

# Guide to Student Conduct

2023 - 2024



*Vision. Effort. Success.*



## Student & Family Handbook

2023-2024

*A Legacy is not what's engraved in stone monuments,  
but what is woven into the lives of others.*



# Student & Family Handbook

## 2023-2024

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# St. Bernard Parish Public Schools

504-301-2000  
200 E. St. Bernard Highway  
Chalmette, LA 70043



# General Information

## Mission, Vision, Values

The St. Bernard Parish Public School District is one of the top performing districts in the state for both student achievement and teacher effectiveness. With a tradition of academic excellence, extracurricular achievements, and state-of-the-art facilities, our schools prepare all students to excel in college and careers.

**Mission:** The mission of the St. Bernard Parish Public Schools is to provide quality educational instruction, so our students are responsible, productive citizens and life-long learners.

**Vision:** The St. Bernard Parish Public Schools will be recognized as a premier school district, evoking pride within an involved community and empowering staff to meet the needs of all students through state-of-the-art educational programs and facilities.

### **Beliefs:**

1. Given a safe and supportive environment, all students can learn.
2. Our school system is an integral part of the larger community.
3. Expectations for learning must be high in order for students to think critically and produce quality work.
4. Given a vision, an extraordinary effort will result in extraordinary success.



# Strategic Plan 2021-2026

The St. Bernard Parish School Board undergoes the strategic planning process every five years. In collaboration with internal and external stakeholders, the School Board does a thorough evaluation of the district's current strengths, weaknesses, opportunities, and threats. Based on this analysis, a vision for the district is developed and objectives and priorities are established.

## **Goal 1 – Teaching, learning, and assessment that assure student achievement**

- Objective 1.1 - 100% of schools will meet their school Assessment Index goals.
- Objective 1.2 - 100% of schools will achieve at least a letter grade of B on their Growth Index scores.
- Objective 1.3 - The percentage of students with disabilities and English Learners meeting their Growth (to Mastery) goals will increase by 2% each year.
- Objective 1.4 - The percentage of students entering kindergarten ready will increase by 5%.
- Objective 1.5 - The percentage of students in grades K-2 reading at or above grade level will increase by 5%.
- Objective 1.6 - The percentage of students in grades 3-8 performing at the proficiency level in English Language Arts and Mathematics will increase by 5%.
- Objective 1.7 - The percentage of students in grades 3-8 achieving their Growth (to Mastery) goals in English Language Arts and Mathematics will increase by 5%.
- Objective 1.8 - The percentage of students graduating on time will be 90%.
- Objective 1.9 - The percentage of students who will graduate with a college and/or career credential will increase by 10%.
- Objective 1.10 - The percentage of graduates who will be eligible for a TOPS award will increase by 5%.

## **Goal 2 – Effective and certified employees through on-going recruitment and professional development**

- Objective 2.1 - 100% of teachers and administrators will be effective and certified.
- Objective 2.2 - Teacher and leader pipeline programs are developed to address ongoing and future staffing needs.
- Objective 2.3 - Professional development programs will address needs identified through data-driven research.
- Objective 2.4 - Schools will maintain teacher/student ratios reflective of state and Cognia guidelines.
- Objective 2.5 - The employee workforce will reflect the overall demographics of the community.
- Objective 2.6 - Professional Development will be provided for all staff to support diverse learners.
- Objective 2.7 - Strategic, focused PD plan will be implemented with fidelity in schools labeled CIR, UIR, UIN.



**Goal 3 – Responsible finances and support services which enhance teaching and learning environments which are safe and secure**

- Objective 3.1 - The district will present a budget each year of the five years that is reflective of the vision, mission, and beliefs of the school system and that maintains a fund balance of no less than 10%.
- Objective 3.2 - The district will devise both short-term and long-term maintenance plans to assure upkeep and preventative maintenance at each school/office site.
- Objective 3.3 - The district will devise a plan to address the social/emotional needs of students.
- Objective 3.4 - The district will continue to devise/revisit schools' emergency/crisis plans in conjunction with first responders.
- Objective 3.5 - The district will annually revisit its Guide to Student Conduct in order to ensure safe and secure learning environments.

**Goal 4 – Imaging: Positive impressions of our public schools**

- Objective 4.1 - Surveys of community partners, parents, and students will indicate an 80% satisfaction rate.
- Objective 4.2 - The district will implement and continue on-going parent education/involvement programs.
- Objective 4.3 - The district will develop additional strategies, including video, to celebrate internally and share with all stakeholders the good things happening in the public schools.



## 2023-2024 Academic Calendar

**August 1-4:** Employee Professional Development Days  
**August 7:** First Day of School for 1-12th Grade Students  
**August 9:** First Full Day of School for Kindergarten Students\*  
**August 17:** First Full Day of School for Preschool Students\*\*  
**September 4:** Labor Day Holiday  
**October 9:** Fall Break  
**October 10:** End of First 9 Weeks  
**October 17:** High School Report Card Conference Night  
**October 18:** Middle School Report Card Conference Night  
**October 19:** Elementary School Report Card Conference Night  
**November 1:** Teacher Professional Development Day; No School for Students  
**November 20-24:** Thanksgiving Holidays  
**December 18-29:** Christmas Holidays  
**January 2:** Teacher Professional Development Day; No School for Students  
**January 3:** Classes Resume  
**January 4:** End of Second Nine Weeks  
**January 15:** Martin Luther King, Jr. Holiday  
**February 12-16:** Mardi Gras Holidays  
**March 15:** End of Third Nine Weeks  
**March 25-29:** Easter Holidays  
**May 23:** Last Day for Students  
**May 24:** Records Day and Training for Employees

*\*half days for kindergarten students prior to date listed*

*\*\*half days for preschool students prior to date listed*



# Contact Information

## Contacting Schools

### School Information



**Arabi Elementary School** | 8 a.m.-3 p.m. | 504-218-5058,  
7200 Alexander Ave, Arabi, LA 70032



**Arlene Meraux Elementary School** | 8:40 a.m.-3:40 p.m. | 504-556-0900  
4004 Paris Rd, Chalmette, LA 70043



**Chalmette Elementary School** | 8:40-3:40 p.m. | 504-304-0370  
75 E Chalmette Cir, Chalmette, LA 70043



**Joseph Davies Elementary School** | 8:30 a.m.-3:30 p.m. | 504-267-7890  
4101 Mistrot St, Meraux, LA 70075



**J. F. Gauthier Elementary School** | 8:30 a.m.-3:30 p.m. | 504-272-0700  
1200 LA-46, St Bernard, LA 70085



**Lacoste Elementary School** | 8:40 a.m.-3:40 p.m. | 504-304-5747  
1625 Missouri St, Chalmette, LA 70043



**W. Smith, Jr. Elementary School** | 7:30 a.m.-2:30 p.m. | 504-302-1000  
6701 E St Bernard Hwy, Violet, LA 70092



**Andrew Jackson Middle School** | 8 a.m.-3 p.m. | 504-301-1500  
201 8th St, Chalmette, LA 70043



**N. P. Trist Middle School** | 8 a.m.-3 p.m. | 504-872-9402  
1 Pirates Cove, Meraux, LA 70075



**St. Bernard Middle School** | 8 a.m.-3 p.m. | 504-267-7878  
2601 Torres Dr, St Bernard, LA 70085



**C. F. Rowley Alternative School** | 7:30 a.m.-2:30 p.m. | 504-301-4001  
49 Madison Ave, Chalmette, LA 70043





**Chalmette High School** | 7:30 a.m.-2:30 p.m. | 9th Grade Academy: 504-272-0300 | Main  
Campus: 504-301-2600  
1100 E Judge Perez Dr, Chalmette, LA 70043

## Resolving School-Based Questions and Concerns

During the course of the school year, situations may arise that require the parents/guardians of our students to contact the proper employee(s) in order to resolve an issue. To assure a prompt response and encourage proactive communication between the schools and parents/guardians, the following protocol has been established to provide guidance as to whom parents/guardians should address their questions and/or concerns.

We respectfully ask that you follow the steps as outlined below. You need not contact every person listed below; however, it is our wish that the issue is resolved very early in the step-by-step process outlined below.

### Questions or Concerns Involving a Student

- Step 1: Contact the student's teacher
- Step 2: Contact the school counselor
- Step 3: Contact the school assistant principal
- Step 4: Contact the school principal

### Questions or Concerns Involving a Teacher

- Step 1: Contact the school principal
- Step 2: Contact the Supervisor of Elementary Education or Supervisor of Secondary Education

### Questions or Concerns Involving a Principal

- Step 1: Contact the school principal
- Step 2: Contact the Supervisor of Elementary Education or Supervisor of Secondary Education

## Contacting the District

If you need to contact a district department or office, please see the directory of services below or visit our website at [www.sbpsb.org](http://www.sbpsb.org). Please note that contact information is subject to change throughout the year. For the most current information, please refer to our website or call our central office at 504-301-2000 to be directed to the appropriate administrator.



## District Department Directory



**Doris Voitier**

**Superintendent**

[doris.voitier@sbpsb.org](mailto:doris.voitier@sbpsb.org)



**Mary Lumetta**

**Assistant Superintendent**

[mary.lumetta@sbpsb.org](mailto:mary.lumetta@sbpsb.org)

### **Buildings and Grounds**

Jason Dewey

[jason.dewey@sbpsb.org](mailto:jason.dewey@sbpsb.org); 504-252-9432

### **Business and Finances**

David Fernandez

[david.fernandez@sbpsb.org](mailto:david.fernandez@sbpsb.org); 504-301-2000

### **Communications and Public Relations**

Sara Felt

[Sara.Felt@sbpsb.org](mailto:Sara.Felt@sbpsb.org); 504-301-2000

### **Cultural Arts Program**

Charles Cassar

[charles.cassar@sbpsb.org](mailto:charles.cassar@sbpsb.org); 504-301-2000

### **Elementary School Aftercare Program**

Jill Mitchell

[jill.mitchell@sbpsb.org](mailto:jill.mitchell@sbpsb.org); 504-301-2000



**Early Education Program**

Chantele Schellinger

[chantele.schellinger@sbpsb.org](mailto:chantele.schellinger@sbpsb.org); 504-267-3310

**Elementary Supervisor**

Lee Anne Harlton

[leeanne.harlton@sbpsb.org](mailto:leeanne.harlton@sbpsb.org); 504-301-2000

**English Language Learners**

Deborah Seibert

[deborah.seibert@sbpsb.org](mailto:deborah.seibert@sbpsb.org); 504-301-2000

**Food Services**

Michael Morel

[michael.morel@sbpsb.org](mailto:michael.morel@sbpsb.org); 504-301-2000

**Health and Related Services**

Laurie McInnis

[laurie.mcinnis@sbpsb.org](mailto:laurie.mcinnis@sbpsb.org); 504-301-2000

**Homeless and Foster Students**

Tony Morales

[Toney.Morales@sbpsb.org](mailto:Toney.Morales@sbpsb.org); 504-301-2000

**Human Resources**

Denise Pritchard

[denise.pritchard@sbpsb.org](mailto:denise.pritchard@sbpsb.org); 504-301-2000

**Maumus Center**

Barry Lemoine

[Barry.Lemoine@sbobs.org](mailto:Barry.Lemoine@sbobs.org); 504-301-0239

**Public Information Officer**

Tony Morales

[Toney.Morales@sbpsb.org](mailto:Toney.Morales@sbpsb.org); 504-301-2000

**Secondary Supervisor**

Mary Lumetta

[mary.lumetta@sbpsb.org](mailto:mary.lumetta@sbpsb.org); 504-301-2000

**Special Education**

Alison Gros, Elementary and Child Search

[Alison.Gros@sbpsb.org](mailto:Alison.Gros@sbpsb.org); 504-301-2000



Joseph Cipollone, Secondary  
[Joseph.Cipollone@sbpsb.org](mailto:Joseph.Cipollone@sbpsb.org); 504-301-2000

### **Student Services and Registration**

Andrea Licciardi  
[Andrea.Licciardi@sbpsb.org](mailto:Andrea.Licciardi@sbpsb.org); 504-301-200

### **Technology**

Conrad Browne  
[conrad.browne@sbpsb.org](mailto:conrad.browne@sbpsb.org); 504-301-2000

### **Testing**

Jill Mitchell  
[jill.mitchell@sbpsb.org](mailto:jill.mitchell@sbpsb.org); 504-301-2000

### **Title IX**

Tony Morales  
[Toney.Morales@sbpsb.org](mailto:Toney.Morales@sbpsb.org); 504-301-2000

### **Transportation**

Geralyn Russo  
[geralyn.russo@sbpsb.org](mailto:geralyn.russo@sbpsb.org); 504-301-3941



# School Board Contact Information

## Board Directory



### **District 1**

Katherine Lemoine  
821 Angela St.  
Arabi, LA 70032  
504-382-2090  
[katherine.lemoine@sbpsb.org](mailto:katherine.lemoine@sbpsb.org)



### **District 2**

Henry Rodriguez, III  
200 East St. Bernard Hwy  
Chalmette, LA 70043  
504-301-2000  
[henry.rodriguez@sbpsb.org](mailto:henry.rodriguez@sbpsb.org)



### **District 3**

Kelly Le-Bowman  
19 Queens Court  
Chalmette, LA 70043  
985-774-6592  
[kellylebowman@gmail.com](mailto:kellylebowman@gmail.com)



### **District 4**

Sean Warner  
2316 Chalona Drive  
Chalmette, LA 70043  
504-301-2000  
[sean.warner@sbpsb.org](mailto:sean.warner@sbpsb.org)



**District 5**

Joseph Long  
200 East St. Bernard Hwy.  
Chalmette, LA 70043  
504-301-2000  
[joelongsb@cox.net](mailto:joelongsb@cox.net)



**District 6**

Carly Jackson  
3600 Veronica Drive  
Chalmette, LA 70043  
404-985-3634  
[carly.jackson@sbpsb.org](mailto:carly.jackson@sbpsb.org)



**District 7**

Diana Dysart  
3512 Corinne Avenue  
Chalmette, LA 70043  
504-301-2000  
[diana.dysart@sbpsb.org](mailto:diana.dysart@sbpsb.org)



**District 8**

Millie Harris  
200 East St. Bernard Hwy  
Chalmette, LA 70043  
504-301-2000  
[millie.harris@sbpsb.org](mailto:millie.harris@sbpsb.org)



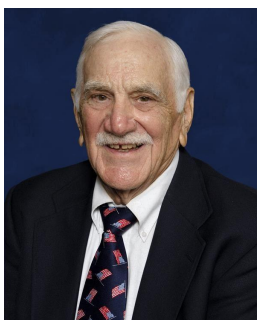
**District 9**

Keisa Rodney  
200 East St. Bernard Hwy  
Chalmette, LA 70043  
504-301-2000  
[keisa.rodney@sbpsb.org](mailto:keisa.rodney@sbpsb.org)



**District 10**

Rosiland White  
200 East St. Bernard Hwy.  
Chalmette, LA 70043  
504-272-0455  
[rosiland.white@sbpsb.org](mailto:rosiland.white@sbpsb.org)

**District 11**

Donald Campbell  
2833 Bayou Road  
St. Bernard, LA 70085  
504-615-8867  
[donald.campbell@sbpsb.org](mailto:donald.campbell@sbpsb.org)

## Board Meetings

All St. Bernard Parish Public School Meetings take place at 6:00 P.M. on the second and fourth Tuesday of each month unless specified otherwise. Meetings are held at the St. Bernard Parish Public School System central office which is located at 200 East St. Bernard Hwy. in Chalmette, Louisiana.

Board Meeting minutes and agendas can be accessed online by visiting [www.sbpsb.org](http://www.sbpsb.org).

## Speaking at Board Meetings

In accordance with School Board policy BCBI (Public Participation in School Board Meetings), members of the public are welcome to attend any school board meeting. To request for an item to be placed on a committee meeting agenda, a written request for consideration for placement on the agenda must be submitted to the Superintendent at least five (5) working days prior to the Committee of the Whole meeting date. The request must include the proposed issue and the approximate time needed to be allotted to address the issue. Each delegation appearing before the School Board shall select in advance one (1) person as its spokesperson and statements shall be presented in a concise manner.

A public comment period shall be held before any vote is taken on an agenda item. Comments from the public shall occur after introduction of the item to be voted on and before any discussion by School Board members. However, a person is not entitled to take up business before the School Board unless the item in which he/she is interested has been placed on the agenda of that meeting. Persons wishing to address the School Board must sign in before the meeting begins. Once the meeting begins, no one will be allowed to sign in.

For more information or further questions, please contact the Secretary to the Board and Superintendent at 504-301-2000.



# Admissions

## Admissions Policy

In accordance with School Board policy JBC (School Admission), the School Board shall grant admission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets eligibility requirements for school entrance pursuant to statutory provisions.
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient credits that he/she will be able to graduate within one (1) school year of admission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

## Age Requirements and Considerations

In accordance with School Board Policy JBB, the following age requirements and consideration will be made:

1. **Pre-Kindergarten (Four Year Old Program):** Students must be four years of age by September 30 of the calendar year in which the school year begins. Registration for preschool begins in the spring each year and more information can be found by visiting the district website.
2. **Kindergarten:** The School Board shall require children entering kindergarten at the beginning of the school session for the first time to be at least five (5) years of age on or before September 30 of the calendar year in which the school year begins.
3. **First Grade:** Students entering first grade for the first time at the beginning of the school session shall be six (6) years on or before September 30 of the calendar year in which the school year begins.
4. **Overaged Students:** A seventeen (17) year old prior to September 30th of the current school year who is seeking admission or readmission and has not achieved Junior status will be limited to enrollment at the alternative school in an accelerated program. An eighteen (18) year old prior to September 30th of the current school year who is seeking admission or readmission and has not achieved Senior status will be limited to enrollment at the alternative school in an alternative program. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient credits that he/she will be able to graduate within one (1) school year of admission.



# Admissions of Special Populations

## Children of Military Families

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces, of the military reserve forces, or of the National Guard or a Department of Defense civilian to register and preliminarily enroll in a public school under its jurisdiction by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. The student's parent or legal guardian is transferred or pending transfer to a military installation or comparable duty location in Louisiana pursuant to an official military order.
2. The student's parent or legal guardian provides a copy of the official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana to the School Board.
3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students, including requesting and applying for school assignment, registering for courses, participating in extracurricular activities, and applying to any school or program that requires an additional request, including a lottery for admission to a specific school or program.

A student of a military family registered and enrolled shall not attend school until proof of residency is provided in accordance with School Board policy.

## Expelled Students

No student who has been expelled in accordance with state law from any school in the state shall be admitted to the school system except upon the review and approval of the School Board. No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted except upon the review and approval of the School Board. Students enrolling in the school district who are currently attending an alternative school/program in another district shall be limited to enrollment at the alternative school.



### Immigrant Students

K-8 grade students who are enrolling in a U.S. school for the first time are placed in a grade level that is chronologically age-appropriate. 9-12 grade students who are enrolling in a U.S. school for the first time, are placed in the appropriate grade level based on awarded credits.

### Homeless and Foster-Care Students

Children and youth experiencing homelessness or foster care will be immediately enrolled in school as per McKinney Vento Homeless Assistance Act and Fostering Connection Act. For additional support, contact the St. Bernard Parish Public School System's office at 504-301-2000.

### Special Education

Special Education shall be provided for children with disabilities aged three through twenty-one. For more information about the school system's Special Education programs, visit the district website.

### Students Charged with and/or Convicted of a Felony

Students who are arrested or charged with felony violations of criminal law, or who would be charged with a felony if tried as an adult, may be removed from traditional educational settings and placed at the alternative school by the Superintendent pending outcome of criminal proceedings.

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a majority of the elected members of the School Board when a request for admission has been made to the School Board.



