Schools** (click the title to read the Parents' Bill of Rights for Public Schools on the Louisiana State Legislature website).

A. The legislature finds all the following:

1. That parental involvement is a significant factor in increasing student achievement.
2. That access to student information encourages greater parental involvement.

B. Parents of public-school children who have not reached the age of majority shall have all of the following rights:

1. To examine the textbooks, curriculum, and supplemental material used in their child's classroom.
2. To inspect their child's school records, and to receive a copy of their child's records within ten business days of submitting a written request, either electronically or on paper. Parents shall not be required to appear in person for the purposes of requesting or validating a request for their child's school records. There shall be no charge for a parent to receive such records electronically. Any charges for a paper copy of such records shall be reasonable and set forth in the official rules and regulations of the school governing authority. School records shall include all the following:
  - a) Academic records, including but not limited to results of interim or benchmark assessments.
  - b) Medical or health records.
  - c) Records of any mental health counseling.
  - d) Records of any vocational counseling.
  - e) Records of discipline.
  - f) Records of attendance.
  - g) Records associated with a child's screening for learning challenges, exceptionalities, plans for an Individualized Education Program, or Individual Accommodation Plan.
  - h) Any other student-specific file, document, or other materials that are maintained by the school.
3. To be notified when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment

is required, the parent shall be notified as soon as practicable after the treatment is rendered.

4. To be notified if a criminal action is deemed to have been committed against their child or by their child.
5. To be notified if law enforcement personnel question their child, except in cases where the parent has been accused of abusing or neglecting the child.
6. To be notified if their child is taken or removed from the school campus without parental permission.
7. That the school shall not discriminate against their child based upon the sincerely held religious beliefs of the child's family.
8. To receive written notice and the option to opt their child out of any surveys that include questions about any of the following:
  - a) The student's sexual experiences or attractions.
  - b) The student's family beliefs, morality, religion, or political affiliations.
  - c) Any mental health or psychological problems of the student or a family member.
9. To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity.
10. To receive from the school the annual school calendar, no later than thirty days prior to the beginning of the school year, and to be notified in writing as soon as feasible of any revisions to such calendar. Such calendar shall be posted to the school's website and shall include, at a minimum, student attendance days and any event that requires parent or student attendance outside of normal school days or hours.
11. To receive in writing each year or to view on the school's website a comprehensive listing of any required fee and its purpose and use and a description of how economic hardships may be addressed.
12. To receive in writing each year or to view on the school's website a description of the school's required uniform for students.
13. To be informed if their child's academic performance is such that it could threaten the child's ability to be promoted to the next grade level and to be offered an in-person meeting with the child's classroom teacher and school leader to discuss any resources or strategies available to support and encourage the child's academic improvement.
  - A. Notwithstanding anything to the contrary, a public school shall not be required to release any records or information regarding a student's medical or health records or mental health counseling records to a parent during the pendency of an investigation of child abuse or neglect conducted by any law enforcement agency or the Department of Children and Family Services where the parent is the target of the investigation, unless the parent has obtained a court order.

Acts 2014, No. 699, §1; Acts 2018

# **PARENT AND FAMILY ENGAGEMENT POLICY**

## **STATEMENT OF PHILOSOPHY**

The St. Mary Parish School Board recognizes that parental involvement must be a priority of the board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the board throughout their children's elementary and secondary school careers. The term **parent** shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes but is not limited to, parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of *parent and family engagement* shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

The St. Mary Parish School Board Parent and Family Engagement Policy is devoted to facilitating greater participation by parents in their child's education. Cooperative efforts by St. Mary Parish School Board educators and parents are designed to impact a student's success at school. A positive, productive interaction between the home, the school, and the community is imperative for the continued success of general education of students in St. Mary Parish.

The staff recognizes parents' rights and responsibilities to be involved in an organized, ongoing, and timely way in the planning, review, evaluation and improvement of our district policy. We, therefore, ask parents to assist in planning activities that will accomplish this end. Parents of all schools will be asked to enter into a school-parent compact agreement where responsibilities of all stakeholders are outlined in supporting improved student achievement.