# District Attendance Zones

## Elementary Schools

- **Arabi Elementary School | Grades Pre-K through 5, Special Education, and Parish-wide Extended Day (Pre-K-5)**
  - On the north side of Judge Perez Drive from the Orleans/St. Bernard Parish line up to the Chalmette Vista Canal (not including De La Ronde Drive). On the south side of Judge Perez Drive from the Orleans/St. Bernard Parish line up to, but not including Pirate Drive.
- **Chalmette Elementary | Grades Pre-K through 5, Special Education**
  - On the northside of Judge Perez Drive from and including De La Ronde Drive to the Guichard Canal, not including Packenham Drive. On the south side of Judge Perez Drive from and including Pirate Drive to and including the west side of Paris Road.
- **Meraux Elementary | Grades Pre-K through 5, Special Education**
  - On the northside of Judge Perez from and including Packenham Drive up to the De La Ronde, not including Golden Drive. Between Judge Perez Drive and St. Bernard Hwy. from the east side of Paris Road up to and including Chalona Drive. South of St. Bernard Hwy. from the east side of Paris Road to the Valero Refinery.
- **Lacoste Elementary | Grades Pre-K through 5, Special Education**
  - On the northside of Judge Perez from and including Golden Drive to the Valero Refinery. Between Judge Perez Drive and St. Bernard Hwy. from and including Gallo Drive to the Refinery.
- **Joseph Davies Elementary | Grades Pre-K through 5, Special Education**
  - On the northside of Judge Perez Drive from the Valero Refinery to and including Meraux Lane. On the South side of Judge Perez Drive from the Valero Refinery to and including Meraux Lane.
- **W. Smith, Jr. Elementary | Grades Pre-K through 5, Special Education**
  - From Meraux Lane but not including Meraux Lane to and including Montelongo Lane.
- **J.F. Gauthier Elementary | Grades Pre-K through 5, Special Education**
  - From Montelongo Lane but not including Montelongo Lane to the eastern end of the parish.

## Middle Schools

- **Andrew Jackson Middle | Grades 6 through 8, Special Education**
  - On the northside of Judge Perez Drive from the Orleans/St. Bernard Parish line up to Golden Drive but not including Golden Drive. On the South side of Judge Perez Drive from the Orleans/St. Bernard Parish line up to Pelitere Drive but not including Pelitere Drive.
- **Trist Middle | Grades 6 through 8, Special Education**



- On the northside of Judge Perez Drive from and including Golden Drive up to and including Guerra Drive. On the South side of Judge Perez Drive from and including Pelitere Drive up to and including Guerra Drive.
- **St. Bernard Middle | Grades 6 through 8, Special Education**
  - From Guerra Drive, but not including Guerra Drive, to the eastern end of the parish.

## High School

- **Chalmette High | Grades 9 through 12, Special Education**
  - From the Orleans/St. Bernard Parish line to the eastern end of the parish.

## Alternative School

- **C.F. Rowley Alternative | Grades 6 through 12**
  - From the Orleans/St. Bernard Parish line to the eastern end of the parish.



# Registration

## Registering New Students Procedure

In order to register a new student **online**, parents can use a computer, tablet, or smartphone to access the form. These forms are located on the district website.

To meet school registration requirements the parent/guardian must provide his/her driver's license or photo ID and the following documents for each child either by **uploading the documents** during the online registration process **OR contacting the school** regarding delivery of the documents.

## Admission Requirements

The following items are required for admission to St. Bernard Parish Public Schools in accordance with LA Rev Stat 17:222:

1. Birth Certificate (Students born in Louisiana have 15 days to submit a birth certificate, students not born in Louisiana have 30 days to submit a birth certificate)
2. Current state of Louisiana Universal Certificate of Immunization
3. Custody paper (if applicable - Provisional Custody by Mandate and notarized letters are not accepted as documentation of custody.)
4. Final report card from the previous year (except Kindergarten)
5. Proofs of Residence
6. [\(Optional\)](#) Social Security Card (to be used for government assistance for potential state and federal benefits)

## Proof of Residence Requirements

The parent/legal guardian of any student whose current legal address has not been verified, or its validity has come into question to the Department of Children Welfare and Attendance, must provide proof of residence within the school attendance district zone to the appropriate school principal.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian.

- A. If you own and live in your current home:
  - a. A copy of your Homestead Exemption notification letter or bill of sale for recent purchases
  - b. And any two current utility bills or deposits - these bills must include the parent/guardian name and physical address
- B. If you are leasing or renting your home:
  - a. A copy of the lease with all children listed as occupants
  - b. And any two current utility bills or deposits - these bills must include the parent/guardian name and physical address
- C. If a parent or guardian is unable to produce documents outlined above, they must contact the Office of Child Welfare and Attendance for further guidance.



## McKinney-Vento Homeless Assistance Act

**Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homeless as follows:**

The term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Please contact the homeless liaison, listed below, with questions.

**Tony Morales**

**[Tony.Morales@sbpsb.org](mailto:Tony.Morales@sbpsb.org)**

**504-301-2000**

**St. Bernard Parish School Board  
200 East St. Bernard Highway  
Chalmette, LA 70043**



# Attendance

## Compulsory School Attendance Policy

*School Board Policy JBA (Compulsory School Attendance Ages)*

Except as provided by law, every child in the state is required by state law to attend public or nonpublic school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or nonpublic school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

Beginning with the 2023-2024 school year, the parent or legal guardian of a child who resides in Louisiana and who is age five (5) by September thirtieth of the calendar year in which the school year begins through eighteen (18) shall send the child to a public or nonpublic school, as defined by La. Rev. Stat. Ann. §17:236, unless the child's parent or legal guardian opted to defer enrollment of his/her child in kindergarten pursuant to La. Rev. Stat. Ann. §17:151.3(D) or the child graduates from high school prior to his/her eighteenth birthday. A child below the age of five (5) who legally enrolls in school shall also be subject to these provisions.

Failure to abide by the compulsory school attendance laws may result in a referral to Families in Need of Services (FINS) or to the District Court with jurisdiction.

## Types of Absences

*School Board Policy JBD*

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

1. ***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.
2. ***Exempted excused absences*** are absences which are not considered for purposes of truancy and which are not 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.

3. ***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 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.
4. ***Suspensions are non-exempted absences*** for which a student is allowed to make up 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.

## Extenuating Circumstances

School Board Policy JBD (Student Absences and Excuses)

Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Supervisor of Child Welfare and Attendance or the school principal where indicated. These do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness verified by a licensed physician or nurse practitioner.
2. Extended hospital stay verified by a physician or dentist.
3. Extended recuperation from an accident verified by a licensed physician, dentist, or nurse practitioner.
4. Extended contagious disease within a family verified by a licensed physician.
5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly, disease, as ordered by state or local health officials.
6. Observance of special and recognized holidays of the student's own faith.
7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
8. Absences as verified by the principal or his/her designee as stated below:
  1. Prior school system-approved travel for education;
  2. Death in the immediate family (not to exceed one week); or,



### 3. Natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents/legal guardians must make a formal appeal in accordance with the due process procedures established by the school system.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

## Absences Procedures

**Excuses for all absences must be presented in writing to the school principal or designee within five (5) days of the absence. For absences due to illness or injury, a medical certificate signed by the attending physician is required.**

For any extenuating circumstances, the student's parents/legal guardians must make a formal appeal to the Office of Child Welfare and Attendance. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete makeup work or pass the course.

Schools are to provide students and parents with attendance letters by the 3rd, 5th, and 8th day absent. Parents must contact the school principal or school counselor to discuss attendance upon receipt of attendance letters.

## Attendance Requirements to Receive Carnegie Credit and Eligibility for Promotion

### Elementary/Middle School Students:

According to the policy of the state of Louisiana, students must attend elementary or middle school for a total of 60,120 minutes to be eligible for promotion. Based on the school calendar and a standard 375-minute instructional day, **a student can miss no more than 14 days of school to be eligible for promotion.**

### High School Students:

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester to be eligible to receive credit for courses taken.

In addition to meeting overall attendance requirements, middle and high school students must also meet certain attendance requirements to receive Carnegie Credit for individual classes.

When awarding credit based on instructional time, students must be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, students shall be in attendance for a minimum of



3,758 minutes. Further guidance is available in the Chalmette High School Student Handbook and on our website.

Please contact the school principal for additional information regarding attendance recovery.

## Truancy; Duty of the Parent/Legal Guardian

Truancy is the absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. At all times, students shall remain on the campus unless granted permission to be off-campus or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or placement outside the regular school setting.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by the Supervisor of Child Welfare and Attendance to the family or juvenile court.

The consideration of tardiness shall include, but not be limited to, being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time. However, it shall not include reporting late to class when transferring from one class to another during the school day.

## Parent/Legal Guardian Responsibility

In any case where a student, kindergarten through eighth grade, is the subject of a court ordered custody or visitation plan, the parent/legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

## Perfect Attendance

The Board recognizes those students who have attained perfect attendance during the course of the school year through the annual presentation of a Certificate of Perfect Attendance by the school. Students are eligible to receive a Certificate of Perfect Attendance provided that cumulative tardiness and early dismissals do not exceed one-half day.



## Withdrawals from School

If for any reason a student must withdraw, the parent/legal guardian shall authorize a withdrawal form from the school. This form shall be signed by all of the student's teachers, counselor, and administrator/designee. A re-entry will be listed if the student returns to the school system.



# Academics

## Second-Grade Swim Program

The St. Bernard Parish Public Schools' Swim Program is held at Chalmette High School Natatorium, Lacoste Campus. This is based on an American Red Cross class which introduces beginning swim skills and general water safety to help students gain confidence, make wise decisions, and have fun in and around bodies of water. **These lessons during the school year are free of charge, but a student must provide a towel and a swimsuit.** The student's teacher will escort them to the pool and monitor classes from the poolside. A St. Bernard Parish School Board CDL bus driver will transport the students.

Students should wear their swimsuits under their uniforms to school. A clean towel and dry underwear should be brought from home in a bag. Flip-flops can be worn on the deck or in the showers. All students will wear swim caps, labeled with their names, which will be sold for \$1.00 prior to the lessons. After the lessons, the swimmers change back into their school uniforms to return to school.

Parent/guardian written permission is needed before a child can take swim lessons. Any child who does not return a permission form will not be allowed to go to the pool. A student who cannot attend swimming lessons for any reason will stay at school with another teacher until the homeroom class returns. **A student cannot complete the class after two or more absences.** Please sign, date, and return the form to the homeroom teacher, prior to the lessons.

Any child who is ill, or has a medical condition, such as a deep wound or cut without a scab, rash, ringworm, lice, etc., will be unable to take lessons on those days. If a child has any other medical condition or temporary ailment which would affect the health/safety of the child, he/she will not be able to attend the lessons with his/her class.

## Aftercare Program

To help meet the needs of our families, the St. Bernard Parish Public School System offers an Extended Day School Program at Arabi Elementary School for working parents. Morning care begins at 6:30 a.m., and afternoon care ends at 5:30 p.m. This program is in high demand. Students enrolled in Arabi's school district will have first priority.

To be eligible for the program, the student must reside within St. Bernard Parish and entering Pre-K 4 through 5th grade. Parents/guardians must demonstrate they work by presenting a copy of two recent check stubs for both parents or one for single-parent homes. Parents/guardians must also provide a W2 for the most recent year for both parents/guardians or one for a single-parent home.

Tuition is \$30 per week per child and there is a \$25 registration fee per family. More information about the program can be found on the district website.



## Child Search/Find

The Louisiana Department of Education requires that each district has policies and procedures in place to ensure that all students with disabilities residing in the State are identified, located, and evaluated. Through Child Search/Find activities, children and youth in need of special education services are identified, located, and evaluated.

Child Search applies to any individual with a disability, ages birth through 21 years of age, who is not currently receiving special education services. Child Search also applies to individuals who may be gifted and/or talented between the ages of 3 through 21 who are not currently receiving special education and related services.

**Alison Gros**  
[Alison.Gros@sbpsb.org](mailto:Alison.Gros@sbpsb.org)  
(504)301-2000  
200 East St. Bernard Hwy.  
Chalmette, LA 70043

For students who are currently enrolled in the school system, contact the school counselor for information regarding next steps.

## Children with Exceptionalities

It is the responsibility of the St. Bernard Parish Public School System to implement all federal and state regulations pertaining to the education of children with exceptional circumstances. The St. Bernard Parish Public School System follows the policies and procedures outlined in the following [BESE](#) bulletins:

- [Bulletin 1508 - Pupil Appraisal Handbook](#)
- [Bulletin 1530 - Louisiana's IEP Handbook for Students with Exceptionalities](#)
- [Bulletin 1573 - Complaint Management Procedures](#)
- [Bulletin 1706 - Regulations for Implementation of the Children with Exceptionalities Act](#)
- [Bulletin 1903 - Louisiana Handbook for Students with Dyslexia](#)
- [Bulletin 1922 - Compliance Monitoring Procedures](#)

It shall be the responsibility of the IEP team to create the educational program for a student with a disability including the determination as to appropriate support and staffing.

For more information regarding services provided to students with disabilities and exceptionalities, please contact the Special Education Department at 504-301-2000.



## District Recognition Programs

Each spring, the St. Bernard Parish Public School System community comes together to celebrate the achievements and contributions of its students, parents, teachers, volunteers, and staff. As part of our recognition program, schools name a student and parent of the year for the 5th, 8th, and 12th grade.

### Student of the Year

The Student of the Year Awards Program is designed to recognize outstanding 5th, 8th, and 12th grade students. This recognition program is part of a state-wide initiative to celebrate those students who have demonstrated excellence in academics, leadership, and citizenship.

Criteria for consideration is aligned to the state criteria and guidelines:

- Student's G.P.A. must be in the top 15% of the class and be no less than a 3.1
- LEAP/EOC/ACT scores must demonstrate proficiency at grade level
- Student conduct must embody the school culture and values
- Student should be involved in extracurricular activities inside or outside of school

The Student of the Year process begins in the early fall. Candidates will be required to submit an application, complete a timed writing sample, and participate in an interview. If there is a dispute regarding the selection of a candidate, please contact the school principal.

### Parent of the Year

The Parent of the Year Program is an essay contest. Students in the 5th, 8th, and 12th grade are asked to write an essay that recognizes the contributions of their parents/guardians. Students can elect to write about either one or both of their parents/guardians, and those students who do not wish to write an essay nominating his/her parent(s) may elect, instead, to write an essay about any adult figure in his/her life that has been like a parent to that student.

The essays will be submitted to the contest, where one essay winner will be declared. The winning parent will be recognized and awarded at the end of the year Commitment to Community Banquet, and the essay winner will read his/her essay.

## Field Trips

Field trips are a valuable part of the school curriculum and arrangements for such trips are made by the teachers and approved by the principal well in advance of the field trip. Parents/guardians will be notified of the date, time, destination, and cost. Students will receive a permission slip that must be signed by the parent/guardian and returned to the school by a specific date. If the field trip permission slip is not signed and returned to the classroom teacher, the student will not be allowed to attend the field trip. Additionally, parents/guardians will be given a specified date by which admission fees, transportation, lunch, etc. must be paid. In the event that the student has paid to attend a field trip and the student is unable to attend, money can be refunded only if the school has not yet paid for the cost of the activity. Chaperones are approved by the principal.



Only a student/minor that is currently enrolled shall be allowed to participate in school-sponsored field trips.

If a student displays unacceptable behavior while attending a field trip/overnight trip the student may not be allowed to attend future field trips for which they might otherwise be eligible to participate. Additionally, the parent/guardian may be called to pick up the student from the field trip at the parent/guardian's expense.

Students make arrangements with subject-matter teachers to make up work missed while attending field trips. SBPSB medication policy must be followed during all field trips.

## Fundraising

SBPSB recognizes that citizens, students, employees, and organizations may wish to express support for a school or the district by participating in school-sanctioned fundraising activities. The Board shall require that such fundraising projects be conducted so that they do not interfere with educational objectives or community standards.

**Any club or organization shall request permission from the principal prior to engaging in a fundraising activity.** Plans for such activities should be made well in advance of the event, and the total fundraising efforts in a school shall be limited based on needs.

Further guidelines and information regarding fundraising activities can be found by contacting your school principal or visiting the district website.

## Grading Policy

St. Bernard Parish Public School System uses the following grading scale for reporting purposes:

**A = 100 - 93.00**  
**B = 92.99 - 85.00**  
**C = 84.99 - 75.00**  
**D = 74.00 - 67.00**  
**F = 66.99 - 0**

Progress reports will be distributed in the middle of each grading period. Report cards are issued at the end of each nine-week grading period. Parents can also review their student's grades at any point during the year by visiting our websites. Further information about accessing your student's grades electronically is available by calling your student's school.



## Individual Graduation Plan (IGP)

Per Bulletin 741, the IGP process is initiated in grade 8. A student's IGP is reviewed, updated, and signed annually from middle school through graduation. As per Act 238, when counselors are developing and reviewing a student's IGP, the students must be provided information by the Louisiana Workforce Commission (LWC) regarding the top twenty high-demand, high-wage jobs in the state and in the student's region.

## Internet Usage Policy

Students and parents/guardians are required to sign the district's Internet Usage Policy annually. A copy of that form can be found in the appendix.

### Possible Risks Involved in Student Use of the Internet Computer Network

- There is the possibility that material which some students, parents (legal guardians), or teachers may find controversial, offensive, objectionable, pornographic, or otherwise inappropriate for minors, may be present or otherwise available on the Internet.
- Some services on the Internet could be considered offensive, and students must take responsibility for their own actions in navigating the network.
- It is virtually impossible to prevent students from getting undesirable materials while preserving the student's status as a full member of the Internet community.
- The school board policy cannot formalize precise limits upon a student's access. Rather, it is the student's responsibility to follow standards set by their parents (legal guardians).

### Student Responsibilities in Internet Usage

- Students have a responsibility to use appropriate language when using the internet. The School Board will not tolerate a student's use of profanity or obscenity on the Internet, and the use of such inappropriate language on the Internet may result in school disciplinary action and the student losing internet privileges.
- As community members, students must respect the rights of others in both the local community and on the internet at large. Offensive, obscene, harassing, abusive or inflammatory language, pictures, or materials, and/or personal attacks are unacceptable uses of the internet, and students who engage in such communications on the internet may be subject to school disciplinary action and/or loss of internet privileges.
- Students have the responsibility to follow copyright laws and rules, and must respect all copyright issues regarding software, information, and attributions of ownership in their exercise of internet privileges. A student's failure to do so may result in school disciplinary action, the loss of internet privileges, and/or prosecution under applicable state and federal law.
- Students must recognize the privacy rights of others, and refrain from re-posting personal communications without the original author's prior consent. Failure to do so may result in school disciplinary action and/or the student's loss of internet privileges.
- Students may use the internet only for legal activities. A student who engages in illegal activities, including but not limited to tampering with computer hardware or software, computer piracy, hacking, unauthorized entry into computers or knowledgeable vandalism or destruction of



computer files will be subject to school disciplinary action, lose internet privileges, and may be prosecuted for criminal violations under applicable state and/or federal law.

- Students are responsible for avoiding the knowing or inadvertent spread of computer viruses. Deliberate attempts to degrade or disrupt system performance by spreading computer viruses are considered criminal activity under state and federal law. A student who engages in such activity will be subject to school disciplinary action, lose internet privileges, and may be prosecuted for criminal violations under applicable state or federal law.
- A student must accept full responsibility for usage of his or her account. A student's failure to fulfill this responsibility by giving his or her password to another may result in school disciplinary action and/or the loss of internet privileges.
- A student must take responsibility for his or her own messages, actions, and words on the internet. Failure to fulfill these responsibilities may result in school disciplinary action and/or loss of internet privileges.
- Students have the responsibility to display exemplary behavior when using the internet, and must conduct themselves as representatives of both their respective schools and the community as a whole. Failure to fulfill this responsibility may result in school disciplinary action and/or loss of internet privileges.

## Notice of Screenings

### Literacy, Dyslexia, and Social Emotional Screenings

Every student in grades kindergarten through third shall be screened, at least once, for the existence of impediments to a successful school experience. No student shall be screened if his/her parent/legal guardian objects to such screening. Such impediments shall include dyslexia and related disorders, attention deficit disorder, and social and environmental factors that put a student "at risk." Students identified in need of services and/or assistance shall have it provided to them.

The screenings shall be done directly by elementary school counselors, pupil appraisal personnel, teachers, or any other professional employees of the School Board who have been appropriately trained, all of whom shall operate as advocates for the students identified as needing services or assistance. No screenings shall be conducted by untrained persons.

The School Board shall ensure that educational screening activities, conducted by a committee at the school level, shall be completed before a student is referred for an individual evaluation through pupil appraisal services.

A copy of the Permission to Participate in the Universal Social, Emotional and Behavioral Screener can be found in the appendix.



## Placement Test/Proficiency Exam

### Guidelines for Students Entering Grades 4-9

Students entering grades 4 through 9 transferring to the public school system from any in-state non-public school, approved home study program, or out-of-state school shall be required to take the English language arts and mathematics placement tests to inform placement decisions.

### Guidelines for High School

High school students transferring to the public school system from homeschooling or any non-approved private school must take and pass Proficiency exams to receive high school credit.

## Preschool Program

### Three-Year-Old Program

St. Bernard Parish Public School System provides special education services to children upon their third birthday who have been evaluated by the school system and deemed eligible for services as prescribed by their IEP.

To enroll in the program, parents/guardians must first contact Child Search to have his/her child evaluated. Upon the conclusion of the evaluation and once an IEP has been developed, a parent/guardian will be provided with a registration packet that they will submit to the preschool office located at Davies Elementary School.

More information can be found by contacting the Special Education Department at the Central Office.

### Four-Year-Old Program

The purpose of the St. Bernard Parish Public School Early Childhood Program is to provide universal pre-kindergarten classes to four-year-old children who are eligible to enter public school kindergarten the following year, including those students with disabilities, which reside in St. Bernard Parish. Students must turn four prior to September 30th, of the current school operating year.

The Early Childhood Program is funded through federal, state, and local monies. The Early Childhood Program strives to offer the same high-quality developmentally appropriate program to all participants regardless of the funding sources.

Registration for the preschool program begins in the spring. More information can be found by visiting the district website or contacting the preschool office at (504)267-3310.



## Promotional Policies

The St. Bernard Parish Public School System's Promotional Policies are outlined each year in the district's Pupil Progression Plan. Visit the district's website to review the most up-to-date plan.

## School Fees and Fines Policy

The St. Bernard Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee pursuant to state law.

The published *Student Fees, Fines, and Charges Policy* and procedures can be found on the school and district websites. The policy can also be found in the appendix of this document.

## School Issued Electronic Devices Policy

St. Bernard Parish Public School District is allowing students to check-out Chromebooks to take off of school grounds in the event of an emergency in grades K-8 and for regular classroom instruction in high school. District Chromebooks are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Students will act in accordance with the School Board's "Acceptable Use Policy."

Students and parents/guardians are required to sign the School Issued Electronic Device Policy, a copy of the form can be found in the appendix. In doing so, parents/guardians are accepting full responsibility for the device being issued to you/your student(s). Should the device be stolen or damaged you are acknowledging that you may be charged the cost to repair or replace the device at a replacement cost of up to \$315.00.

## Student Records

The maintenance of student records requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.1232g) and LRS 17:3914. The relevant portions of this District handbook that pertain to student personally identifiable information shall serve as the school system policy adopted in accordance with LRS 17:3914(H).

## Definitions

The following terms and definitions apply when discussing student records.

1. "Access" to be provided the ability to look at, inspect, and make use of.
2. "Eligible student" means a student who is 18 years of age.
3. "Education records" means records that are directly related to a student that are maintained by the St. Bernard Parish School Board or by a third party acting for the Board.



4. "Parent" means a student's natural parent, guardian, or individual acting as parent in the absence of a parent or a guardian.
5. "Personally identifiable information" is defined as information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
  - a. Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
  - b. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
  - c. Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

## Rights Under Family Educational Rights and Privacy Act (FERPA)

According to the Federal Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to:

- inspect and review the student's education records;
- seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to the disclosure of personally identifiable information, except to the extent that FERPA and the School Board authorize disclosure without consent; and
- file with the United States Department of Education a complaint concerning alleged failures by the St. Bernard Parish School Board to comply with FERPA.

## Disclosures Without Consent

The Board may disclose information from a student's education records without consent when the disclosure meets any of the conditions set forth in FERPA, and in accordance with State law.

A school official having access to student records is:

- a person employed by the Board in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
- a person elected to the Board (with parental consent); and/or
- a person employed by or under contract with the Board to perform a special task for the Board.

A school official has a legitimate educational interest to access student records if the official is:

- performing a task that is specified in his or her position description or contract agreement;
- performing a task related to a student's education;
- providing a service or benefit related to the student or student's family, such as health care, counseling,
- job placement, or financial aid;
- maintaining the safety and security of Board property and school grounds; and/or



- performing other duties of legitimate educational interest as determined by the Superintendent or his designee on a case-by-case basis.

Disclosures to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll will be made without any notification to the parent or eligible student. The transfer of student records will include information on the date of any expulsion and reason(s) for which the student was expelled. Any student who has been expelled from any public or private school must provide to School System officials information on the date of expulsion and the reason(s) for which the student was expelled.

The Board and its employees may disclose education records or information from education records, without the consent of a parent or guardian of the student who is the subject of the records, to State and local law enforcement officials and other officials within the juvenile system in accordance with law.

The full text of FERPA can be found at 20 U.S.C.1232g. The implementing regulations concerning FERPA can be found at 34C.F.R.99.1 through 99.67.

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Ave.  
SW Washington, D.C. 20202-4605**

## Procedure for Inspection of Records

To inspect student records, requests must be made in writing to the St. Bernard Parish School Board. Requests should be addressed to:

**Tony Morales**  
[Tony.Morales@sbpsb.org](mailto:Tony.Morales@sbpsb.org)  
**St. Bernard Parish School Board**  
**200 East St. Bernard Hwy.**  
**Chalmette, LA 70043**

## Amendments to Records

If, upon inspection of a student's records, a parent, eligible student, or legal guardian believes that the education records contain information that is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, an amendment to the record may be requested by submitting the requested amendment in writing to the School Board Office at the address in the preceding section. Any disagreement or amendment will be resolved informally, if possible, through the Superintendent or his designee. Only the Superintendent or his designee may authorize an amendment to the education records of a student.



## Allowable Access

The Board allows access, including disclosure, of certain student personally identifiable information without consent under the following circumstances:

- A. when required by applicable state or federal law, such as:
  - a. 20 USC 7908(a)(1) requires public schools to provide student names, address, and telephone numbers to military recruiters, unless the student's parent, eligible student or legal guardian has requested that the information not be provided.
  - b. LRS 17:81(N) provides for the release of student information to state and local law enforcement officials and officials within the office of juvenile justice.
- B. under the terms of a contract with a public or private entity providing student or education services when such contract meets the requirements of the law. Such contracts and a list of the data elements that are included in the contract shall be available for inspection. Release under such a contract without consent is necessary for the education of a student, as determined by the school system. Examples of such contracts include but are not limited to Student Information Systems, Special Education Reporting systems, online/electronic textbooks, etc.

## Approved Access

Unless directed in writing otherwise by a student's parent, eligible student or legal guardian, the Board approves a person employed in a school or person authorized by the superintendent to provide access to certain student personally identifiable information in accordance with FERPA and LRS 17:3914, as follows:

- information to protect the health, safety, or welfare of a student and/or the general public;
- information to facilitate a student's participation in a school sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- information to facilitate the operation and daily activities within system facilities, including but not limited to the display and use of student information;
- information related to programs and activities related to school sanctioned performances or productions, events and award programs and graduation;
- university transcript requests, scholarships, and admissions;
- LHSA, NCAA and other related sports programs;
- online resources and educational tools;
- school photography, ID badges and yearbook providers;
- information provided in accordance with a contract between the Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract; and
- Directory information as set forth herein.

## Directory Information

The School Board may provide access to information designated as "directory information" on-site in general and private access areas of a school or school system facility, and to school-sponsored or school-related organizations. The following information is designated as directory information:

- student's name, address, telephone listing;



- parents' names and addresses;
- student's date and place of birth;
- student's school and grade level;
- student's picture and electronic mail address;
- student's major field of study;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance;
- degrees and awards received; and
- previous educational agency or institution attended by the student.

Examples of school sponsored or school-related organizations include but are not limited to:

- photographers;
- yearbook;
- Project Graduation;
- parent organizations (such as PTA, booster clubs, etc.);
- scholarship programs;
- student clubs (such as Beta Club, Key Club, 4H, etc.);
- printing services (programs for graduation, award ceremonies, athletic events, playbills for drama productions).

If a parent, eligible student or legal guardian wishes to have the student's directory information excluded from directory data, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination. The parent, eligible student or guardian must complete and submit this form to the school principal each academic year within the first two (2) weeks after the school session begins in the fall in order to prevent disclosure of directory information pertaining to that student. If a student enrolls during an academic year, the parent, eligible student or guardian may prevent the disclosure of directory information pertaining to that student by completing and submitting the form to the school principal within two (2) weeks of enrollment.

## Collection and Disclosure of Information Related to Postsecondary Education

Upon obtaining the written consent (via the Release of Student Information consent form) from a parent, or student who has reached the age of majority or legal guardian of a student, the Board shall collect the following information from each student in grades eight through twelve:

- A. Full name
- B. Date of birth
- C. Social security number
- D. Race and ethnicity data
- E. Student cumulative transcript data

The consent authorizes the Board to provide such information to Louisiana post-secondary institutions, LOSFA (Louisiana Office of Student Financial Assistance) and Board of Regents – full name, date of birth, social security number, race, ethnicity, and transcript data. The data will be used for the purposes



of processing applications for admission and for compliance with state and federal reporting requirements, for state and federal financial aid, for required grant program reporting, for providing reports to the school's governing authority on the postsecondary education remediation needs, retention rates, and graduation rates, for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. **Failure to provide written consent for the collection and disclosure of the student's information will result in delays or may prevent successful application for admission to a post-secondary educational institution and for state and federal student financial aid.** Once obtained such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian. If a parent, eligible student or legal guardian wishes to deny consent for release of information related to postsecondary education, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination.

## Access by the Louisiana Department of Education

LRS 17:3914 provides limitations on the access to student personally identifiable information by the Louisiana Department of Education.

- A. Provide a student's identification number as provided by law, and aggregate data to the local school board, the state Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements.
- B. Provide to the state Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. No official or employee of the state Department of Education shall share such information with any person or public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments.
- C. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided by law.
- D. Provide for the transfer of student information pursuant to the provisions of R.S. 17:112.

## Public Information/Communications Releases

In order to help keep the public informed about schools and to recognize students and staff for their accomplishments, students are sometimes included in school and/or System information that is distributed to the public. From time to time, newspaper, broadcasting, media outlets and System personnel may interview, videotape, voice record, and/or photograph students for these purposes. The



System websites and educational television station are used widely to highlight student achievements and activities. A student's voice, likeness, and/or work may be used in print publications, press releases, audiovisuals, and websites, including social media, issued by employees or designees of the Board. Student work includes, but is not limited to, written work, art, music, etc. The information may be used by members of the media with permission of officials from the schools or offices within the St. Bernard Parish Public School System. These items include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or other electronic transmissions, including social media, related to school activities. The release of such information may identify the class, school, or program attended by the student. No compensation or reimbursement of any kind related to the use of the above information will be paid to a parent, student or legal guardian. The above referenced information may be used in subsequent years without additional consent. To ensure that parents, eligible students and guardians agree to participate, they are asked to sign and return a Release of Student Information Consent form to permit such participation. Once obtained such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian. If a parent, eligible student or legal guardian wishes to deny consent for public information and communication releases, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination. Termination is effective beginning at 4:30 p.m. local time the day after receipt.

## Work Permits

State law requires minors in St. Bernard Parish between the ages of fourteen (14) and seventeen (17) to obtain permits prior to becoming employed.

### Obtaining Work Permit Procedures

1. Work permits may be obtained at the St. Bernard Parish Public School System Central Office located at 200 East St. Bernard Hwy., Chalmette, LA (Students attending Chalmette High School may obtain a work permit from the school office.)
2. Minors aged fourteen (14) through seventeen (17) MUST come in person with the following completed items in order to obtain a work permit:
  - a. Intention to Employ Form - form approved by parent
  - b. Birth Certificate, Driver's License, State ID, or Passport

## Visitor Policy

All visitors must report to the main office and sign in before receiving a visitor's pass. The St. Bernard Parish School System utilizes a school visitor management system that tracks every visitor, parent, volunteer, and other guests who enter and exit all SBPSB school buildings. Visitors will need to present a valid driver's license or other state-issued identification.

At no time may students have visitors in the class with them, unless previously approved by the school administration.



# Children Nutrition Program

The St. Bernard Parish School Board participates in the Community Eligibility Provision (CEP) program. **This program provides one free breakfast and one free lunch each school day to all students enrolled at any St. Bernard Parish Public School.**

Please note that there is a cost of \$0.50 for extra milk and/or juice. These items CANNOT be charged to an account.

Important Notes:

- Canned and/or bottled beverages are not allowed in the cafeteria.
- Commercially prepared food or beverages are not allowed (McDonalds, Burger King, Coffee, Frappes, soft drinks, etc.)

Monthly breakfast and lunch menus, the School Wellness Policy, and information about the Child Nutrition Program can be accessed by visiting our website, [www.sbpsb.org/nutrition](http://www.sbpsb.org/nutrition).



# Discipline Policies

## Bullying and Hazing Policy & Procedures

### Statement of Policy

The St. Bernard Parish School Board (“Board”) strictly prohibits bullying and/or harassment, as defined herein. The Board shall take reasonable steps to end bullying/harassment, to prevent its future recurrence and to prevent retaliation against any individual who reports allegations of bullying/harassment or cooperates in the investigation of an alleged violation of this policy. This policy applies to students on school grounds, while traveling to and from school, or a school-sponsored activity, and during school-sponsored events.

### Definitions

#### Bullying

Is a **pattern** of behavior 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.

The **pattern** of behavior must have 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.

Bullying may take the forms, including, but not limited to the following:

1. Hurtful name-calling, teasing, gossiping, threats, intimidation, humiliation, making rude noises or gestures, or spreading hurtful rumors.
2. Written, electronic, or verbal communication such as name-calling, threatening harm, taunting, malicious teasing, or spreading rumors.
3. Physical acts such as hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Purposefully shunning or excluding from activities.



## Hazing

Hazing shall mean any behavior, whether by commission or omission, of any student to encourage or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into any organization or activity at a school, whether such behavior is planned or occurs on or off school property. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program. The stated or implied consent of the hazing victim shall not be a defense in determining disciplinary action.

## Bullying Prevention

Bullying prevention programming will take place throughout the year. Students will be informed about the Bullying Policy and the subsequent consequences outlined, including that such behavior may result in suspension, placement at the alternative school, and/or can be reported to local law enforcement and/or suspension of driver's licenses.

## Consequences

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student. The administrator shall report criminal conduct to law enforcement and may request the suspension of the student's driver's license for one year as provided by R.S. 17:416.1.

Consequences will be aligned and consistent with the District's multi-tiered behavioral expectation policy found in this document. Counseling and/or other interventions may also be recommended.

## Bullying Report Form

The Louisiana Department of Education's Bullying Report Form can be completed by visiting the link below. Submit the completed form to the school principal. This form may be completed by the person reporting the incident or by the school employee to whom the incident is being reported.

<https://www.louisianabelieves.com/schools/public-schools/bullying>

## Drugs

### Substance Abuse Policy and Procedures

In accordance with Board Policy JCDAB (Student Alcohol and Drug Use), each student shall be specifically prohibited from using, distributing, attempting to distribute, being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on any St. Bernard Parish School Board property, at any school-sponsored event, or at a school function away from school, any



alcoholic beverages, intoxicating liquors, narcotic drugs, prescription medications, marijuana, inhalants, imitation or counterfeit controlled substances, or other controlled substance as defined by state statutes, unless dispensed by a licensed physician as allowed by law and properly registered with school officials.

## Drug Detection Team

The Drug Detection Team represents a cooperative effort between law enforcement agencies in St. Bernard Parish and the St. Bernard Parish School Board and these guidelines are to ensure the effectiveness of the program while safeguarding the rights of all concerned.

The Drug Detection Team shall consist of the following personnel:

- Superintendent and/or his/her designee
- Drug Education Coordinator
- Principal of the school and/or his/her designee

A commissioned law enforcement officer will be called in as needed and/or a drug detection dog and handler (who is a law enforcement officer). Neither of these officers are members of the School Board's Drug Detection Team.

## Consequences

Any violations of state or federal criminal laws committed on school property shall be prosecuted as provided by law. School officials, teachers and employees shall report all violators to the principal who, in turn, shall notify the Supervisor of Child Welfare and Attendance.

If required, proper law enforcement agencies shall be notified, and school officials shall cooperate with the district attorney's office in the prosecution of charges. Any student who possesses, distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by state law to another student or anyone else while on the school premises shall be removed from the regular instructional program as set forth in state law.

## Due Process

Every student shall have the right to due process of law. The student shall be advised by the principal or his/her designee of his misconduct and the regulation which has been violated. The student may then make a response to the accusation. Should the offense call for a suspension or alternate placement, the parent or legal guardian shall be contacted 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.

Should the parent wish to appeal the decision of the principal, he/she has the right to file an appeal to the Superintendent within five days of receiving that written notice. In the case of a suspension, the Superintendent/designee shall schedule a hearing at which he/she will hear all the facts concerning the



matter and render a decision as to the appropriateness of the suspension. Students are entitled to be represented at the hearing by anyone they choose. The decision of the Superintendent/designee is final.

In the case of an alternate placement, should the Superintendent/designee accept the recommendation of the principal, the parent or legal guardian may, within five (5) days after the decision is rendered, request the School Board to review the findings of the Superintendent or designee at a time set by the School Board; otherwise, the decision of the Superintendent shall be final.

## Suspension

On any offense that warrants a suspension, the parent or guardian will be notified that the student is suspended. Suspensions may range from the in-school suspension to a multi-day suspension. The number of days a student may be suspended is left to the discretion of the principal or the disciplinarian. The parent or guardian has the right to appeal any suspension to the Superintendent within five days of receiving the suspension letter. The appeal may be submitted by mail or made in person. The decision of the Superintendent or designee is final.

## Alternate Placement

A student may be recommended for alternate placement upon committing any offense which the principal deems serious enough to warrant such action. Moreover, any student after being suspended on three occasions during the same school year, shall, on committing a fourth suspension, be recommended for alternate placement in the St. Bernard Parish Public School System.

When a student is recommended for alternate placement, the principal will notify the parent or guardian by phone, electronic communication, and/or letter as to the offense and the reason(s) for such action. A copy of the recommended alternate placement letter shall also be sent to the Superintendent's office.

Any parent, or legal guardian of a student recommended for alternate placement shall have the right to request a hearing to appeal the alternate placement or waive his/her right to the hearing.

Upon requesting an appeal, the Superintendent/designee will notify the parent or guardian in writing of the date, time and place of the alternate placement hearing. The hearing will be conducted by the Superintendent/designee. After hearing all the facts concerning the alternate placement, the Superintendent/designee will render a decision.

The parent or guardian may, within five (5) days after the decision is rendered, request the School Board to review the findings of the Superintendent/designee at a time set by the School Board; otherwise, the decision of the Superintendent shall be final. If requested and after reviewing the findings of the Superintendent/designee, the School Board may affirm, modify, or reverse the action previously taken. The parent/legal guardian may, within ten (10) days, appeal to the district court for the parish an adverse ruling of the School Board in upholding the action of the Superintendent.