## **DEVELOPMENT AND REVIEW OF DISTRICT PARENT AND FAMILY ENGAGEMENT POLICY: SECTION 1111(H) (2)(E)(6)**

The St. Mary Parish School System has developed this parent and family engagement policy with the collaboration and input from parents of participating children. This policy serves as the basis for parent and family engagement and is an integral part of the consolidated application for federal programs.

Each school year a meeting of a district parental advisory committee will be convened to review and update this policy. Membership of this advisory committee will consist of representation of parents of students from the various subgroups identified in Every Student Succeeds Act (ESSA) and who participate in various programs conducted in the district schools.

A district-wide parental/community advisory approach will gauge the extent to which parish parental involvement strategies have been implemented. This approach will also be a means to bring together input in order that future action plans can be developed.

Each school in the district will develop its own parent and family engagement policy with input from parents of participating students. District level personnel will provide technical assistance and support.

## **PARENTS RIGHT TO KNOW: SECTION 1111(H)(2)(E)(6)**

The St. Mary Parish School System will provide parents with the following:

- **TEACHER QUALIFICATIONS:** Parents will be notified at the beginning of each school session that they have the right to request the information regarding their child's teacher's qualifications and certifications.
- **NON-CERTIFIED TEACHERS:** Parents of students who were taught by a non-certified teacher for a period of four consecutive weeks will be notified of that fact in writing. They will receive a letter drafted by the St. Mary Parish Human Resources Department and distributed at the school level.
- **STUDENT ACHIEVEMENT LEVEL:** Individual student state assessment scores will be issued to parents upon receipt from the Louisiana State Department of Education

## **PARENT NOTIFICATION--EL STUDENTS: SECTION 1112(G)**

EL STUDENTS: Upon registering in the St. Mary Parish School System, all students whose parents have indicated on the Home Language Survey that a language other than English is spoken in the home will be assessed using the English Language Proficiency Screener (ELPS).

Based on assessment results, parents will be informed in a way they can understand, their child's eligibility for the *English as a Second Language Program*. The methods of informing parents may include a written letter, a phone conversation through an interpreter, or a home visit if necessary. This information will include:

- student's assessment information
- status of academic achievement
- methods of instructions to be used in the program.
- specific exit requirements from the program

Annually, parents of EL students will be notified of their child's progress in the language educational program because of the ELPT (English Language Proficiency Test), given in the spring.

## **SCHOOLS IDENTIFIED FOR IMPROVEMENT: SECTION 1116(B)(6)**

Once identified as a school for improvement, the principal will send home a letter and conduct a parent information meeting to explain:

- meaning of school improvement,
- how the school compares in terms of academic achievement to other schools served by the district and state,
- the reason for the performance label,
- plan to address academic problem,
- explanation of parental involvement,
- school choice and supplemental educational services, if applicable.

## **INSTRUCTIONAL PROGRAMS**

- At the beginning of each school year, a parental information guide is provided outlining the various academic and federal programs provided through the district schools.
- At open houses conducted at the beginning of each school year, the principal describes and explains the instructional programs provided at the individual school.
- Information is provided relative to the forms of academic assessment used to measure student progress along with the proficiency levels.
- Upon request, parents are afforded the opportunity to meet with school personnel to discuss decisions relating to the education of their child.

## **RESERVATION OF FUNDS: SECTION 1118(A) (3)**

In developing the district Title I budget, one percent of allocation will be dedicated to parental involvement activities. Ninety-five percent of these funds will be distributed to Title I schools for parental involvement activities.

## **SCHOOL PARENTAL AND FAMILY ENGAGEMENT POLICY: SECTION 1118(B)**

Each school in the district will develop its own parental and family engagement policy with input from parents of participating students. The parent and family engagement policy will apply to all parents of students identified in the subgroups listed in the No Child Left Behind Act. District level personnel will provide technical assistance and support.

## **POLICY INVOLVEMENT: SECTION 1118 (C)**

Parents serving on the School Improvement Team provide input on parent and family engagement policy and activities to be implement at each school. Schools will provide agendas and sign-in sheets to the LEA to ensure parents are involved in the process.

At an Open House / Parent Information Night, principals will present the School Parent and Family Engagement Policy. Throughout the school year, additional meetings will be conducted at various times to provide parents and community members ample opportunities to review and comment on the School Parent and Family Engagement Policy. Assistance will be provided to parents requiring transportation, childcare, and interpreters and other identified needs. Each school year, the school improvement team will address any concerns and dissatisfaction expressed by parents through a review and update of the School Parent and Family Engagement Policy.

## **HIGH STUDENT ACADEMIC ACHIEVEMENT: SECTION 1118(D) STUDENT/PARENT/TEACHER COMPACT**

- At the beginning of each school year, a student / parent / teacher compact is developed and distributed to all stakeholders in order to build and develop a partnership to help children achieve the state's high standards.

- The compact describes the school’s responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment. It also describes the way in which parents will be responsible for supporting their children’s learning and ways parents may volunteer and participate in decisions relating to the education of their children. Issues of open communication between parents and teachers are also addressed in the compact.

## **BUILDING CAPACITY FOR INVOLVEMENT: SECTION 1118 (E)**

### **PARENTAL TRAINING**

- As previously indicated, each school conducts an annual orientation meeting (Open House) and periodic meetings during the year to inform parents of the state’s academic content standards, state student academic achievement standards, state and local academic assessments, and instructional programs provided in the district’s schools.
- The district in collaboration with the schools will provide materials and workshops to help parents work with their children to improve their academic achievement.

### **TEACHER TRAINING**

Each school will develop a professional development activity in which the principals, in collaboration with district personnel, will provide information to teachers relative to the value and utility of contribution of parents and how to reach out to, communicate with, and work with parents as equal partners in implementing parent programs.

### **COLLABORATION EFFORTS**

The St. Mary Parish Public School System collaborates with the St. Mary Parish Sheriff’s Office, Municipal Law Enforcement Agencies, The Louisiana State Police Office, Municipal Fire Departments, Mary Parish Health Care Providers, St. Mary Parish Library, and St. Mary Parish Health Unit in providing parental involvement activities that encourage and support parents in more fully participating in the education of their children.

### **PARENT COMMUNICATIONS**

Communication to all parents related to school and parenting programs, meetings, and other activities will be in one or more of the following forms and in the parent’s native language, when practical:

- Newsletters
- Flyers
- Phone calls/Messages/J Call/Text messages/social media
- Newspaper / television announcements
- Conferences
- District and/or School Website

## INTEGRATION FOR PRESCHOOL PARENTS

The district coordinates and expends funds to ensure that the parents of preschool students are offered the same types of opportunities for parent and family engagement as other parents of students in the school system. Parents are involved through the initial interview enrollment process, parent-teacher conferences, make-and-take workshops, open house visitations and various volunteer activities in the classroom. Public school Pre-K teachers are offered professional development opportunities each year where strategies and approaches are explored toward increasing the effectiveness of the required parent outreach programs. A schedule of transition is annually initiated each year to assure that an appropriate schedule of activities takes place between public school preschool programs, Head Start programs and the public K settings. A schedule of transition activities engages parents in learning how to foster learning opportunities to respond to increasing academic expectations.

## LITERACY TRAINING

The St. Mary Parish Public School System provides a parent literacy program utilizing adult education funding services.

## LOUISIANA PARENT INFORMATION RESOURCE CENTER

The St. Mary Parish Public School System and its schools inform parents of the existence and purpose of the Louisiana Parent Information Center through newsletters, posters and announcements at parent and family engagement activities.

Bayou Land Families Helping Families, Inc.  
286 Highway 3185  
Thibodaux, LA 70301  
1-800-331-5570  
[www.blfhf.org](http://www.blfhf.org)

**RESOURCES:** For more information, call toll -free 1-888-814-6252  
To request free publications, call toll-free 1-877-433-7827, or order online by  
visiting [www.ed.gov/pubs/edpubs.html](http://www.ed.gov/pubs/edpubs.html)

## REPORT CARD SCHEDULE

Nine Weeks	Date
1st Nine Weeks	October 16, 2023
2nd Nine Weeks	December 21, 2023
3rd Nine Weeks	March 21, 2024
4th Nine Weeks	May 24, 2024



## **SAFE AND DRUG-FREE SCHOOLS**

The St. Mary Parish Safe and Drug-Free Schools and Communities (SDFSC) Program has been in existence now for over 25 years. While the scope and magnitude of this program has multiplied during this time, the premise remains the same: Prevention through education. Additionally, the program networks with parents, law enforcement, government agencies, the judicial system, and businesses, as well as health and human resources. Through the strides of this program, safety features, prevention, intervention, and postvention services have been instituted.