When an alternate placement recommendation is upheld by the superintendent or his designee, middle and high school students are required to attend C.F. Rowley Alternative School for a designated period



of time. The students must successfully complete a behavioral program in order to return to their district school. Students who successfully complete the C.F. Rowley Alternative School program and return to their district school will not have the alternate placement appear on their school records. However, if a parent or student refuses the services of C.F. Rowley Alternative School or if a student is denied attendance, his or her expulsion will become a permanent part of his or her school record. All students who are required to attend C.F. Rowley Alternative School must successfully complete the behavioral program before returning to any school in St. Bernard Parish.

If a student withdraws for any reason from C.F. Rowley Alternative School and/or leaves St. Bernard Parish without successfully completing the program and returns to the parish, the student will automatically be enrolled at C.F. Rowley to complete the behavioral program in order to be eligible to return to their district school.

Students who are arrested or charged with felony violations of criminal law, or who would have been charged with a felony if an adult, may be removed from the traditional educational settings and placed at the alternative school by the Superintendent.

Students convicted of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult would have constituted a felony may be cause for placement at the alternative school.

## Positive Behavior Interventions Support (PBIS)

The primary behavioral support initiative of St. Bernard Parish Public Schools is Positive Behavior Interventions Support (PBIS). PBIS provides a positive and effective alternative to the traditional methods of discipline.

PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, and Act 1225, Juvenile Justice Reform Act (R.S. 17:252), which advocates the use of positive behavior interventions and supports school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.



## Student Offenses and Discipline

In conjunction with PBIS, the district utilizes a multi-tiered Behavioral Response to Intervention (RTI) process. The behavioral RTI process is designed to help principals, teachers, parents, specialists, and paraprofessionals utilize data-based decisions to improve the educational outcomes for all students, especially with those students whose success is at risk due to behavioral challenges.

RTI is a tiered process that provides high-quality, research-based interventions that are correlated with a student's behavioral needs. Essential components include monitoring students' behavioral progress and making data-driven decisions about student interventions based on a review of that progress.

However, as prescribed by Louisiana law (R.S. 17:416), every pupil is held to strict accountability for any inappropriate behaviors in school, on the playground of the school, or on any street, road, or school bus going to or returning from school and during intermission or recess. Also, students will be disciplined for inappropriate behavior during any school-sponsored activities before, during, or after school hours.

Inappropriate behaviors are grouped into three classes according to severity and/or frequency: Class I, Class II, and Class III. Each classification is followed by a series of interventions, one or more of which will be implemented by the teacher or the principal/designee. Class I behaviors are most often handled directly by the classroom teacher, duty teacher, or substitute. However, if interventions fail to result in improvement of student behavior or work habits, the student may be referred to the principal/designee. Class II and Class III behaviors are referred to the principal/designee for appropriate intervention.

Whenever financial losses are incurred by a student for medical expenses or for replacement or repair of personal property as a result of the actions of another student, it is understood that the school can take no responsibility for payment or for collecting such payment. The principal/designee will investigate such incidents to determine suitable disciplinary action, if any. Any payment for personal damages must be arranged by the students involved. Payment for damages to school property will be handled by the principal/designee with the student responsible for the damages prior to the student's reentry to the school.

A student while under suspension or alternate placement may not enter any public school campus and shall not enjoy the privilege of participating in any school-sponsored activity. Students who are suspended for theft of or damage to school property may not return to school until the property is replaced or until payment or written arrangements for payment to the satisfaction of school authorities is made.

### Tier I: Behavioral Supports and Infractions

This tier of behavioral supports are designed to develop and maintain school-wide Positive Behavior Interventions Support (PBIS) through the teaching of expectations to all students, implementing incentive programs, and providing Tier I interventions within the classroom to increase the occurrences of appropriate behavior and to create a supportive climate.



Class I Infraction	Possible Interventions
<ul style="list-style-type: none"> <li>• Abusive behavior or language directed toward another student</li> <li>• Any intentional but not malicious act that causes injury, damage, or pain to another</li> <li>• Chewing Gum</li> <li>• Climbing on toilets, urinals, basins, or trash receptacles</li> <li>• Did not report for administrative detention</li> <li>• Disrespect for authority</li> <li>• Disrupting the orderly conduct of any school activities</li> <li>• Eating and drinking in class or other unauthorized areas without permission</li> <li>• Entering the building or classroom without permission</li> <li>• Exhibiting improper conduct during assemblies (e.g. booing, jeering, stamping feet, etc....)</li> <li>• Failing to flush toilets or urinals</li> <li>• Failing to complete class work because of improper use of class time</li> <li>• Failing to report for a teacher time out</li> <li>• Failing to return completed punish work when due</li> <li>• Failure to bring materials to class</li> <li>• Failure to bring textbooks, materials, homework, or other required items to class</li> <li>• Failure to return required forms/signed test/progress reports</li> <li>• Fast food deliveries to students at lunch</li> <li>• Filing a false report against a student verbally and/or in writing that is known to be untrue at time submitted</li> <li>• Graffiti and tags on book bags, books, book covers or clothing</li> <li>• Grooming in class</li> <li>• Horseplay</li> <li>• Inappropriate public display of affection</li> <li>• Littering</li> <li>• Loitering and/or sitting in parked cars</li> <li>• Lying, cheating</li> <li>• Misusing playground equipment</li> <li>• Not participating in class, sleeping</li> <li>• Parking in prohibited areas</li> <li>• Playing/misbehaving in the restroom</li> <li>• Possessing any of the following unless permitted by a teacher: electronic games, radios, I-pods, cameras, walkie-talkies, toothpicks, rubber bands, permanent markers, white out, glass containers, balls, toys</li> <li>• Possessing or wearing make-up or “tattoos”</li> <li>• Running in building, or inappropriate areas; using stairs unsafely</li> <li>• Spitting</li> <li>• Taking pencils, pens, markers or crayons into restrooms</li> <li>• Tardiness</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation of item</li> <li>• Detention</li> <li>• Extra time spent on task</li> <li>• Loss of privileges</li> <li>• Lower conduct grade</li> <li>• Lunch detention</li> <li>• Office referral for further action by an administrator</li> <li>• Parent conference</li> <li>• Parent phone call</li> <li>• Re-teach student expectation</li> <li>• Recover in room</li> <li>• Refer to counselor</li> <li>• Seating change</li> <li>• Student conference</li> <li>• Time out</li> <li>• Verbal cue</li> <li>• Written assignment</li> <li>• Other intervention deemed appropriate by an administrator</li> </ul>



<b>Class I Infraction</b>	<b>Possible Interventions</b>
<ul style="list-style-type: none"> <li>• The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials</li> <li>• Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by an adult or student through any use of technology, on or off school property</li> <li>• Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or students</li> <li>• Using lockers at the wrong time</li> <li>• Violating the school dress code</li> <li>• Violation of classroom rules and regulations</li> <li>• Any other offense which the principal may reasonably judge to fall within this category</li> <li>• Any other serious offense not covered by any other of these codes</li> </ul>	

## Tier II: Class II Behavioral Supports and Infractions

This tier of behavioral interventions target students who repeatedly display inappropriate behaviors and need strategic interventions and support to assist them in maintaining appropriate behavior.

<b>Class II Infractions</b>	<b>Possible Interventions</b>
<ul style="list-style-type: none"> <li>• A hostile confrontation with physical contact</li> <li>• Instigating or participating in a fight</li> <li>• Accusing an adult of an act that is unlawful and/or a violation of school policy not supported by evidence</li> <li>• False statements or representation about individuals that harm the reputation of the individuals</li> <li>• Aggressive action which may involve threats and/or unwanted physical contact</li> <li>• Aggressive action resulting in a staff member being hit or threatened; including a situation where staff intervenes in a fight or other disruptive activity</li> <li>• Any intentional but not malicious act that causes injury, damage, or pain to another</li> <li>• Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area</li> <li>• Breaking any law that pertains to the obstruction and flow of traffic and/or safety regulation(s)</li> <li>• Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• After school detention</li> <li>• Behavior Intervention Plan</li> <li>• Check-In/Check-Out</li> <li>• Counselor/Social Worker referral</li> <li>• Discipline written assignment</li> <li>• In-school suspension</li> <li>• Loss of classroom, playground, co-curricular or extra-curricular activities</li> <li>• Other action deemed appropriate by administrator</li> <li>• Out of school suspension</li> </ul>



Class II Infractions	Possible Interventions
<ul style="list-style-type: none"> <li>• Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception</li> <li>• Damage, destruction, or defacement of property belonging to the school or others</li> <li>• Deliberate choice to break a rule or disobey a directive</li> <li>• Failure to serve detention, report to time out room, attend Saturday School, suspension, or other assigned consequences</li> <li>• Filing a false report against a student verbally and/or in writing that is known to be untrue at time submitted</li> <li>• Initiating a warning of fire or other catastrophe without valid cause or discharging a fire extinguisher</li> <li>• Isolated incident that is unwelcome or comment that is hurtful, degrading, humiliating, or offensive to another person with a sexual, physical or racial component</li> <li>• Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class</li> <li>• Multiple Class I Offenses Related to a Single Incident</li> <li>• Out of dress code or an ID violation</li> <li>• Possesses pocket knife or blade cutter with a blade length &lt; 2 ½"</li> <li>• Possession of sexual images in any form (e.g., computer images, books, magazines, phone images, etc.)</li> <li>• Repeated intimidation or coercion of a sexual nature</li> <li>• Reporting late to school or class after the day/period begins without permission; missing school without a legitimate excuse for consecutive or sporadic days</li> <li>• Taking or obtaining the property of another without permission or knowledge of the owner without violence</li> <li>• Talking back, mocking, gesturing; any act which demonstrates a disregard for authority</li> <li>• The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials</li> <li>• The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles</li> <li>• The possession, use, purchase, intent to distribute, distribution or sale or concealing of a vape and/or vaping products of any kind including tobacco and non-tobacco products</li> <li>• The possession or use of matches, lighters, and/or any tobacco or drug paraphernalia</li> <li>• Throws any object toward a person that is perceived to be harmful or with such force that it would cause harm or precipitate a fight or campus disturbance</li> </ul>	<ul style="list-style-type: none"> <li>• Parent-administrator personal conference</li> <li>• Parent-administrator telephone conference</li> <li>• Saturday detention</li> <li>• Student conference</li> <li>• Suspension off site</li> <li>• Interventions may include group or individual assistance from counselors, school psychologists, or social workers; Functional Behavior Assessments (FBA); Behavior Intervention Plans (BIP) and/or outside agency referrals.</li> <li>• If the student is referred for any Class II behavior, the principal/designee may issue an official in or out-of-school suspension or suspension from the bus transportation. On a third suspension, a student will be denied participating or attending any extra-curricular, co-curricular, club and athletic events for the remainder of the school year in addition to the ordinary consequences of the suspension.</li> </ul>



Class II Infractions	Possible Interventions
<ul style="list-style-type: none"> <li>• To use, make, or reproduce another's signature</li> <li>• Unauthorized entering onto school property by an individual who has been given prior notice that entry onto or use of property has been denied</li> <li>• Reluctance or failure to leave school property following an administrators request</li> <li>• Unwanted and repeated written, verbal, or physical behavior through any use of technology on or off school property</li> <li>• Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture</li> <li>• Use of cellular telephone (texting, talking), camera, or video device or other communication devices without permission</li> <li>• Use of smartwatches for texting, talking or other communication without permission</li> <li>• Vulgar verbal messages, words, or gestures that include swearing or name calling</li> <li>• Wagering money or property</li> <li>• Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)</li> <li>• Any other offense which the principal may reasonably judge to fall within this category</li> <li>• Any other serious offense not covered by any of these codes</li> </ul>	

### Tier III: Class III Behavioral Supports and Infractions

Tier III Interventions target students with patterns of problem behaviors who require intensive, individualized interventions and support.

Class III Infractions	Possible Interventions
<ul style="list-style-type: none"> <li>• 4th Suspension</li> <li>• Aggressive action which may involve threats and/or unwanted physical contact</li> <li>• Aggressive action resulting in a staff member being hit or threatened; including a situation where staff intervenes in a fight or other disruptive activity</li> <li>• Any intentional but not malicious act that causes injury, damage, or pain to another</li> <li>• Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area</li> <li>• Bullying</li> <li>• Deliberate choice to break a rule or disobey a directive</li> <li>• Discharge or use of weapon</li> </ul>	<ul style="list-style-type: none"> <li>• The principal/designee may recommend alternate placement for any Class III Behavior if, in his/her judgment, the circumstances were serious enough to warrant such action.</li> <li>• A student while under suspension or alternate placement may not enter any public school campus and shall not enjoy the</li> </ul>



Class III Infractions	Possible Interventions
<ul style="list-style-type: none"> <li>Engaging in behavior of a sexual nature including consensual sexual activity</li> <li>Exposure of body parts such as genital/buttocks areas and female breasts in view of public</li> <li>Filing a false report against a student or adult verbally and/or in writing that is known to be untrue at time submitted</li> <li>Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher</li> <li>Intentionally setting a fire</li> <li>Damage, destruction, or defacement of property belonging to the school or others</li> <li>Isolated incident that is an unwelcome act or comment that is hurtful, degrading humiliating or offensive with a sexual, physical, or racial component</li> <li>Multiple Class II Offenses Related to a Single Incident</li> <li>Possesses firearms, knives, or blades greater or equal to 2 ½" which may be used to inflict bodily injury or damage to property (any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm)</li> <li>Possessing weapon(s) designed to expel a projectile by action of an explosive</li> <li>Repeated serious intimidation or coercion of a sexual nature</li> <li>Taking or obtaining the property of another without permission or knowledge of the owner without violence</li> <li>Talking back, mocking, gesturing; any act which demonstrates a disregard for authority</li> <li>The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school</li> <li>The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles</li> <li>The possession, use, purchase, intent to distribute, distribution or sale or concealing of a vape and/or vaping products of any kind that have illegal substances and/or THC products</li> <li>Throws any object toward a person that is perceived to be harmful or with such force that it would cause harm or precipitate a fight or campus disturbance</li> <li>Unwanted and repeated written, verbal, or physical behavior through any use of technology on or off school property</li> <li>Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture</li> </ul>	<p>privilege of participating in any school-sponsored activity.</p> <ul style="list-style-type: none"> <li>If the principal/designee does not recommend alternate placement, he/she can use the corrective interventions listed for Class II infractions.</li> </ul>

Class III Infractions	Possible Interventions
<ul style="list-style-type: none"> <li>Any other offense which the principal may reasonably judge to fall within this category</li> <li>Any other serious offense not covered by any of these codes</li> </ul>	

## Threat of Terrorism or Violence

### Definition

Threats of violence through communication, whether oral, visual, gesture, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, employee, or guest to be in sustained fear for his safety, cause the evacuation of a building, lockdown, shelter-in-place or cause other serious disruption to the operation of a school.

It can also include any intent to kill, maim, or cause great bodily harm to a student, employee, or guest on school property or at any school function.

### Consequences

Upon receiving a threat of terrorism or violence, an internal threat assessment will be immediately conducted by school personnel. If the threat is deemed credible, the threat will be reported to law enforcement and a MANDATORY EVALUATION by a medical professional will be required in order for the student to return to any school campus.

Furthermore, a violation of this policy will result in a recommendation for suspension or a recommendation for placement at an alternative campus.

## Improper Use of Any Electronic Telecommunication Device in a Manner Which Causes a Substantial Disruption

### Definition

The improper use of any type of electronic telecommunication device on or off campus in a manner which causes a substantial disruption to any SBPSS facility or campus.

Improper usage includes, but is not limited to, the following: recording arguments, fights, unauthorized recordings of individuals. Furthermore, in accordance with “Threat of Terrorism or Violence,” making threats or terrorizing statements by oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function or



that that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of SBPSS or any of its facilities or campuses.

## Consequence

Students who violate this policy will be prohibited from bringing any type of electronic device on any school campus or other school-sponsored activity/event for a minimum of 90 academic school days.

If fewer than 90 days of the academic school year are left, the consequence shall be carried into the following academic year. If the student is graduating, he/she may be denied participation in the graduation commencement ceremony, at the discretion of the Superintendent.

Violations of this policy will result in a recommendation for suspension and/or a placement at an alternative campus.

## Searches

### Inspection of School Board Property and Search for Illegal Objects

#### *Board Policy JCAB (School Searches)*

The School Board is the exclusive owner of any public school building and any desk or locker contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items the possession of which is prohibited by any law, School Board policy, or school rule, may search either physically or with the use of metal detectors such building, desk, locker, area or grounds of said public school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. Students shall have no expectation of privacy in use of the lockers which have been assigned to them. The School Board reserves the right to inspect or search at any time lockers, desks, or any facilities, objects, or vehicles on the school campus, or other areas used by students. Any student not present during the search shall be informed of the search immediately thereafter.

Upon finding any prohibited items, the student shall be suspended and/or recommended for alternate placement by school authorities, according to School Board and school discipline policies and regulations. Investigative facts and/or seized items shall be immediately turned over to law enforcement officials when criminal violations are indicated.



No actions taken pursuant to this policy shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

### Search of Digital Devices and Systems

In the event that any administrator or teacher reasonably believes or suspects the inappropriate use of technology, the district reserves the right to inspect and check the device and systems being used by the students involved.

### Search of Vehicles

By bringing a vehicle onto campus, the owner consents to a search of that vehicle by the principal or other authorized personnel should circumstances warrant. Any vehicle parked on School Board property may be searched without notice at any time by the school principal/designee when he/she has articulable facts which lead him/her to a reasonable belief that weapons, dangerous substances, illegal drugs, alcohol, stolen goods, or other materials, the possession of which is a violation of law, School Board policy or school regulations, will be found. Searches may be conducted to assure compliance with health, safety, and security laws, rules, or regulations. Searches shall be conducted in the presence of the student whenever possible.

If the automobile is locked, the student shall unlock the automobile. If the student refuses to do so, law enforcement officials shall be summoned, and the student shall be subject to disciplinary action and may be banned from parking any vehicle on school property. Any student not present shall be informed of the search immediately thereafter.

### Use of Canines

The school administration is authorized to utilize canines, whose reliability and accuracy for indicating the presence of controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband on school system property, including vehicles parked on school property.

Canines may be used at random throughout the school year and without warning. The canines must be accompanied by a law enforcement handler who shall be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

### Confiscation

Upon the confiscation of any firearm, bomb, knife, or other implement which could be used as a weapon, or any statutorily prohibited controlled dangerous substance, the principal or designee shall report such to law enforcement officials. Any implement or material confiscated shall be retained and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Parents shall be notified of any item impounded.



## Inspection of Student's Person

### Board Policy JCABA (Searches of Student's Person)

The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

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

Any search of a student's person, pat-down or otherwise, shall be done privately by one of the authorized persons above who is of the same sex as the student (when possible). At least one (1) witness, who is an administrator or teacher and also of the same sex as the student (when possible), shall also be present. Detailed documentation shall be made of all searches. Items which are prohibited by law, Board policy or school regulations shall be immediately seized. The principal shall immediately contact the student's parent/legal guardian, law enforcement agency (when appropriate) and the Superintendent, who shall notify the Board.

Upon any such violations, the student(s) shall be suspended automatically and/or recommended for expulsion by school authorities, as appropriate. Investigative facts and/or seized items shall be immediately turned over to the law enforcement officials.

## Students with Disabilities - Manifestation Determination Review (MDR)

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that a child with a disability has equal access to an education. Under Section 504, an individual with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

The student may receive accommodations and modifications which are set forth in an Individual Accommodation Plan (IAP). Please refer to St. Bernard Parish Schools System's website for specific guidelines and criteria of eligibility. For additional assistance please contact St. Bernard Parish Schools Special Education Department 504-301-2000.