The Safe and Drug-Free Schools and Communities Program operates in all schools, grades PreK-12th. In the elementary grades, the curriculum/program offerings include drug education, comprehensive health, peer mediation, character education, and conflict resolution. In the junior and senior high grades, the curriculum/program offerings include drug education, character education and PBIS. Random drug dog detection and metal detector searches are also a part of the prevention efforts of this program. Additionally, Safe and Drug Free Schools coordinator provides intervention education for students who have violated the parish substance abuse policy.

Moreover, the program has in place a speaker's bureau on a variety of subjects designed to meet the needs of local schools, churches, civic organizations, businesses, and any other agencies. The program coordinator manages the local Red Ribbon Campaign, the Safe and Sober Prom Campaign.

Furthermore, the program coordinator (1) conducts CPI training for staff; (2) oversees the PBIS initiative and the D. A. R. E. Program; (3) facilitates the Student Victim Impact Panel and Tobacco Education classes; (4) provides Suicide Prevention Awareness and Bullying Prevention trainings for staff and students; (5) responds to Crisis Management; (6) conducts conflict resolution and peer mediation trainings for students.

Parents with questions or concerns about the Safe and Drug-Free Schools Program should contact the School Board Office at (337) 836-9661. Inquiries may be addressed to At-Risk Interventionist, Sarah Theriot, or Ronnie Louis, Supervisor of Student Services.

# **SPECIAL EDUCATION SERVICES**

## **FULL APPROPRIATE EDUCATIONAL SERVICES**

The St. Mary Parish School Board has adopted a policy of free, appropriate public education for all exceptional children residing within its jurisdiction. Through its Child Find Program, the Board continues to place a priority on locating, evaluating, and placing eligible exceptional children.

## **PROGRAM SERVICES**

Special Educational Services are being offered to all exceptional children from birth through 21 years of age. These include infants with special needs and children who have intellectual disabilities, hearing impairments, autism, multiple disabilities, developmental delays, speech or language impairments, emotional disturbances, learning disabilities, visual impairments, orthopedic impairments, other health impairments, traumatic brain injuries, and who are gifted, and/or talented.

Program models include self-contained classes, combination classes, resource room services for the disabled and gifted/talented, speech therapy, adapted physical education, preschool classes, infant home-based program, physical therapy, occupational therapy, extended school year program, hospital homebound instruction, and hearing-impaired services.

Other special educational services/projects include a surrogate parent program, Child Find, Special Olympics, Very Special Arts, community-based instruction, vocational transitional team, and assistive-technology.

For additional information regarding program services, visit the [Special Education Department](#) webpages.

## **SCREENING EVALUATION**

If a child is having trouble in school (behavioral, academic, communication, medical needs, etc.) and the parent or teacher requests one, a School Building Level Committee (SBLC) meeting may be scheduled at the school to discuss the concerns. The SBLC is a general education data driven, decision making committee. Members include the child's classroom teacher, a parent or legal guardian, an administrator, the SBLC facilitator in the school, and any other persons requested by the school or the parents. The purpose of the SBLC committee is to discuss concerns and to implement or review school-based interventions, designed to address the child's problems. Referrals for Section 504-eligibility consideration are made through SBLC, as are referrals to Pupil Appraisal. All requests for evaluation must be processed through the SBLC.

Parents are notified of the screening and if any further evaluation services are recommended, the parents are asked to sign appropriate permission forms. The law mandates that referrals

be processed as quickly as possible, and that no evaluation take more than 60 working days (about 3 months) from receipt of parental permission for the evaluation to be completed.