Students who have been identified as having a disability under the Rehabilitation Act of 1973, Section 504, and/or students who have been identified as those with a disability under Louisiana Bulletin 1508 will be disciplined using those guidelines set forth in Louisiana Bulletin 1706.



## Virtual Discipline Policy

In response to the COVID-19 pandemic, the St. Bernard Parish Public School System has made virtual classes available to students. Students may also be required to attend school virtually when schools are closed due to inclement weather or other unanticipated emergencies. The St. Bernard Parish School Board adopts this Virtual Discipline Policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

Regardless of the model of instruction, student conduct is governed at all times by La. R.S. 17:416 and the Student Code of Conduct. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents normally have an expectation of privacy in their home, conduct that occurs in front of a camera and in view of peers and teachers in the virtual classroom may subject students to disciplinary action.

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, the severity of the infraction, and the appropriate penalty, if any, under the circumstances.

### Privacy and the Virtual Classroom

Students and parents, typically, have a reasonable expectation of privacy with regard to what takes place in their home ***outside of the view of teachers and peers in the virtual classroom***. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit “classroom” space – free, to the extent possible, from toys, images, messages, personal property, or other items that may distract from teaching and learning or that may subject the student to disciplinary action if possessed on school busses, in the regular classroom, or on school property.

Students should be 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.

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.



## Conduct in the Virtual Classroom

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. Students are required to have their computer camera turned on when virtual classes are in session.

Following is a ***non-exclusive*** list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the Student Code of Conduct and this Policy:

- Antagonistic, harassing, or discriminatory language of any kind with regard to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity
- Bullying and/or cyberbullying
- Use of obscene, degrading or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity or images of nudity
- Committing lewd or sexual acts
- Handling or displaying weapons, including toy or facsimile weapons\*
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol\*
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message
- Indecent dress or disrobing
- Interference with the instructional audio or video
- Use or display of illegal drugs, alcohol, tobacco or tobacco products, or vaping devices\*
- Violations of the Board's/School's Acceptable Use Policy or Device Contract

## Consequences of Inappropriate Online Conduct

Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a new experience for students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Code of Conduct in the virtual classroom.

Student conduct that occurs in the virtual classroom may be subject to progressive discipline which, *depending on the seriousness of the conduct at issue*, will include an initial verbal warning and consultation with the student's parent or guardian prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue.

Some factors that administrators will take into account in determining the penalty to be imposed, if any, for conduct that occurs in the virtual classroom will include:

- Age of the student



- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and/or students to work and learn in a safe and orderly environment free from inappropriate images, messages, language or behavior
- Whether the student has committed prohibited conduct in the past
- Whether the student has received prior warnings or discipline for similar conduct

\*Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Principal and/or School Resource Officer in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.



# Dress Code

## Philosophy and Rationale

The St. Bernard Parish School Board has a responsibility to the community to provide the maximum opportunity for learning and to ensure a conducive environment in which students' potential can be achieved. This can be done effectively only when the school's atmosphere for learning encourages positive values and attitudes. A student's manner of dress reflects an attitude toward self, family, school, and community. The St. Bernard Parish School Board recognizes that student dress can positively or negatively affect the atmosphere of learning and behavior in the school. Thus, rules governing the dress and grooming of students are inseparable from those regulating academics and discipline.

The St. Bernard Parish School Board requires that students appear at school fully clothed in the officially adopted school uniform and to be groomed in an appropriate manner consistent with the standards of the community. The Board expects students in this school system to take pride in their individual grooming when attending school or school events. Any article of clothing, accessories, hairstyles, or makeup determined by the principal to be directly or indirectly disruptive to the learning process or environment, destructive to school property or hazardous to the health and safety of the child, his/her classmates, or the teachers and staff will not be allowed. Good grooming will be required from all students at all times.

## General Dress Code

Any apparel should be worn as designed and fit securely. All students are expected to conform to the official dress code guidelines below at school and on the school bus during regular school hours (includes bus transportation to and from school):



- **Shirt** - Students must wear white or designated school color collared shirts. School color collared shirts must have been approved by the school and have a school-designated logo. Students may wear official school spirit shirts as designated by the school.
- **Pants/Shorts/Skirts** - Students must wear navy blue or khaki pants or skirts. Elementary students may wear shorts, skorts, and jumpers.
- **Shoes**- Shoes shall be slide-resistant. Closed toed tennis, casual, or dress shoes of any color are considered uniform appropriate.
- **ID Cards** - Middle and high school students must wear appropriately, as designed.



## Example of Designated School Colors and Logos

 <p><b>Arabi Elementary School</b></p> <p><i>Khaki</i></p>	 <p><b>Arlene Meraux Elementary</b></p> <p><i>Hunter Green</i></p>
 <p><b>Chalmette Elementary School</b></p> <p><i>Royal Blue</i></p>	 <p><b>Joseph Davies Elementary School</b></p> <p><i>Hunter Green</i></p>
 <p><b>J. F. Gauthier Elementary School</b></p> <p><i>Red</i></p>	 <p><b>Lacoste Elementary School</b></p> <p><i>Red</i></p>
 <p><b>W. Smith, Jr. Elementary School</b></p> <p><i>Purple</i></p>	 <p><b>Andrew Jackson Middle School</b></p> <p><i>Royal blue</i></p>
 <p><b>N. P. Trist Middle School</b></p> <p><i>Black</i></p>	 <p><b>St. Bernard Middle School</b></p> <p><i>Royal Blue</i></p>
 <p><b>C. F. Rowley Alternative School</b></p> <p><i>Yellow</i></p>	 <p><b>Chalmette High School</b></p> <p><i>Maroon</i></p>

## Guidelines for Dress Code

	<b>Good to Go</b> 	<b>Not Allowed</b> 
Pants, Skirts (PK-12) Shorts, & Skorts (Elementary only)	<ul style="list-style-type: none"> <li>• Dress, uniform type, navy or khaki color.</li> <li>• Must be appropriate size for the student - properly fitting at the waist and neither too tight nor too baggy</li> <li>• Pants must be hemmed (shoe-top length) with no split seams or frayed edges</li> <li>• If pants have belt loops, a belt must be worn</li> <li>• Skirts &amp; jumpers must touch the top of the knee</li> </ul>	<ul style="list-style-type: none"> <li>• No denim</li> <li>• No bell-bottom, cargo, corduroy, leggings, joggers or jean type pants</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>• White collared shirt</li> <li>• School colored collared shirt with school logo - must have been approved by the school</li> <li>• Shirts must be tucked in</li> <li>• Shirt collars must be visible when wearing a sweater or sweatshirt</li> <li>• Only white or school colored undershirts may be worn beneath uniform shirts</li> </ul>	
Outerwear	<ul style="list-style-type: none"> <li>• School sanctioned uniform sweaters, sweatshirts, and jackets may be worn in school at any time (school color, navy blue or white v-neck, vest, crew or cardigan styles)</li> <li>• Jackets must be school colors, white, or navy blue, and authorized by principal/designee</li> </ul>	<ul style="list-style-type: none"> <li>• No hoods are allowed on students' heads while on school grounds and/or on school buses.</li> <li>• Non-uniform jackets are not to be worn in the building</li> </ul>
Belts	<ul style="list-style-type: none"> <li>• Belts are required for any pants that have belt loops</li> </ul>	<ul style="list-style-type: none"> <li>• Metal stud eyelets, etc. and/or designs are not</li> </ul>

	<ul style="list-style-type: none"> <li>Only solid colored belts are acceptable (black, white, navy, khaki, or brown)</li> <li>Belt buckles may only be slightly larger than the width of the belt.</li> </ul>	<ul style="list-style-type: none"> <li>allowed on any belt.</li> <li>Oversized or large belt buckles are not allowed.</li> </ul>
Socks	<ul style="list-style-type: none"> <li>Must be worn</li> <li>Socks, stockings, knee-highs, and tights must be a solid color (white, neutral, black, navy or brown)</li> </ul>	
Shoes	<ul style="list-style-type: none"> <li>Closed toed tennis, casual, or dress shoes of any color</li> </ul>	<ul style="list-style-type: none"> <li>Sandals, backless shoes, platform shoes, slippers/house shoes, heelys, light up shoes, crocs, and boots (above ankles)</li> </ul>
Hair	<ul style="list-style-type: none"> <li>Moderate hair styles</li> <li>Boys' hair that extends below the shirt collar must be pulled back so as to not extend below the shirt collar.</li> <li>High school students are permitted to have a mustache and/or beard provided that it is neat, clean, well-groomed, and with no shaved designs</li> </ul>	<ul style="list-style-type: none"> <li>No shaved or design cut into eyebrows or cut/braided into hair</li> <li>No unnatural hair coloring</li> <li>No extreme hair styles</li> <li>No hair styles that cover one or both eyes</li> </ul>
Accessories	<ul style="list-style-type: none"> <li>Earrings that are moderate in length (studs, small hoops, and short dangling earrings) are permitted for girls.</li> <li>One stud per ear is permitted for boys</li> </ul>	<ul style="list-style-type: none"> <li>Hats, caps, bandanas, visors, hair curlers, gloves, and sunglasses (unless prescribed by a physician)</li> <li>Aside from earrings in the earlobe, body piercings are not allowed.</li> <li>Excessively large earrings that may place a student endanger of injury are not allowed (hoops and/or those that hang very long)</li> <li>No tattoos</li> </ul>
Appearances	<ul style="list-style-type: none"> <li>Clean, neat, free from holes, tears and stains.</li> <li>School official monogramming, emblems,</li> </ul>	<ul style="list-style-type: none"> <li>Extreme and distracting make-up</li> <li>Graffiti, writing or symbols perceived as vulgar, profane,</li> </ul>

	or insignia may be worn	<p>satanic, gang-related, violent, tobacco, drug or alcohol-related are not to be worn or passed on any accessories, jackets, book bags, book covers, or any other item brought to school.</p>
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★ *In all circumstances, the principal will make the final decision as to whether a student's dress or appearance is acceptable.*



# Emergency Situations

During the course of any school day, events may occur which threaten the safety of both students and school personnel. These disruptions may be weather related, man-made disasters, or situations within the confines of a building site. Whatever the situation, it is imperative that appropriate and organized action be taken. The St. Bernard Parish Public School System in partnership with the LSU Stephenson Institute has developed a series of comprehensive Crisis Management and Emergency Response Plans that addresses multiple emergency/crisis situations and ways of dealing with them.

Communication with parents/guardians during an emergency event is a top priority of school and district administrators. Communication with parents/guardians will vary depending on the crisis. Weather related school closures or announcements will be made via the district and school websites, social media platforms, and with local news outlets. Parents will also be contacted using the district's Emergency Mass Call System. Other emergencies including evacuation of a school will be communicated directly with parents/guardians utilizing School Status and the Emergency Mass Call System.

## Emergency Contact Information

It is critical that students have up-to-date and accurate parent/guardian contact information and emergency contact information on file. Parents/guardians are encouraged to provide home phone numbers, cell phone numbers, work numbers, and email addresses. Changes in contact information can be made online by visiting the district's student portal and/or calling the student's school directly.

**It is the responsibility of the parent/guardian to ensure that emergency contact information is correct at all times.**

## Emergency Care for Students

It is the policy of St. Bernard Parish Public Schools to act in a responsible manner in the event of any emergency/accident/incident.

### Procedures for Handling Emergency Care of Students

In the event of an injury, or serious illness, which necessitates immediate removal of a student to a hospital for emergency treatment, the following procedures may be implemented:

1. Emergency medical services will be contacted by calling 911.
2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed in the Student Information System, during and after school hours. Parents/guardians are responsible for informing the school of the most current and accurate emergency contact information.
3. Emergency medical services will transport the student to the nearest hospital for emergency treatment, per their agency's policies. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.
4. The ambulance service fee is payable through student or family insurance where applicable. In cases where the student is uninsured, the parent/legal guardian of the patient will be billed by the



ambulance service provider. The parent is responsible to contact the ambulance service to see if the fees will be waived if indigence is the basis of nonpayment.

## Emergency Drills & Procedures

Crisis Management and Emergency Response Plans are required at every school site. Each principal, jointly with local law enforcement, fire, public safety, school resource officers, and emergency preparedness officials, shall review the plan at least once annually and shall revise the plan as necessary.

Within the first thirty (30) days of each school year, each principal shall conduct a safety drill to rehearse the components of the Crisis Management and Response Plan. Not later than seven (7) days after the drill, the principal shall submit a written report summarizing the details of the drill to the Superintendent. Bus evacuation drills shall be held within the first six (6) weeks of school at the elementary level.

Fire and other emergency drills are practiced routinely throughout the school year.

Procedures for quick and orderly evacuation of school buildings have been established by each school and are posted in classrooms and other rooms. Alternate off campus re-unification locations may be used. Notification to student's parents/guardians will be completed by phone, text and/or email when possible by information provided on the Student Progress Center. Students are to familiarize themselves with these procedures for evacuation and to obey instructions of teachers in all situations. Because the orderly and rapid evacuation of buildings in an emergency is a serious and urgent necessity, student misbehavior during evacuations may result in disciplinary action.

## Mental Health & Student Wellbeing

Mentally healthy children are more successful in school and life. Good mental health is critical to children's success in school and life. Research demonstrates that students who receive social-emotional and mental and behavioral health support achieve better academically. School climate, classroom behavior, engagement in learning, and students' sense of connectedness and well-being all improve as well.

Mental health is not simply the absence of mental illness but also encompasses wellness promotion; social, emotional, and behavioral health; and the ability to cope with life's challenges. Left unmet, mental health problems are linked to costly negative outcomes such as academic and behavior problems, dropping out, and delinquency. Mental and behavioral health problems not only affect students' short-term classroom engagement, but also interfere with long-term development of positive relationships and work-related skills.

### Mental Health Crisis: Resources

In the event a student is experiencing a mental health crisis, contact the school principal immediately for further school related guidance and support.



The following resources are also available to families:

- **National Suicide Prevention Lifeline:** Call 1-800-273-8255 or text "START" to 741-741
- **National Youth Crisis Hotline:** 1-800-442-HOPE (4673)
- **Kidline:** 1-800-CHILDREN
- **Alcohol & Drug Abuse Hotline:** 1-800-729-6686
- **Louisiana Coalition Against Domestic Violence:** 1-888-411-1333

## Suspected Child Abuse

The School Board shall require that all instances of suspected child abuse and/or neglect be reported in accordance with appropriate state and local laws and procedures.

Any employee who suspects child abuse or neglect is to bring those allegations to the Department of Children and Family Services and/or local law enforcement, if appropriate.

Reports of child abuse and neglect can be made by calling the toll-free number operated by the Department of Children and Family Services. The phone number is 1-855-4LA-KIDS (1-855-452-5437).



# Health & Medical Policies

## Accident Insurance

The school system makes available a student insurance plan which may be purchased from a contracted company which the school system allows to do business with the student body. All transactions are carried on between the student and the company. Enrollment in the plan is not compulsory.

As soon as there is an injury, a student must immediately secure a claim form from the school secretary.

## Epipens

In compliance with state law, it is the policy of the St. Bernard Parish School Board to follow the guidelines developed for students in the district with an identified severe allergy to food, insect stings, latex, and/or unknown allergens which puts them at risk to experience an unexpected event, that are at a potential risk for a life threatening reaction (anaphylaxis).

Guidelines include:

1. Education and training for school personnel on the management of students with life-threatening severe allergies , including training related to the administration of medication with a cartridge injector.
2. Procedures for responding to life-threatening allergic reactions.
3. A process for the development of individualized healthcare and allergy/anaphylaxis emergency action plans for every student with an identified allergy.
4. Protocols to prevent exposure to food allergens or precautions to avoid exposure to other allergens.

It is the responsibility of the parent/guardian to notify the school nurse of a student's previously known and/or any newly discovered allergens. Each school year, parents/guardians are required to indicate known allergies on their child's Student Health History Form. Parents/guardians can also request to meet with the school nurse to discuss further.

## Head Lice

Upon detection of head lice and/or nits (eggs), adequate treatment and removal of all nits must occur prior to the student returning to school. Treatment and removal can be achieved in one day. Consult the child's physician or pharmacist for treatment options.

The child may return to school after all nits are removed from the hair. The student must be accompanied by his/her parent or guardian to the school before readmittance. Personnel at the school shall be responsible for checking students to be sure that the hair is free of all nits before readmitting. After the



first absence, all subsequent absences will be considered unexcused and may be referred to the Supervisor of Child Welfare and Attendance.

## Health Screenings - Hearing and Vision

The School Board, during the first semester of the school year, shall test the site, including color screening, for all first-grade students, and hearing of students according to the schedule outlined by the American Academy of Pediatrics. No student shall be tested if parents/legal guardians object to such tests. Students may also be tested upon referral.

A record of such examination shall be kept, and administrators shall be required to follow up on the deficiencies within sixty (60) days. The parent/legal guardian of every student found to have any defect of sight or hearing shall be notified in writing of such.

## Illness

Students who exhibit the following symptoms should be kept at home until symptoms have improved or resolved for 24 hours without the aid of medication:

- Persistent Cough, Shortness of Breath, or Difficulty Breathing - Severe, uncontrollable coughing or wheezing, rapid or difficulty in breathing OR repetitive dry cough
- Diarrhea – Two or more loose or watery stools within 24 hours, above the child's normal frequency
- Fever - A temperature at or above 100.4F (99.4F or higher if taken with a non-contact infrared thermometer)
- Nasal Congestion/Runny Nose/Sore Throat - Large amount of thick nasal discharge
- Rash - Undiagnosed
- Vomiting – 2 or more times within 24 hours unless cause can be determined (known food allergy or motion sickness)
- Head Lice - Live lice and/or nits
- Pink Eye (Conjunctivitis) - One or both eyes are itchy, pink or red, with drainage or crusting

Certain symptoms may require the student to have clearance from a licensed medical provider in order to return to school.

Students who become ill during the school day should notify their teacher or a responsible staff member immediately. Prompt action will be taken in accordance with procedures established by the individual school.

## Immunization Requirements

1. In accordance with Louisiana law, it is the policy of the St. Bernard Parish Public School System that students registering for Pre-K, Kindergarten, and students entering any public school system of the state for the first time, at the time of registration, shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, rubella,



measles, mumps, meningitis, Hepatitis B, and Varicella (chicken pox) or shall present evidence of an immunization program in progress.

2. The Louisiana Department of Health Immunization Program has updated the Louisiana Immunization Schedule to observe the **Hepatitis A** vaccination school entry requirement. *Beginning with the 2023-2024 school year (fall 2023), the Louisiana Department of Health (LDH) will observe the existing school entry requirement that students must be vaccinated with at least two doses of **Hepatitis A** vaccine before entering Kindergarten or any other grade thereafter. Therefore, in accordance with the directive provided by the state Department of Education and the Louisiana Department of Health, that school be based on the recommendation of the Centers for Disease Control and Prevention as a condition of entry into such grade at any city, parish, or other local public schools or nonpublic.*
3. The State of Louisiana Universal Certificate of Immunizations is required to verify immunizations. If the student has not been immunized, or an immunization program is not in progress, and no written statement has been provided by a physician stating that the immunization procedure is contraindicated for medical reasons or by the parent/legal guardian dissenting, the student shall be denied registration by the principal.
4. A student transferring from another school system in the State of Louisiana must show evidence of immunization.
5. If booster injections are advised by the St. Bernard Parish Public Schools nursing department, such booster injections shall be administered before the student enters school. If such injections are required during the school year, the student shall be given five (5) school days from notification to obtain the required injection. If not obtained within the allotted five (5) school days, the student shall be excluded from school until the required immunization is administered.
6. No student shall be required to comply with provisions of the Louisiana Revised Statute 17:170, if the student or parent/legal guardian submits the St. Bernard Parish Public Schools Annual Statement of Immunization Dissent completed by a physician for medical reasons, or from the parent/legal guardian presented in person to the school.
7. If there is an outbreak of a communicable disease for which a student is not immunized, he/she will be excluded from school as directed by the Louisiana Department of Health.