Students must be evaluated by a multi-disciplinary team and classified as exceptional before special education services can be provided. The evaluation team may be composed of a psychologist, educational diagnostician, speech pathologist, social worker, audiologist, physical therapist, occupational therapist and/or an adapted physical education teacher. Request for screening may come from a parent, teacher, principal, designated school personnel, physicians, or any other professionals interested in the child's well-being.

If you have any concerns about screening, **first** call your child's teacher or the SBLC Facilitator at the school your child attends. If you have further questions about the evaluation process, you may contact Bonnie Miller, Coordinator of Pupil Appraisal Services, at (337) 828-1767 or e-mail [bmiller@stmaryk12.net](mailto:bmiller@stmaryk12.net).

## **DUE PROCESS**

Current federal law requires that parents be given notice before the school identifies, evaluates, places, or designs a program for any child requiring special education services.

An evaluation cannot begin without the parents' or legal guardians' written consent. Parents can refuse to have their child evaluated. If the school believes an evaluation is in the best interest of the child and the parent refuses the assessment, an impartial hearing officer may request an informal or formal conference. The parents may appeal this decision.

If parent consents to an evaluation, the findings must be explained to the parents. If they disagree with the findings, they may request an Independent Educational Evaluation (IEE). Before placement in a special education program, an IEP-Placement meeting must be held for writing the Individualized Educational Program for the child. The parent is a participant in these conferences. If the placement is to be changed, the parent must approve the changes before their implementation.

The above are "excerpts" from Due Process Information given to all parents who give permission for their child to be evaluated. We encourage you to read the information whenever you have reason to request an evaluation for your child.

If you desire a copy of the above information, contact Debra McClarity at the Office of Special Education at (337) 828-1767 or e-mail [dmclarity@stmaryk12.net](mailto:dmclarity@stmaryk12.net).

## **IEP PLACEMENT**

IEP-Placement Conferences: Within thirty calendar days after the written initial evaluation report is disseminated, the IEP-Placement meeting will be held at the school the child attends. In the case of a home-based preschooler or hospital/homebound placement, the meeting may be held in the child's home. The IEP/ITP-Placement Committee will be composed of a representative of the Office of Special Educational Services, (who will conduct the meeting and explain the results of the evaluation and programs available), the parents, or legal

guardians, the principal, the classroom teacher (who will describe classroom behavior and performance), the special education teacher (who will write the IEP), and other individuals at the discretion of the parent or school system. In addition, related services personnel will attend if appropriate. The parents will be encouraged to contribute to the writing of the IEP with suggestions of what they would like their child to accomplish in the program.

If at any time the parent has a concern about the placement or wishes the child to be dismissed from a special education program, the parent should contact Debra McClarity, Federal Programs Director, or Bonnie Miller, Coordinator of Pupil Appraisal Services at (337) 828-1767. After receiving the request, another IEP-Placement meeting will be scheduled.

## **CHILD FIND**

The St. Mary Parish School Board in cooperation with other public agencies is trying to identify, locate and evaluate:

- All children under its jurisdiction suspected of having a disability, and in need of special education and related services.
- All children under its jurisdiction suspected of being gifted or talented in visual arts, music, or theatre and in need of special education and related services.

This includes children enrolled in public schools, private schools, public/private preschool/daycare programs, or not enrolled in a school. Inquiries and referrals should be made to the Child Find Coordinator, Bonnie Miller, at (337) 828-1767 or e-mail [bmiller@stmaryk12.net](mailto:bmiller@stmaryk12.net).

## **DROPOUT PREVENTION**

St. Mary Parish is striving to prevent special education dropouts. Potential dropouts are identified, and strategies/techniques are used to prevent the students from dropping out of school.

An IEP Committee member is required to conduct an exit interview with the special education student who wishes to drop out and his/her parent/guardian. Students who leave Special Education without graduating are informed of their rights and encouraged to return to school. A letter is sent to special service dropouts once a year. For further information concerning dropouts, contact the Office of Special Education (337) 828-1767.

## **ASSISTIVE TECHNOLOGY**

St. Mary Parish has instituted assistive technology services, which provide resources for students with special communication and daily living needs.

Through this resource, students found to be in need are provided with new and innovative technological aids that will assist them in developing functional and independent communication and daily living skills. These services assist teachers and families to maximize the potential of their students and children that need unique training and technological aids.