## Medicaid Consent

The Louisiana Department of Health (LDH) Medicaid program allows school districts to request reimbursement for costs associated with provision of certain IEP and IHP related services to students with Medicaid. These services include occupational and physical therapy, speech pathology, behavioral health services, nursing services, and special transportation. Schools are required to provide notice and to obtain consent from a parent before accessing a child's Medicaid benefits and sharing personally identifiable information related to Medicaid.

St. Bernard Parish Public Schools seek parental consent from every student in order to access this reimbursement. Parents have the right to deny or withdraw this consent at any time without penalty to the services rendered in school.



## Medication Policy

The administration of prescription and non-prescription medication to students at school shall meet the following conditions and limitations.

1. Medication shall not be administered to any student without both a completed Medication Order from a licensed physician or dentist or any other prescriber authorized in Louisiana to prescribe medication or devices, and a letter of request and authorization from the student's parent/legal guardian. The following information shall be included:
  - student's name;
  - name and signature of the physician/dentist/other authorized prescriber;
  - prescriber's business address, phone number, and emergency phone numbers;
  - relevant diagnosis;
  - name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
  - a written statement of desired effects and child specific potential adverse effects.
2. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include:
  - name of pharmacy
  - pharmacy address and telephone number
  - prescription number
  - date dispensed
  - name of student
  - clear directions for use, including the route, frequency, and other as indicated
  - drug name and strength
  - last name and initial of pharmacist
  - cautionary auxiliary labels, if applicable
  - physician's/dentist's/authorized prescriber's name

### Procedure for Administering Medication at School

The parent/legal guardian who wishes medication administered to his/her child during the school day shall provide the following:

- A letter of request and authorization that contains the following information:
  - the student's name;
  - clear instructions for school administration;
  - prescription number, if any;
  - current date;
  - relevant diagnosis;
  - name, amount of each school dose, time of school administration, route of medication, and reason for use of medication;
  - physician's/dentist's/authorized prescriber's name;



- the parent's/legal guardian's printed name and signature;
  - parent's/legal guardian's emergency phone number;
  - statement granting or withholding release of medical information;
- A separate written Medication Order Form for each medication to be given at school, including annual renewals at the beginning of the school year.
- School medication orders shall be limited to medication which cannot be administered before or after school hours.
- New orders dated before July of that school year shall not be accepted. No corrections shall be accepted on the physician's Medication Order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution by law enforcement. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's/dentist's/authorized prescriber's stamp shall not be accepted. Faxed orders may be accepted; but, original orders must be received within five (5) days.
- A prescription for all medications to be administered at school, including medications that might ordinarily be available over-the-counter.
- Only the physician/dentist/other authorized prescriber or his/her staff may write on the Medication Order form. This form must be signed by the physician/dentist/other authorized prescriber. Stamps are not acceptable.
- A list of all medications that the student is currently receiving at home and school, if that listing is not a violation of confidentiality or contrary to the request of the parent/legal guardian or student.
- A list of names and telephone numbers of persons to be notified in case of medication emergency in addition to the parent/legal guardian and licensed physician/dentist/other authorized prescriber.
- Arrangements for the safe delivery of the medication to and from school in the properly labeled container as dispensed by the pharmacist
- The medication must be delivered by a responsible adult. The parent/legal guardian will need to get two (2) containers for each prescription from the pharmacist in order that the parent/legal guardian, as well as the school, will have a properly labeled container. If the medication is not properly labeled and does not match the physician's order exactly, it will not be administered.
- All aerosol medications shall be delivered to school in pre-measured dosage.
- Provide no more than a thirty-five (35) school day supply of medication in a properly labeled container to be kept at school.
- The initial dose of any medication must be administered by the student's parent/legal guardian outside the school jurisdiction and school day with sufficient time for observation for adverse reactions prior to requesting administration during the school day.
- The parent/legal guardian shall cooperate with those personnel designated to administer medication as follows:
- Counting the medication with the designated school personnel who receives it and sign the Drug Receipt form.
- Providing for safe, appropriate administration of medicines to students, such as positioning and suggestions for liquids/foods to be given.
- Assisting in the development of the emergency plan for each student.
- Complying with written and verbal communication regarding school policies.
- Granting permission for school nurse consultation with the physician, dentist or other authorized prescriber consultation.



- Removing or giving permission to destroy unused, contaminated, discontinued, or out-of-date medications according to the school guidelines.

## Student Self-Administered Medication

Only those medical conditions which require immediate access to medications to prevent a life threatening or potentially debilitating situation shall be considered for self-administration of medication. Compliance with the school policy for a drug-free zone shall also be met if possible.

Self-administration of medications by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student's parent/legal guardian provides the school in which the student is enrolled with the following documentation:

- Written authorization from the parent/legal guardian for the student to carry and self-administer such prescribed medications.
- Written certification from a licensed medical physician or other authorized prescriber that the student:
  - has asthma, diabetes, or is at risk of having anaphylaxis
  - has received instruction in the proper method of self-administration of the student's prescribed medications to treat asthma, diabetes, or anaphylaxis
- A written treatment plan from the student's licensed physician or authorized prescriber for managing asthma, diabetes, or anaphylactic episodes. The treatment plan shall be signed by the student, the student's parent/legal guardian, and the student's physician or other authorized prescriber. The treatment plan shall contain the following information:
  - The name, purpose, and prescribed dosage of the medications to be self-administered.
  - The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered.
  - The length of time for which the medications are prescribed.
  - Any other documentation required by the School Board.

## Administration Of Medication On Field Trips And Other Extracurricular Activities

If a student with an identified medical need is to attend a field trip or other school-sponsored activity, the parents/legal guardians shall be notified to ascertain if any medication must be administered on the field trip or school-sponsored activity away from school. If so, the parent/legal guardian shall accompany the student to the activity to administer any medication. If the parent/legal guardian cannot attend the field trip/activity with his/her child, he/she shall request in writing that the medication be administered on a pending field trip/activity by a non-School Board employee designated by him/her or by a trained person designated by the School Board. Such requests shall include supporting documentation as outlined in this policy. The request shall state that the parent/legal guardian gives permission for the designee or trained employee to administer the medication. If the parent/legal guardian does not designate a non-School Board employee to attend the field trip/activity, once the proper documentation has been submitted, the School Board shall assign a trained employee to accompany the student on the school-sponsored activity.



## Extended Day Care

If a student attends extended day care and requires medication outside school hours (before or after school), medication orders that include the dosage(s), time(s), and medication(s) shall be obtained from the physician/dentist/other authorized prescriber before any administration of medication may be administered by trained personnel.

## Sunscreen

Sunscreen means a compound topically applied to prevent sunburn and shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician. Employees may not volunteer to apply sunscreen to any student unless the student is disabled and unable to self-apply the sunscreen and written consent for the application of sunscreen is received from the parent/legal guardian.

If a student is unable to self-apply sunscreen, an employee may volunteer to apply the sunscreen to the student. However, the employee may apply sunscreen to a student only if his/her parent/legal guardian has provided written consent for this application. Neither the School Board nor the employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.



# Title IX: Sexual Harassment Policy

The St. Bernard Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours.

**Tony Morales**  
**St. Bernard Parish Public Schools**  
**504-301-2000 | [Tony.Morales@sbpsb.org](mailto:Tony.Morales@sbpsb.org)**  
**200 East St. Bernard Hwy., Chalmette, LA**

Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator.

Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: [ocr@ed.gov](mailto:ocr@ed.gov), 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

## Definitions

- **“Actual knowledge”** means notice of sexual harassment or allegations of sexual harassment as defined below to the Title IX Coordinator or to any School Board employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Actual knowledge does not exist if the only person with actual knowledge is the “respondent” as defined below.
- **“Administrative leave”** means placing an employee respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.
- **“Advisor”** is an individual who either the complainant or respondent may have to support that party during the course of the complaint process. The advisor need not be an attorney. The advisor is at the party's sole expense, if any. The advisor may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
- **“Complainant”** means a student who is alleged to be the victim of conduct that could constitute sexual harassment as defined below.



- **“Decision-Maker”** is someone other than the Title IX Coordinator or Investigator. For the School Board, the Decision-Maker is the Supervisor of Student Welfare and Attendance (student-on-student complaints) or the Supervisor of Human Resources (employee-on-student complaints). The Decision-Maker issues a written determination regarding responsibility based on the complaint investigative report.
- **“Education program or activity”** includes any school, administrative building and any School Board location, event, or circumstance over which the School Board and its employees and staff have or exhibit substantial control over students and the context in which harassment occurred. This policy applies to conduct that occurs in the virtual classroom which shall be considered a School Board “education program or activity”.
- **“Emergency removal”** means removing a respondent student from the School Board’s education program or activity on an emergency basis, provided that the Title IX Coordinator undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The Title IX Coordinator also provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
- **“Formal complaint”** means a document filed by a complainant (victim) or signed by the Title IX Coordinator alleging sexual harassment (as defined below) against a respondent requesting an investigation of an allegation of sexual harassment. The complaint may be filed with the Title IX Coordinator in person, by mail, and/or by electronic means. “Document filed by the complainant” means a document or electronic submission, such as by electronic mail or through an online portal that contains the complainant’s physical or digital signature or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party to the complaint.
- **“Investigator”** is the person designated by the Title IX Coordinator to investigate allegations which may constitute “sexual harassment” (as defined below) and to produce an investigative report. The Investigator may be the Title IX Coordinator, but in no instance may the Investigator also be the Decision-Maker (as defined above).
- **“Notice”** is given when any School Board employee, Title IX Coordinator, or any official with authority witnesses sexual harassment; hears about sexual harassment or sexual allegations from a victim or third party (e.g., the victim’s parent or guardian, friend, or peer); receives a written or verbal report about sexual harassment or allegations of sexual harassment; or by any other means.
- **“Remedies”** are what the School Board provides to the complainant and to the respondent after the School Board has made a determination of responsibility for sexual harassment against the respondent via the grievance process. Remedies may include supportive measures (as defined below) designed to restore or preserve equal access to the School Board’s education program or activity and may be disciplinary and/or punitive in nature with respect to the respondent. Remedies also include disciplinary sanctions which, for employees, may include all available disciplinary action up to and including termination of employment and, for students, all available disciplinary action up to and including expulsion.



- **“Respondent”** means a student or employee who has been reported to be the perpetrator of conduct that would constitute sexual harassment within the meaning of this policy.
- **“Sexual harassment”** means, for purposes of this policy, conduct on the basis sex that satisfies one or more of the following:
  - An employee of the School Board conditioning the provision of an aid, benefit, or service of the St. Bernard Parish School Board on an individual’s participation in unwelcome sexual conduct. (quid pro quo sexual harassment)
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board’s education program or activity; or
  - Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or “stalking” as defined in 34 USC 12291.
- **“Standard of evidence”** is a preponderance of evidence which means a finding that is more likely than not that the sexual harassment occurred. The standard is met when a finder of fact has determined with 50.1% certainty that sexual harassment has occurred.
- **“Supportive measures”** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties, the educational environment, or to deter sexual harassment. Supportive measures may include counseling, extension of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining confidentiality would not impair the ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- **“Title IX Coordinator”** is the individual designated and authorized by the Superintendent to coordinate Title IX compliance for the School Board, including, but not limited to, the Title IX sexual harassment policy and grievance procedures addressed herein. The Title IX Coordinator shall receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be posted on the School Board website and in each handbook or catalog that it makes available to applicants for admission and employment, students, parents or legal guardians of students, and employees.
- **“Title IX”** refers to Title IX of the Education Amendments of 1972 (20 USC 1681, et seq.) and the regulations promulgated thereunder. Title IX prohibits discrimination on the basis of sex in education programs and activities that receive Federal financial assistance, including the St. Bernard Parish School Board.



## Report Procedure

1. Any student who believes that he or she has been the victim of sexual harassment, as defined herein, by another student or by a School Board employee or staff member is encouraged to report the matter to the Title IX Coordinator or other School Board employee.
2. Any person, such as a parent/guardian, principal, school administrator, teacher, friend, or bystander, may report sexual discrimination, including sexual harassment, whether or not the person reporting is the alleged victim of conduct that may constitute discrimination or sexual harassment. The report should be made to the Title IX Coordinator.
3. Reports may be made by mail, telephone, or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving a verbal or written report.
4. Upon actual knowledge or notice of alleged sexual harassment of a student, the Title IX Coordinator must, within 24 hours, contact the complainant student and, as appropriate, parent/guardian, to determine the immediately available facts and to discuss options, including the availability of supportive measures which are available with, or without, the filing of a formal complaint.
5. The report of alleged sexual harassment must be sufficiently clear and explicit so that it can be recognized as a legitimate report of sexual harassment or retaliation. A report should, at a minimum, include: (a) a description of the alleged act of sexual harassment, including the date(s), time(s), and place(s) it is alleged to have occurred; (b) the identity of the alleged victim; (c) the identity of the alleged harasser; and (d) identity of the reporting person.
6. During the initial contact following receipt of the report, the Title IX Coordinator must notify the complainant student and parent/guardian, as appropriate, of the right to file a formal complaint and how to do so.
7. If the complainant elects not to file a formal complaint, the Title IX Coordinator may proceed as follows:
  - a. The Title IX Coordinator may close the report without further action if there is insufficient information to warrant opening an investigation despite the complainant's wishes. If the report is closed, the Title IX Coordinator must:
    - i. Provide supportive measures, as appropriate, which must remain confidential;
    - ii. Document reasons why closure of the report was not deliberately indifferent;
    - iii. Document measures taken to preserve and restore equal access to programs or activities;
    - iv. If no supportive measures are provided, document the reasons why the response was not clearly unreasonable, and
    - v. Maintain the confidential report for seven (7) years.
  - b. The Title IX Coordinator may sign and file a formal complaint even where the complainant does not wish to move forward. The Title IX Coordinator will open an investigation despite the complainant's wishes if the report is sufficient to impart knowledge that any person is sexually harassing or assaulting students or implies a pattern of sexual harassment by a person in a position of authority.



## Complaint Procedure

Upon receipt of a formal written complaint by a complainant student or employee, the Title IX Coordinator must immediately provide written notice to the known parties, containing a copy of these grievance procedures, including the informal resolution process and appeals processes. Such written notice must contain the following elements:

1. Notice of the allegations of sexual harassment potentially constituting sexual harassment, as defined herein, to include sufficient details known at the time and allowing time to prepare a response before any initial interview known.
2. A statement that the complainant and respondent will be treated equitably by:
  - a. Providing remedies for a complaint when the determination of responsibility for sexual harassment has been made against the respondent, and
  - b. By following this grievance process before imposing any disciplinary action against the respondent, or other actions that are not supportive measures. Remedies must be designed to restore or preserve equal access to the School Board's education program or activities and include individual services such as "supportive measures;" however, remedies may be disciplinary or punitive, as appropriate under the circumstances.
3. A statement that the respondent is presumed not responsible for the alleged conduct until a determination of responsibility has been made at the conclusion of the investigation.
4. Notice informing each party that they may have an advisor of their choice, who may be, but is not required to be, an attorney and who may inspect and review all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint.
5. Notice of any provision in the St. Bernard Parish School Board Student Code of Conduct that prohibits knowingly making false statements or knowingly submitting false information during the complaint process.
6. A statement that, if, in the course of the investigation, the Title IX Coordinator or designated Investigator decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to this section, the Title IX Coordinator must provide written notice of the additional allegations to the parties whose identities are known.
7. Notice that the Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a complaint process involves more than one complainant or more than one respondent, references in this section to a singular "party," "complainant," or "respondent" include the plural, as applicable.
8. Notice that, if the respondent is a St. Bernard Parish School Board employee, such employee may be placed on administrative leave during the pendency of the grievance process.
9. Notice that, if the respondent is a St. Bernard Parish School Board student, such student may be subject to emergency removal if, after a safety and risk analysis, it is determined that the student is an immediate threat to the physical health or safety of another student. Before any such removal the student must be provided notice and an opportunity to challenge the decision. Additionally, students with disabilities must be afforded all procedural safeguards as may be available.



10. Notice that retaliation, including but not necessarily limited to, intimidation, threats, coercion, or discrimination of any individual with a purpose of interfering with any right or privilege secured by Title IX is strictly prohibited and subject to disciplinary action.

## Investigation Of A Formal Complaint

When investigating a formal complaint and throughout the grievance process, the Title IX Coordinator and Investigator will:

1. Initiate the investigative process within three (3) working days of receipt of the formal complaint and ensure that the investigation process is completed within twenty (20) calendar days of initiation of the investigation. Temporary delays and limited extensions of time are permissible for good cause. Complainant and respondent must be notified in writing of any temporary delays and/or limited extensions of time with the reasons therefore.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the Title IX Coordinator and Investigator and not on the parties.
3. Provide equal opportunity for the parties to present witnesses, to submit written questions for the other party/witness to answer provided the Title IX Coordinator determines the questions to be relevant, and other inculpatory and exculpatory evidence to the Title IX Coordinator and Investigator.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence to the Title IX Coordinator.
5. Not allow as relevant evidence questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The Title IX Coordinator or Investigator must explain to the party proposing the questions any decision to exclude a question or evidence as not relevant.
6. Provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings or proceedings, with sufficient time for the party to prepare. The party may be accompanied by an advisor.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. This includes the evidence upon which the Title IX Coordinator or Investigator does not intend to rely to reach a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The purpose is so each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
8. Prior to completion of the investigative report, the Title IX Coordinator or Investigator must provide the evidence to each party and their advisor, if any. The parties then have ten (10) calendar days to submit a written response, which the Title IX Coordinator or Investigator will consider prior to completion of the investigative report.
9. After the 10-day response period and considering responses and any additional evidence submitted by the parties, create an investigative report based on an objective evaluation of all



relevant evidence. The report shall fairly summarize the relevant evidence and shall, upon completion, be sent to each party, and the party's advisor, if any.

## Determination Regarding Responsibility

After the Title IX Coordinator sends the investigative report to the parties and before the Decision-Maker reaches a determination regarding responsibility, the Decision-Maker(s) must afford each party seven (7) calendar days to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up from each party.

The Decision-Maker(s), who cannot be the same person(s) as the Title IX Coordinator or the Investigator(s), must issue a written determination regarding responsibility within ten (10) calendar days of the completion of the question and answer period to both parties, simultaneously.

To reach this determination, the Decision-Maker must apply the standard of evidence described in the Definitions section of this procedure. The written determination must include —

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications of the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and interviews or other proceedings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the School Board policies and/or the Student Code of Conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on a respondent, and whether the remedies are designed to restore or preserve equal access to the School Board's education program or activity will be provided by the Decision-Maker to the complainant; and
6. The School Board procedures and permissible bases for the complainant or respondent to appeal;
7. The Decision-Maker must provide the written determination to the parties simultaneously.
8. The determination regarding responsibility becomes final either on the date that the Decision-Maker provides the parties with the written determination of the result of an appeal, if an appeal is filed, or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely.
9. The Title IX Coordinator is responsible for effective implementation of any remedies.

## Appeals

1. Both parties or either party may appeal within seven (7) calendar days from a determination regarding responsibility, or from the Title IX Coordinator or the Decision-Maker's dismissal of a formal complaint or any allegations therein, on the following grounds:
  - a. Procedural irregularity that affected the outcome of the matter;
  - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or



- c. The Title IX Coordinator, Investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against either party generally, or the individual complainant or respondent that affected that affected the outcome of the matter. For all appeals, the Superintendent or designee must:
  - i. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both sides;
  - ii. Ensure that any Superintendent's designee for appeal is not the same person as the Decision-Maker(s) who reached the determination regarding responsibility or dismissal; the Investigator(s), or the Title IX Coordinator;
  - iii. Allow both parties ten (10) calendar days and an equal opportunity to submit a written statement in support of, or opposition to, the outcome;
  - iv. Issue a written decision describing the result of the appeal and the rationale for the result; and e. Provide the written decision simultaneously to both parties.

## Retaliation Prohibited

1. Retaliation of any nature against any student or employee who makes a report or complaint or who participates in any investigation under this policy is a serious violation of the School Board's sex discrimination policy. Such retaliation is considered an act of sexual harassment itself; therefore, reports and complaints of such retaliation are handled in the same manner as those of sexual harassment. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or meeting under this procedure. Intimidation, threats, coercion, or discrimination constitute retaliation. These prohibited actions include charges against an individual for policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or 34 CFR Part 106 (the Title IX regulations). The Title IX Coordinator must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including sexual harassment, any complainant, any alleged respondent, and any witness (except as may be permitted by the FERPA statute (20 USC 1232(b)), FERPA regulations (34 CFR Part 99), or as required by law, or to carry out the purpose of 34 CFR Part 106, including the conduct of any investigation, or judicial proceeding arising thereunder). Complaints alleging retaliation may be filed according to these procedures.
2. Specific circumstances
  - a. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.
  - b. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a proceeding under these procedures does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.



## Dismissal Of A Formal Complaint

1. The Title IX Coordinator must review the allegations made in a formal complaint. If the conduct alleged in the formal complaint would not constitute “sexual harassment”, as defined herein, even if proved, or did not occur in a School Board education program or activity, then the Title IX Coordinator must dismiss the formal complaint. Such a dismissal does not preclude action under any other School Board policy or the Student Code of Conduct.
2. The Title IX Coordinator may dismiss the formal complaint or any allegations therein, if, at any time during the investigation, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the School Board; or specific circumstances prevent the Title IX Coordinator from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
3. Upon a dismissal required or permitted pursuant to this section, the Title IX Coordinator must promptly send written notice of the dismissal and reason(s) therefore simultaneously to both parties.

## Informal Resolution

At any time after the filing of a formal complaint — but before the issuance of a determination of responsibility — the Title IX Coordinator may offer to facilitate an informal resolution process, such as mediation or restorative justice, that does not require a full investigation and adjudication, provided that the Title IX Coordinator:

1. Provides the parties a written notice disclosing: the allegations, an explanation of the informal process, including the consequences of engaging in informal resolution and notice that, at any time prior to agreeing to a final resolution, a party may withdraw from the informal resolution process and resume the formal grievance process;
2. Obtains the parties’ voluntary, written consent to the informal resolution process; and 3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## Discipline

An employee or student may be subject to discipline if there is a determination of responsibility for sexual harassment or retaliation under this policy. The Title IX Coordinator will refer the matter to the appropriate administrator to initiate disciplinary proceedings. A student or employee subject to disciplinary action shall be afforded due process in accordance with State law and School Board policy.

## Training

The Title IX Coordinator, Investigator(s), Decision-Maker(s), and any person who facilitates an informal resolution process, must receive training on the definition of sexual harassment as stated in this procedure, the scope of the School Board’s education program or activity, how to conduct an investigation and grievance process including interviews, appeals and informal resolution processes, as applicable, and how



to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers and any person who facilitates an informal resolution process, must not rely on sex stereotypes, and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

## Recordkeeping

The Title IX Coordinator must maintain for a period of seven (7) years records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the Title IX Coordinator must document the basis for the conclusion that any response was not deliberately indifferent, and must document the measures taken and designed to restore and preserve equal access to the School Board's education program or activity. If a complainant was not provided supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the Title IX Coordinator in the future from providing additional explanations or detailing additional measures taken. In addition, the following must be maintained:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies providing to the complainant designed to restore or preserve equal access to the School Board's education program or activity.
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefore; and
4. All materials used to train the Title IX Coordinator(s), Investigator(s), DecisionMaker(s), and any person who facilitates an informal resolution process. All training materials must be publicly available on the School Board website.

## Suspected Child Abuse

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse under School Board policy JGCE (Child Abuse), then all school employees will be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and the Board policy on child abuse. Such reporting must be made in addition to these procedures for handling sexual harassment or any other complaints. Any School Board employee who has reason to believe that a sexual offense has occurred under Louisiana law or that constitutes prohibited sexual conduct between an educator and a student must immediately report such information to the Title IX Coordinator who will file a report with the appropriate local or state law enforcement agency. Failure to make such a report may result in disciplinary action against the employee, up to and including possible termination.



## Police And Medical Resources

A student who experiences any form of sexual assault is strongly encouraged to seek immediate medical care. Students may undergo a medical exam to properly collect and preserve physical evidence of any sexual assault with or without police involvement. For a medical emergency and/or to make a report to law enforcement, call 911.

Ref: 42 USC 2000e (Civil Rights-Definitions); 29 CFR 1604.11 (Guidelines on Discrimination Because of Sex-Sexual Harassment); La. Rev. Stat. Ann. §§14:41, 14:42, 14:42.1, 17:81



# Transportation

## Bus Conduct

Riding a school bus is a privilege. Accordingly, the Superintendent shall set standards of conduct for students who ride the school buses in this district. All safety precautions as prescribed by the State Department of Education and State Board of Elementary and Secondary Education must be followed by all students riding buses. The bus driver, together with the principal, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver to the principal of the school involved. It is the duty of the driver, in cases of any infraction of rules by any student, to notify the principal of the school the student attends. If possible, this should be done in person. **It is the responsibility of the principal to determine necessary punishment for students violating regulations.**

If the misconduct of a student is such that his removal from the bus becomes essential, the principal may suspend his privileges.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his re-admittance is directed by the Superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action or inflicting corporal punishment. If the conduct of a pupil is such that his removal from the bus becomes essential, the driver shall discharge the pupil at the pupil's regular stop or return to school if necessary. A student riding a school bus shall never be unloaded along the highway except at his designated stop, unless he is endangering the lives of other children on the bus. Also, all students that must cross the street when either entering or leaving the bus must cross in front of the bus and must wait for the driver to signal them when it is safe to cross.

## Transportation Rules

The following rules are set forth in order to provide for the safety and well-being of passengers on the St. Bernard School Board buses. Failure to follow these rules or to follow the directions of the bus driver will result in disciplinary action by the school authority. The consequences for violating these rules will be the same as violating regular Class I, Class II, or Class III rules for that grade level. Additionally, if the misconduct of a student is such that his removal from the bus becomes essential, that principal may suspend his bus transportation. Moreover, if any student after being suspended from the bus on three occasions commits a fourth suspension, he may be suspended from bus transportation for the remainder of the school year. According to Louisiana state law, students are held accountable by the school for their behavior "in school, on the school playground, on the street or road while going to or returning from school."



Rules to Follow While Waiting for and Boarding a School Bus	Rules to Follow When Exiting a School Bus
<ol style="list-style-type: none"> <li>1. Keep sidewalks clear for other pedestrians.</li> <li>2. Avoid fighting, horseplay, and indecent or profane language at bus stops. Keep down noise that might disturb others.</li> <li>3. Wait on the sidewalk, or if a sidewalk is not available, wait a few feet from the roadway.</li> <li>4. Be courteous and respectful to passers-by.</li> <li>5. Be careful of private property: flowers, grass, etc.</li> <li>6. Plan to be at the bus stop no earlier than five to 10 minutes before the designated time for bus arrival.</li> <li>7. Beware of drivers and pedestrians exhibiting erratic behavior.</li> <li>8. Stand in a single file. (Books or instruments do not save places.)</li> <li>9. Avoid pushing or shoving.</li> <li>10. Be careful when stepping on slick steps in rainy weather.</li> <li>11. Use handrails when boarding the bus.</li> <li>12. Locate your assigned seat and sit down.</li> <li>13. Don't talk to or accept rides from strangers.</li> <li>14. The designated bus stop time is an estimate. The bus may arrive ten minutes before or after the designated time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Remain in your assigned seat until the bus comes to a complete stop.</li> <li>2. Leave the bus only at the designated stop.</li> <li>3. Bring a written note from a parent which has been approved by the principal or his designee when riding a different bus or getting off at a different stop.</li> <li>4. Get off the bus promptly and orderly after it comes to a complete stop.</li> <li>5. Use a path at least ten feet in front of the bus when crossing the street or roadway, making sure that drivers see you.</li> <li>6. Do not cross behind the bus.</li> <li>7. Look in all directions before crossing the street.</li> <li>8. Obey the bus driver, all crossing guards, and traffic lights.</li> <li>9. Walk directly home via the shortest route after exiting the bus. Do not loiter or play around the bus.</li> <li>10. Walk across the street or roadway only if the traffic is stopped.</li> <li>11. Avoid trespassing on private property.</li> <li>12. Beware of drivers and pedestrians exhibiting unusual behavior.</li> </ol>

Rules to Follow While Riding a School Bus	Rules to Follow If an Emergency Arises While on a School Bus
<ol style="list-style-type: none"> <li>1. Act in a school bus as you should in the classroom.</li> <li>2. Remain properly seated in seats assigned by the bus driver.</li> <li>3. Do not fight, play, or participate in any activity that would disturb others.</li> <li>4. Always keep hands, arms, and all objects inside the bus.</li> <li>5. Report any emergency to the driver.</li> <li>6. Keep aisles clear of feet, books, and any objects that may obstruct the pathway or aisle.</li> <li>7. Avoid unnecessary, disturbing noises such as shouting out of the bus.</li> <li>8. Be courteous; use no profane language or gestures.</li> <li>9. Do not eat or drink on the bus.</li> <li>10. Keep the bus clean.</li> <li>11. Do not use tobacco, alcohol, or any other dangerous substance.</li> <li>12. Do not be destructive.</li> <li>13. Do not bring animals, glass items, skate boards, baseball bats, roller skates or any other items determined dangerous by the bus driver onto the bus.</li> <li>14. Do not throw objects in or out of the bus.</li> <li>15. Do not open the rear door of the bus.</li> <li>16. Obey and cooperate with the bus driver at all times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report any emergency to the school bus driver.</li> <li>2. In case of an accident, stay in your seat until the driver tells you what to do or until you are sure of what is the safest move to make. Don't panic or move without thinking.</li> <li>3. Don't touch emergency equipment or safety releases unless told to do so by the bus driver or bus patrol except in the case of an extreme emergency and you are the closest to the door.</li> <li>4. Remain calm and encourage others to do the same.</li> <li>5. Don't move injured persons unless absolutely necessary.</li> <li>6. Follow the emergency rules which the bus driver has stressed during emergency evacuation drills.</li> </ol>



# Parent And Family Engagement

The St. Bernard Parish School Board recognizes that parent and family engagement must be a priority of the School 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 School 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 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.

It shall be the policy of the School Board and each public school in St. Bernard Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

## District-Level Responsibilities

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan, which includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in St. Bernard Parish in planning and implementing effective parent and family involvement activities to improve student academic achievement.
3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement policies and procedures.



5. Distribute to parents and families, in a language the parents can understand, information about the St. Bernard Parish School Board's parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law.

## School-Level Responsibilities

As part of the parent and family engagement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the St. Bernard Parish School Board to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
2. Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parent and family engagement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide parent and family engagement program plan.
4. Provide parents, especially those of participating children:
  - timely information about educational and parent and family programs;
  - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of state academic standards;
  - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and,
  - the School Board's written Parent and Family Engagement policy.
5. If the school-wide parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

## Shared Responsibilities

As part of the parent and family engagement program, to build a capacity for involvement, the School Board *and* each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.



2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, student services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.
8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
9. May train parents to enhance the involvement of other parents.
10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
11. May adopt and implement model approaches to improving parental involvement.
12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.



14. Shall provide such other reasonable support for parental involvement activities as parents may request.
15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

## Statement Of Compliance

Each student in grades 4-12 and each parent or guardian of a student in grades 4-12, shall annually sign a *Statement of Compliance*, in accordance with state law. For students, the *Statement of Compliance* shall state that the student agrees to attend school regularly, arrive at school on time, demonstrate significant effort toward completion of homework assignments, and follow school and classroom rules. For parents, the *Statement of Compliance* shall state that the parent or legal guardian agrees to ensure his/her child's daily attendance at school, ensure his/her child's arrival at school on time each day, ensure his/her child completes all assigned homework, and attend all required parent/teacher/principal conferences.

## School-Parent Compact

Each school shall jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the State's standards. Such compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
2. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  - a. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
  - b. frequent reports to parents on their children's progress;
  - c. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
  - d. parental activities and/or contributions away from the school site that enhance academic achievement.



## Other Programs

In conjunction with the district services rendered under the School Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the St. Bernard Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the St. Bernard Parish public schools.



# Appendix

## Anti-Discrimination Policy

### Equal Education Opportunities

All students enrolled in the schools under the jurisdiction of the School Board shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, sexual orientation or sex, social or economic status, or disability. The School Board shall assure that all students are free from harassment, sexual or otherwise.

The School Board shall authorize the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes in a manner that shall promote equivalency of educational opportunity throughout St. Bernard Parish. The School Board shall endeavor to eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of any personal distinction or characteristic in the following areas:

- School climate/learning environment;
- Courses of study, including physical education;
- Instructional materials and strategies;
- Library materials;
- Software and audio-visual materials;
- Guidance and counseling;
- Extracurricular programs and activities;
- Testing and other assessments

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with School Board policy. Students who experience less than equal educational opportunities or experience discrimination shall report and appeal any harassment or discriminatory practice to appropriate school officials.

### Equal Opportunity Employment

It shall be the policy of the St. Bernard Parish School Board that all applicants for admission and employment, students, parents, employees, unions or professional organizations holding collective bargaining or professional agreement with the School Board, sources of referral of



applicants and employment, and any and all entities having business with the district are hereby notified that this School Board does not discriminate on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age, disability, religion, social position, professional assignment, or veteran status in admission or access to, or treatment or employment in, its programs and activities, including any notices required by Title IX of the Education Amendments of 1972 or Part 106 of Title 34 of the United States Code of Federal Regulations.  
(From Board Policy GAAA)



# District Annual Mandatory Forms

## Notice of Electronic Guide to Student Conduct

The St. Bernard Parish Public School System's Parent & Family Handbook including our Guide to Student Conduct is available online by visiting the [district website](#) or by scanning the QR code below. Students and parents may request a hard copy of the Handbook by contacting the school's front office. The handbook is available in multiple languages both online and in hard copy upon request.

If you have any questions or if you do not understand the information in the handbook, please contact your student's principal for assistance.

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El Manual para Padres y Familias del Sistema de Escuelas Públicas de la Parroquia de St. Bernard, que incluye nuestra Guía de Conducta Estudiantil, está disponible en línea visitando el sitio web del distrito o escaneando el código QR a continuación. Los estudiantes y los padres pueden solicitar una copia impresa del Manual comunicándose con la oficina principal de la escuela. El manual está disponible en varios idiomas tanto en línea como en copia impresa previa solicitud.

Si tiene alguna pregunta o si no comprende la información en el manual, comuníquese con el director de su estudiante para obtener ayuda.

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يمكن للطلاب وأولياء الأمور طلب نسخة ورقية من الكتيب عن طريق الاتصال بالمكتب St. يتوفر دليل الوالدين والأسرة لنظام المدارس الحكومية في الأمامي للمدرسة. الكتيب متاح بعدة لغات عبر الإنترنت وفي نسخة ورقية عند الطلب.

إذا كانت لديك أي أسئلة أو إذا كنت لا تفهم المعلومات الواردة في الكتيب ، فيرجى الاتصال بمدير الطالب للحصول على المساعدة.

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Sổ tay Gia đình & Phụ huynh của Hệ thống Trường Công lập St. Bernard Parish bao gồm Hướng dẫn về Hành vi của Học sinh của chúng tôi có sẵn trực tuyến bằng cách truy cập trang web của học khu hoặc bằng cách quét mã QR bên dưới. Học sinh và phụ huynh có thể yêu cầu bản in ra giấy của Sổ tay bằng cách liên hệ với văn phòng chính của trường. Cuốn sổ tay có sẵn bằng nhiều ngôn ngữ cả trực tuyến và bản in ra giấy theo yêu cầu.

Nếu bạn có bất kỳ câu hỏi nào hoặc nếu bạn không hiểu thông tin trong sổ tay, vui lòng liên hệ với hiệu trưởng của học sinh của bạn để được hỗ trợ.

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O Manual para Pais e Familias do Sistema de Escolas Públicas da Paróquia de St. Bernard, incluindo nosso Guia de Conduta do Aluno, está disponível online visitando o site do distrito ou digitalizando o código QR abaixo. Alunos e pais podem solicitar uma cópia impressa do Manual entrando em contato com a secretaria da escola. O manual está disponível em vários idiomas on-line e em cópia impressa mediante solicitação.

Se você tiver alguma dúvida ou se não entender as informações do manual, entre em contato com o diretor do seu aluno para obter assistência.



[www.sbpsb.org/handbook](http://www.sbpsb.org/handbook)



## Statement of Compliance for the 2023-2024 School Year

My child and I have read the [Student and Family Handbook including the Guide to Student Conduct](#). We are aware of the **discipline code**, **attendance requirements**, and **district policies**. We understand the consequences for violations of the discipline code and for failure to meet attendance requirements.

I further attest:

My child, \_\_\_\_\_ (student's name), is committed to:

1. Attending school daily, except when absent for reasons due to illness or other excused absence,
2. Arriving at school on time each day,
3. Demonstrating significant effort toward completing all required classwork and homework assignments,
4. Following school and classroom rules, and
5. Participating in completing educational surveys, to include those from the U.S. and State Department of Education\*

In addition, I am committed to the following:

1. Ensuring that my child attends school daily, except for reasons due to illness or other excused absence,
2. Ensuring my child arrives at school on time each day,
3. Ensuring that my child completes all required homework assignments, and
4. Attending all required parent and teacher or principal conferences.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*Upon written request, parents may inspect such surveys and/or request an exemption from such surveys.

NOTE: All should be aware that addenda to this handbook may be written. The latest version of this handbook will be found on the school district's website.

If you have any questions or you do not understand the information in the handbook, please contact your child's principal for assistance.



## St. Bernard Parish School System Attendance Policy

Every parent, tutor, or other person residing within the state of Louisiana, having charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to a public or private school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of these statutes.

The parent (legal guardian) of a student shall enforce the attendance of the student at the school to which the student is assigned.

### **HABITUAL ABSENCES AND TRUANCY**

**A student shall be habitually absent or habitually tardy after the fifth (5<sup>th</sup>) unexcused absence or fifth (5<sup>th</sup>) unexcused occurrence of being tardy within any school semester and when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition.**

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Supervisor of Child Welfare and Attendance to the juvenile court of St. Bernard Parish as a truant child there to be dealt with in such manner as the court may determine such as being fined, performance of community service, and/or incarceration.

**PENALTY- THE PARENT (LEGAL GUARDIAN) CAN BE CHARGED UP TO \$15.00 PER DAY FOR EACH DAY THE CHILD DOESN'T ATTEND SCHOOL AND MAY BE REQUIRED TO PERFORM COMMUNITY SERVICE.**

Under the truancy laws, a parent (legal guardian) may be summoned to Court to answer a charge of contempt if:

1. He fails to send his child to school as required by law. (Excessive absences without a valid reason are grounds for contempt.)
2. He fails to attend a required conference before the child can reenter school after a school suspension. If a parent (legal guardian) is found in contempt, the penalties for truancy as stated above may be imposed by the Courts.

### **STUDENTS NOT ELIGIBLE TO RECEIVE CREDIT (NE) FOR COURSE WORK DUE TO UNEXCUSED/EXCESSIVE ABSENTEEISM**

In order to be eligible to receive grades (credit)

- (1) Elementary and middle school students cannot be absent more than **14 days per school year.**
- (2) High school students cannot be absent more than **7 days per semester.**

The only exceptions to the attendance regulation shall be extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit. These extenuating circumstances which are listed in the Louisiana Handbook for School Administrators – Bulletin 741, Section 1103 (J-M) can be found on page 7-8 of the Guide to Student Conduct.