## **COMMUNITY-BASED INSTRUCTION**

The St. Mary Parish School Board Department of Special Educational Services believes that every person could obtain a certain degree of functional independence across integrated environments. Toward this end of maximum self-actualization, community-based instruction is provided with the belief that every student, regardless of the severity of his or her disabilities, is capable of living and working in the community.

Community-based instruction is provided as a component of special education programming for significantly disabled secondary special education students. Developmentally age respectful vocational classroom activities are designed to teach students to become proficient in accordance with IEP goals and objectives applied in the community. Community-based participation provides adaptive, hands-on vocational and functional experiences normally performed by their “non-disabled” peers to facilitate successful post school outcomes.

The goal of the St. Mary Parish School Board is to provide a model of community-based training that provides work-based learning opportunities for students with disabilities across environments. For further information contact Dr. Katherine Drexler at (337) 828-1767.

## **EXTENDED SCHOOL YEAR SERVICES**

Extended School Year Services (ESYS) are provided for eligible students with disabilities who require special education instruction and related services more than 180 days. The legal basis for extending the school year for certain students with disabilities is stated in Section 450 of Bulletin 1706: *Regulations for Implementation of the Exceptional Children's Act (R.S. 17:1941 et. seq.)* and in court decisions handed down relative to the 180-day rule. These decisions have reaffirmed the Federal Legislative intent to ensure a free and appropriate education based on educational programming designed to meet those needs.

All students in Special Education, excluding the academically gifted, must be screened annually to determine eligibility regardless of previous participation or nonparticipation in the Extended School Year program.

For further information, contact Dr. Katherine C. Drexler at (337-828-1767).

## **SPECIAL OLYMPICS**

The Special Olympics program in St. Mary Parish originated in 1974 with 18 students. Today it provides services for the low incidence population that are mentally disabled. The basic objectives of this program are:

- To provide one with successful experiences in sports.
- To gain confidence and self-mastery which will enable students to build a positive self-image.
- To provide opportunities for socialization.
- To assist in the transfer of skills learned in the classrooms (self-help, academics, and communication) to a more natural environment.

Over the years, this program has shown its value and worth and is now an integral part of the curriculum for the mentally disabled.

This program is a year-round program. The school system participates in the following official Special Olympics sports: bowling, basketball, and track, and field. There are levels of competition: local, area, district, state, and every four years, international.

Special Education teachers and volunteers who are involved in this program attend training schools throughout the year to become certified as Special Olympic coaches.

Special Olympics is sponsored by the Joseph P. Kennedy, Jr. Foundation, Louisiana Special Olympic Inc., St. Mary Parish School Board (Special Education Department), and the communities throughout this parish.

If further information is needed, please call (337) 828-1767 and ask for Steve Harris (sharris@stmaryk12.net).

## **VOCATIONAL TRANSITION PROGRAM**

Transition planning is designed to help students with disabilities and their families plan for life after high school and identify long-range goals. Transition planning describes the anticipated support needs of 16–21-year-old at-risk students with specific disabilities. Post-school activities can include college, vocational training, employment, continuing, and adult education, adult services, independent living, or community participation. The transition plan and process provide the foundation for coordinated efforts between the student, parents/guardian, school, and adult service providers.

For further information, contact Dr. Katherine Drexler at (337) 828-1767 or e-mail [kdrexler@stmaryk12.net](mailto:kdrexler@stmaryk12.net).

## **SECTION 504 ELIGIBLE STUDENTS**

St. Mary Parish School Board follows implementation of Section 504 of the Rehabilitation Act of 1973, as amended (39 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified disabled individual...shall, solely by reason of his/her disability, be excluded from participation in, be denied of, or be subjected to discrimination under any program or activity receiving federal financial assistance...."

Parents with concerns about children who are suspected of having a disability, which interferes with a major life activity, should contact the child's teacher or the SBLC facilitator in the child's school. For further information on Section 504, contact Bonnie Miller, Coordinator of Pupil Appraisal Services at (337) 828-1767. Section 504 disabilities may include, but are not limited to characteristics of dyslexia, ADHD, or health problems.

## **GIFTED/TALENTED**

The program of education for the gifted/talented in St. Mary Parish is based on the philosophy of individual worth and the individualization of instruction. Individualization of instruction involves a differentiation of curriculum. The educational experiences to which the gifted/talented student is exposed must be appropriate for his/her characteristics.

The St. Mary Parish School Board's gifted/talented system has a resource model parish wide to service students in grades K-12. The program is based on a curriculum that provides enrichment, which goes beyond normal classroom activity by offering students greater latitude of inquiry.

The St. Mary Parish School Board's program for the gifted/talented is devoted to the pursuance of academic attainment and increasingly sophisticated levels of conceptualization. Since the participating students do exhibit distinctively high achievement levels, the curriculum must transcend the learning activities of the regular program. Our gifted/talented programs are designed to provide challenging learning opportunities and reward students with learning experiences.

For further information on gifted/talented programming, call Tonia Verrette or Debra McClarity (337) 828-1767. Questions regarding identification of gifted/talented students should be addressed to Bonnie Miller, Coordinator of Pupil Appraisal.

## **STUDENT INSURANCE**

All junior and senior high students participating in interscholastic sports, athletics, band, cheerleading, J.R.O.T.C., or dance team are covered by a secondary insurance policy (Athletic Policy).

A secondary policy is one that is used after the primary (your family coverage) policy reaches its maximum or is nonexistent. This school policy is paid for by the School Board. The policy covers the student while traveling to and from a school-related event, regardless of the means of transportation, and while participating in any school sponsored or supervised activity.

The coach or sponsor should complete an accident report form as soon as possible after an accident or injury occurs and forwards it to the school office no later than the following school day.

## **STUDENT INTERNET AND NETWORK USE**

The Internet is a vast, global computer network that provides access to important resources that can enhance learning and teaching activities. In its continued efforts to comply with the Children's Internet Protection Act, the Board has adopted a policy for Internet safety that

incorporates the use of technologies designed to block or filter Internet access for minors and adults to images and/or content considered inappropriate. However, the nature of the Internet makes it extremely difficult to catalog all controversial materials to restrict or completely block access to them.

The St. Mary Parish School Board has established the following guidelines so that Internet users are aware of the responsibilities they are about to assume. Each computer user shall be held responsible for his/her actions and activities.

- **Acceptable Use** – The St. Mary Parish Public Schools network supports research and education by providing access to unique resources and opportunities. Transmission of any material in violation of any U.S., state, local or School Board regulations is prohibited. Investigations of topics being studied in schools, as well as investigation of opportunities outside of school related to community service, employment, or further education, are considered examples of acceptable computer use.
- **Privileges** - Use of the St. Mary Parish Public Schools network is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges and may result in disciplinary action. For a list of inappropriate usage and consequences, see the Student Code of Conduct. School Board personnel conduct routine monitoring of the system and can track student navigation on the Internet. No information on the network is guaranteed to be private. This includes correspondence sent through the district provided email service.
- **Security** - Any suspected security problem with the St. Mary Parish Public Schools network or the Internet shall be immediately reported to the teacher, building technology coordinator, or the principal. The problem shall not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet through the network.

This document summarizes the guidelines established by the St. Mary Parish School Board for exploring and using Internet resources within the school district. The complete policy document (IFBGA) is available at the following location: <http://www.stmaryk12.net/policies>

## STUDENT RECORDS

Student records are open to parents and adult students.

A federal law known as the Buckley Amendment to the Family Education Rights and Privacy Act of 1974 has clarified the right of parents to examine school records and files of their children.

These rights are also given to legal guardians and to individual students as soon as they reach age 18. The following information is available to parents:

- Achievement Scores
- Aptitude Test Scores
- Grades



- Attendance Data
- Health Records
- Ratings by Teachers and Counselors
- Behavior Reports

Records may be reviewed by submitting in writing a request to the principal 45 days in advance of the review. Records must be examined in the presence of an authorized staff member to ensure the correct interpretation of the test scores, notes, or other valuable material.

Parents have the right to challenge the content of any records and receive a formal hearing.

School records may be released only with the written permission of the parents or legal guardians, except requesting universities, Armed Forces, and authorized state agencies. For additional information contact the Supervisor of Child Welfare and Attendance.

## STUDENT TRANSFER REQUESTS

**Court orders in the school district's desegregation litigation prohibit St. Mary Parish Public Schools from approving transfers that do not have a cumulative effect of reducing segregation in our schools. Therefore, absent an approved limited exception, the only option available for student transfer requests must meet Majority to Minority (M-to-M) guidelines and must be submitted within the open transfer window. St. Mary Parish Public Schools will consider limited exceptions involving an extraordinary hardship. As explained on the district's transfer request form, the parent or legal guardian must provide supporting documentation, and the basis for the extraordinary hardship must be verified, approved, and documented. The window for all transfer requests for the 23-24 school year is closed. The deadline to submit was July 1, 2023.**

Please pose any questions for clarification to Dr. Rachael Sanders, Assistant Superintendent at (337) 836-9661.

**Majority to Minority.** Transfers will be granted to any K-12 student whose race is in the majority at his/her grade-appropriate school in his/her residential attendance zone school to transfer to a grade-appropriate school in another attendance zone in which his/her race is in the minority. The school to which the M-to-M student transfers shall become the student's home school for all purposes until the student completes all grade levels at that school. The district will offer transportation for all M-to-M students.

## STUDENT OF THE YEAR

The Student of the Year Awards Program designed by the Louisiana Department of Education recognizes excellence in students in grades 3, 8, and 12 who have demonstrated leadership, service, citizenship, and academic and/or career and technical achievement. Each school in St.

Mary Parish selects a Student of the Year from these grade levels using criteria provided by the LDOE, which includes the completion of a portfolio that includes academic records, an autobiographical sketch, documentation of leadership, service, citizenship, and awards, as well as an interview. A selection committee at the district level then uses the same criteria to select one student from each grade level to represent the district in the regional Student of the Year program.

For a student to qualify for Student of the Year, they must meet the following requirements:

- Grade 5 nominees must have a cumulative grade point average of at least 3.1 on a four-point scale based on grades from grade 2, 3, 4, and the first grading period or semester of grade 5.
- Grade 8 nominees must have a cumulative grade point average of at least 3.1 on a four-point scale based on grades from grade 5, 6, 7, and the first grading period or semester of grade 8.
- Grade 12 nominees must have a cumulative grade point average of at least 3.1 on a four-point scale based on grades from grade 9, 10, 11, and the first grading period or semester of grade 12.

## TEACHER BILL OF RIGHTS

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: **R.S. 17:416.18**

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 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 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 discipline decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation, and does not result in overly cumbersome interpretations of that law or regulation.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

## TEXTBOOKS

Students enrolled in St. Mary Parish schools will be provided with approved textbooks when necessary. The student:

- Will be responsible for the care of all his/her books.
- Will not deface books loaned to him/her for the school system.
- Will return all books issued to him/her at the end of the school session, or on the day that he/she drops from school.
- Will pay for any book lost or damaged.
- Will pay for lost or damaged textbooks to receive report cards and re-enter school the following year.

## TITLE IX

St. Mary Parish complies with Title IX of the Education Amendment of 1972 mandates. These mandates dictate with certain limited exceptions that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

The School Board has designated one person to coordinate the non-discrimination efforts for the school system as well as to ensure and assure that prompt and equitable resolution of student complaints alleging discrimination be effectively processed through the Board's established grievance procedure.

Parents with questions or concerns about Title IX should contact Barbara Lancelin, Title IX Coordinator, at the Office of Special Education at (337) 828-1767.

### TITLE IX NONDISCRIMINATION NOTICE

As required by Title IX and 34 CFR s 106, St. Mary Parish does not discriminate on the basis of sex in the education program or activity that it operates or in employment. Inquiries about the application of Title IX and 34 CFR s 106 may be referred to the Title IX Coordinator listed below and/or the Office for Civil Rights (OCR) within the U.S. Department of Education. To contact the OCR, you may visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

#### **Barbara Lancelin**

Title IX Coordinator  
Drawer 580  
Franklin, LA 70538