I am aware of the St. Bernard Parish Attendance Policy and consequences:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Student Technology Acceptable Use Policy

Acceptable Uses of Technology	Unacceptable Uses of Technology
<ol style="list-style-type: none"> <li>1. Communicating with others using respectful language</li> <li>2. Respecting the privacy and property of others</li> <li>3. Treating technology with care</li> <li>4. Utilizing the district provided network during the school day as authorized by administration</li> <li>5. Using technology as directed by the teacher</li> <li>6. Protecting your password in order to ensure personal security and that of the district's technology</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Use of personal devices such as cell phones or smart watches while on school property unless authorized by school principal</b></li> <li>2. Filming or recording of incidents in the classroom or on campus on personal devices without permission from the teacher or principal</li> <li>3. The use of personal network (internet access) is prohibited during school hours</li> <li>4. Accessing, displaying, or sending messages and materials that use language or images that are inappropriate (e.g. obscene, threatening, disrespectful) in the educational setting or disruptive to the educational process</li> <li>5. Unwanted and repeated written, verbal, or displays of physical behavior, including any threatening, insulting, or dehumanizing gesture (cyberbullying)</li> <li>6. Violating copyright laws by copying information from the district's technology systems and handing it in as original work (plagiarizing)</li> <li>7. Placing unlawful and/or unauthorized information on the district's technology system</li> <li>8. Tampering with, damaging, or modifying computers, computer systems, computer networks, school district system software, hardware, or wiring, or taking any action to jeopardize or violate the school district's technology system's security</li> <li>9. Disregarding established safeguards of technology in order to comply with the Children's Internet Protection Act and Louisiana R.S.17:100.6</li> <li>10. Using the school district system or personal devices in such a way as to disrupt the use of the system by other users</li> <li>11. Violating privacy rights by providing home address, telephone number, or other personal information about myself, my family, or others</li> <li>12. Wasting consumables and/or resources (paper, ink, storage devices, bandwidth)</li> <li>13. Spreading computer viruses</li> <li>14. Installing or running a program which damages or places an excessive load on the district's technology</li> <li>15. Using another's password or sharing passwords with others</li> <li>16. Using the district's technology systems for commercial use</li> <li>17. Using technology to gain unauthorized access to information resources or accessing, changing, deleting, or damaging another person's materials, information, or files</li> <li>18. Using technology illegally or in any ways that violate district policy and/or local, state, or federal laws and statutes</li> </ol>

### Limitations on School District Liability

- A. The school district will not be responsible for financial obligations arising through inappropriate use of the district's technology.
- B. The school district is NOT responsible for damages to, loss of, or theft of personal devices.
- C. The school district, in compliance with the Children's Internet Protection Act, will use its best efforts to prevent access to harmful material and restrict usage of the internet to areas of educational value.



- D. It should be understood that no matter how much supervision and monitoring the district provides, there will always be the possibility of a user coming into contact with inappropriate materials.

## Consequences

Students' inappropriate use of technology as outlined above and on page 39 of this document will result in disciplinary action ranging from parent conference to suspension or expulsion depending on the severity of the offense. Please note, **ALL technology offenses may result in the confiscation of personal devices.**

**I have read and understand the Acceptable Use of Technology Policies. I agree to follow the district's rules and procedures and understand that failure to do so will result in disciplinary action. I also understand that use of a personal device on school premises may result in its confiscation.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## 2023-2024 Device Loaner Agreement

A district-owned Chromebook and power adapter are being loaned to each student to be used as an important learning tool for educational purposes only. It is the student's responsibility to care for the equipment and ensure it is cared for in a safe environment.

- This device is the property of St. Bernard Parish Public Schools. This device must be returned upon the student's exit from St. Bernard Parish Public Schools or when instructed by St. Bernard Parish Public Schools.
- Misuse or negligent treatment of the device will result in disciplinary action and/or additional fees for repair.
- If the device is not returned, the family is responsible for the full cost of the device (\$250). If the device is stolen, the family must provide a police report.
- If the power adapter is not returned, the family is responsible for the cost to replace the adapter (\$25).
- It is understood that the intentional failure to return the computing device to the school may constitute theft of district property. Any theft of district property (including the reported sale or transfer of the device for profit) will be reported to the Sheriff's Office.

### **Parent/Guardian Responsibilities**

Your child has been issued technology equipment owned by St. Bernard Parish Public Schools to improve and personalize his or her education. It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the technology equipment.

Therefore, I agree to:

1. Supervise my child's use of the loaner technology equipment at home.
2. Discuss my family's expectations regarding the use of the internet at home.
3. Supervise my child's use of the internet on the Chromebook.
4. Report to the school any problems with the Chromebook.
5. Ensure my child recharges the battery each night.
6. Return the technology equipment to school when requested or upon my child's withdrawal from St. Bernard Parish Public Schools.
7. Keep the Chromebook clean – power off the device and use a soft towel dampened with a safe cleanser to gently rub the keyboard, trackpad, and case of the device; only a screen cleaner designed for electronic devices may be used on the screen.
8. Not attempt to repair the Chromebook.
9. Not allow my child to leave the Chromebook in a vehicle.

### **Student Responsibilities**

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to borrow this technology equipment, you must be willing to accept the following responsibilities.

Therefore, I agree to:

1. Use the device only to access school assigned learning activities.
2. Abide by the Student Code of Conduct, the Technology Acceptable Use Guidelines, and all local, state, and federal laws.
3. Treat the Chromebook and accessories with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
4. Use for appropriate, legitimate, and responsible communication.
5. Keep all accounts and passwords assigned to me secure and not share these with any other person.
6. Recharge the Chromebook every night.



7. Bring the Chromebook with me to school every day.
8. Return the Chromebook when requested or upon my withdrawal from a school
9. Provide the Chromebook as requested by any staff member to be inspected at any time.
10. Not attempt to bypass the school's mobile (internet) filter.
11. Not use this device in a way that could be personally or physically harmful.
12. Not attempt to find inappropriate images or content.
13. Not engage in cyberbullying, harassment, or disrespectful conduct toward others.
14. Not use language online that would be unacceptable in the classroom.
15. Not attempt to hack or access sites, servers, or content that isn't intended for student use.
16. Not attempt to repair or alter the Chromebook in any way.
17. Not leave the Chromebook in a vehicle.
18. Not share personal information, including phone number, address, social security number, birthday, or financial information over the internet without parental permission. not use the Chromebook to take photographs or video of other people except if required for an educational assignment.
19. Not write, draw, place stickers, labels, or deface the Chromebook or its accessories.
20. Not lend the Chromebook to anyone.
21. Not give personal information when using my Chromebook.

By signing below, I acknowledge I have read the forgoing agreement and agree to be bound by the terms and conditions set forth therein.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Acknowledgement: SBPSB Virtual Discipline Policy

The SBPSB Virtual Discipline Policy is made available to all students, parents, and guardians and can be reviewed in the [St. Bernard Parish School Board Parent & Student Handbook](#). Our Handbook is located on our website or a hard copy of the policy can be requested at your student's school.

By signing below, you acknowledge that you have read and reviewed the St. Bernard Parish School Board virtual Discipline Policy. You also acknowledge you now have access to this policy and other procedures as outlined in the [St. Bernard Parish School Board Parent & Student Handbook](#).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Parental Consent Form for Universal Social, Emotional and Behavioral Screener

All students enrolled in public schools in Louisiana are afforded protection of student records under the Family Education Right to Privacy Act (FERPA) and La. R.S. 17:3914. Every public school district is required to implement processes to protect the privacy of personally identifiable student information and restrict sharing of that information. LEAs are only able to share personally identifiable information about students with others as long as the data sharing meets one of the law's limited exceptions as described in the Policy Guidance. In accordance with the legislation, LEAs: (1) are prohibited from requiring the collection of non-academic data about students such as political affiliation and religious practices; (2) are permitted to share personally identifiable information under specific circumstances (e.g. LEA officials with a legitimate educational interest; Specified officials for audit or evaluation purposes; to appropriate officials in cases of health and safety emergencies.); (3) are prohibited from allowing anyone to access student information that is stored by schools or LEAs except authorized stakeholders such as parents, teachers, principals, superintendents, or a person authorized by the state to audit student records

### **Louisiana School Well-Being Support Services**

All Louisiana schools have been asked to administer a universal social, emotional and behavioral screener to all students in order to assess the impact, if any, of the COVID-19 pandemic on the well-being of students and to provide appropriate interventions and referral to external services. Universal social, emotional and behavioral screeners are informational and not diagnostic. The data that will be collected will include screening results and personal information, such as age, gender, and race/ethnicity. All information will be kept confidential and in accordance with student safeguards defined by the Family Educational Rights and Privacy Act (FERPA) and LA Revised Statute 17:3914. Your permission is required, pursuant to the Protection of Pupil Rights Amendment (PPRA), to begin the screening process (see attached Permission page). You also have the right to inspect, upon request, the screening instrument and any questionnaires before they are administered or distributed to your child. You may choose to allow your child to be administered a screener or not and may choose to withdraw your permission at any time. For the purposes of administering a universal social, emotional and behavioral screener, data collection is defined as questionnaires, interviews with your child's teachers or other educators, and direct observations in the classroom or other school setting. Your agreement to participate or your refusal to participate in the screening and/or data collection will in no way impact the services your child receives at school.

As part of the universal social, emotional and behavioral screening and referral process, your child might be asked to complete questionnaires and interviews by qualified professionals, or the school staff will complete a screener to identify any potential social, emotional or behavioral issues. If social, emotional or behavioral needs are identified, you will be notified by the school. You must give informed written permission before your child may be provided social, emotional or behavioral services at the school. If necessary, the school will also link you and your child to external behavioral health services in the area.

If your child is involved in the criminal justice system, the court may require us to report to it about his/her participation or progress with consequences if he/she does not follow the court requirement. These risks will be minimized by providing a person for your child to talk to if he/she becomes uncomfortable or experiences any negative consequences from being administered a screener. If you do not wish for your child to continue being supported with social, emotional and behavioral services, you have the right to withdraw him/her from the services without penalty, at any time.



### PERMISSION TO PARTICIPATE IN PROGRAM & DATA COLLECTION

By my signature below, I am confirming that I have read the accompanying two pages and have been informed of my rights under PPRA and FERPA.

Please check the appropriate statement, sign and return this form to your child's Homeroom teacher.

- ☐ I give permission for my child to participate in the universal social, emotional and behavioral screening process and data collection.
- ☐ I do not give permission for my child to participate in the universal social, emotional and behavioral screening process.
- ☐ I understand that I will be notified and will be required to provide written informed consent prior to any intervention or other social, emotional and behavioral services are provided for my child.

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_



# OPTIONAL FORMS

## Initial Notice and Consent Regarding Medicaid Reimbursement |2023-2024 (Required for Students Who Are Eligible to Receive Medicaid Services)

Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needs to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With your permission, the school district will be able to seek partial reimbursement for services provided by Louisiana Medicaid including, among others, a hearing test or eye exam; occupational or speech or physical therapy; some school nurse visits; and counseling services. Each year, the district will provide you with notification regarding your permission; you do not need to sign a form every year.

The school district cannot share information about your child with Louisiana Medicaid without your permission. As you consider giving permission, please be advised of the following:

1. The school district cannot require you to sign up for Louisiana Medicaid in order for your child to receive the health related and/or special education services to which your child is entitled.
2. The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services.
3. If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:
  - a. This will not affect your child's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit your own family's use of Louisiana Medicaid benefits outside of school.
  - b. Your permission will not affect your child's special education services or IEP rights in any way, if your child is eligible to receive them.
  - c. Your permission will not lead to any changes in your child's Louisiana Medicaid rights; and
  - d. Your permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. If you give permission, you have the right to change your mind and withdraw your permission at any time.
5. If you withdraw your permission or refuse to allow the school district to share your child's records and information with Louisiana Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

I have read the notice and understand it. Any questions I had were answered. I give permission for the school district to share with Louisiana Department of Health (LDH) records and information concerning my child and their health-related services, as necessary. I understand that this will help my child's school seek partial reimbursement for Louisiana Medicaid covered services.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Child's Date of Birth

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# OPTIONAL FORMS

Military Affiliation – ONLY students with a parent/guardian with military affiliation

The federal Every Student Succeeds Act (ESSA) requires school districts to report to the state of Louisiana if a student has military affiliation. If a student's parent or guardian is active duty military, active duty military reserves, or retired military, the student should be reported as having military affiliation.

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

Parent/Guardian's Name with Military Affiliation: \_\_\_\_\_

The above parent/guardian is:

☐ Active duty military

☐ Active duty military reserves

☐ Retired military (doesn't apply to ONLY completed tours)



# OPTIONAL FORMS

## Release of Personally Identifiable Information

By signing below, parent/guardian is requesting to **withhold** directory information, which is defined by the St. Bernard Parish School Board as a student's name, address, date and place of birth, telephone number (if it is listed), grade level, electronic mailing address, photographs, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, participation in official school- sponsored activities, and most recent previous educational agency or institution attended.

The primary purpose of the directory information is to allow the district to include information from your child's educational records in certain school publications. Directory information can also be disclosed to outside organizations without a parent's/guardian's written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or yearbooks, colleges and post-secondary institutions, and military recruiters.

By signing below, parent/guardian is requesting to **WITHHOLD** directory information in accordance with the Family Education Rights and Privacy Act (FERPA). By signing, your student's name will be **removed** from all school related publications including playbills, graduation announcements, athletic rosters, yearbooks, and honor roll lists. Your student's name will also not be shared with outside agencies for purposes such as recruiting and scholarships.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



# OPTIONAL FORMS

District Media Release – Sign ONLY if you **DO NOT WANT**

St. Bernard Parish School District utilizes the benefits of modern media and technology. Your child's image may appear in videos, television programs, commercials, websites, social media, audiotapes, pictures, brochures, and/or newspapers. By NOT signing below, you jointly and generally forever release, discharge, acquit, and forgive the St. Bernard Parish School Board and its employees from any and all claims, suits, agreements, liabilities, and proceedings of every nature and description both at law and in equity from the use of undersigned's image in any public medium.

Please sign below if you DO NOT WANT your child to appear in any videos, television programs, commercials, websites, social media posts, audiotapes, pictures, brochures, and/or newspapers.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_



# Immunization Schedule



## LOUISIANA DEPARTMENT OF HEALTH · OFFICE OF PUBLIC HEALTH 2023 CHILD/ADOLESCENT IMMUNIZATION SCHEDULE AND DAYCARE/SCHOOL ENTRY REQUIREMENTS (Revised: 4/4/2023)



Depending on the child's age, choose the appropriate set of immunizations. High-risk children may require additional vaccines. Individuals with an altered immune system, due to disease or medication, must be evaluated by a physician prior to vaccination.

RECOMMENDED SCHEDULE FOR IMMUNIZATION, BY AGE		ACCELERATED SCHEDULE FOR CHILDREN LATE ON VACCINATIONS	
Age	Vaccinations	Visit/Age	Vaccinations
At Birth	HepB	Children 4 months through 6 years of age	
2 Months <sup>[1]</sup>	DTaP, Hib, IPV, HepB, PCV, RV	1st Visit <sup>[3]</sup>	DTaP, Hib, IPV, HepA, HepB, MMR, VAR, PCV, Flu, COVID-19
4 Months	DTaP, Hib, IPV, PCV, RV	2nd Visit (4 weeks after 1st visit)	DTaP, Hib, IPV, HepB, PCV, Flu
6 Months	DTaP, Hib, IPV, HepB, PCV, RV, Flu, COVID-19 <sup>[2]</sup>	3rd Visit (4 weeks after 2nd visit)	DTaP, Hib, PCV
7 Months	Flu, then annually	4th Visit (6 months after 3rd visit)	DTaP, Hib, IPV, PCV, HepA, HepB
12-15 Months	DTaP, Hib, MMR, VAR, PCV, HepA	4 Years of Age or at School Entry	DTaP, IPV, MMR, VAR
18-23 Months	HepA	Children 7 through 18 years of age	
4 years	DTaP, IPV, MMR, VAR	1st Visit	DTaP, IPV, HepA, HepB, MMR, VAR
11-12 Years	Tdap, MenACWY, HPV (VAR, MMR, HepA, HepB if needed)	2nd Visit (4 weeks after 1st visit)	Td, IPV, HepB, MMR
16 Years	MenACWY, provider-patient discussion for MenB (HPV, VAR, MMR, HepA, HepB, if needed)	3rd Visit (6 months after 2nd visit)	Td, IPV, HepA, HepB
		11-12 Years	DTaP, MenACWY, HPV (IPV, VAR, MMR, HepB if needed)
		16 Years	MenACWY, provider-patient discussion for MenB

[1] DTaP, IPV, Hib, PCV, RV and Hib can be administered as early as 8 weeks of age and simultaneously.  
[2] For detailed information on COVID-19 vaccine dose recommendations visit <https://www.cdc.gov/vaccines/covid-19/downloads/Covid-19-immunization-schedule-ages-2months-older.pdf>  
[3] Depending on the child's age, choose the appropriate initial set of immunizations. Sometimes a scheduled dose of vaccine may not be given on time. If this occurs, the dose should be given at the next visit. It is not necessary to restart the series of any vaccine due to extended intervals between doses.  
Note 1: The recommendations above and the vaccine guidelines on page 2 are summaries. For more information, visit <https://www.cdc.gov/vaccines/schedules/hop/imz/child-adolescent.html>.  
Note 2: For detailed information on each vaccine refer to the manufacturer's product insert.

REQUIRED VACCINATIONS FOR ENTRY INTO DAYCARE AND SCHOOLS		Grade K-12 Schools		Post-Secondary Schools	
Daycares/Early Learning	Doses	Grades	Vaccinations	Doses	Doses
Child must be up to date on vaccinations for their age (see recommendations listed above) according to a valid immunization record		Starting at Kindergarten <sup>[1]</sup> and all subsequent grades thereafter	DTaP <sup>[2]</sup>	5	MMR
			HepA	2	Tdap
			HepB	3	MenACWY 2 doses, or 1 dose if 1st dose administered on or after age 16
			IPV <sup>[3]</sup>	4	
			MMR	2	
		Starting at 6 <sup>th</sup> grade and all subsequent grades thereafter	VAR	2	
			DTaP	1	
			MenACWY	1	
		Starting at 11 <sup>th</sup> grade and all subsequent grades thereafter	MenACWY	Second Dose	

[1] Entry requirement exception for students who are 4 years of age when entering kindergarten at start of school year. To attend kindergarten in Louisiana, students must be 5 years old by September 30 each school year. Therefore, there are instances where a student is still 4 years old when entering kindergarten. In these instances, the 4-year-old student may be admitted into kindergarten so long as a parent/guardian presents a record indicating that the student is in progress of receiving the required vaccinations. In these instances, follow-up from school start must be provided for compliance with the above requirements.  
[2] Those students who received their 4<sup>th</sup> dose of DTaP at age 4 or older do not need a 5<sup>th</sup> dose on record.  
[3] Those students who received their 3<sup>rd</sup> dose of IPV at age 4 or older do not need a 4<sup>th</sup> dose on record.  
Note: Students may participate in school without the required immunizations listed above if a written statement of exemption is presented by a physician, the individual, or the individual's parent/guardian.



## LaCHIP Informational Flier

It's a fact that kids with  
health insurance live healthier lives.



Give Your Children  
**HEALTH COVERAGE**  
at **NO COST** or **LOW COST** to You.



**NO** enrollment fees!  
**NO** co-payments! **NO** deductibles!

**DO YOU QUALIFY?** LaCHIP uses the income amounts below to see if a child qualifies for low-cost or no-cost LaCHIP coverage.

INCOME LIMITS		
Number of Family Members	Monthly Income (No Cost)	Monthly Income (Low Cost)
1	\$2,458	\$2,888
2	\$3,312	\$3,891
3	\$4,165	\$4,894
4	\$5,019	\$5,897
5	\$5,872	\$6,900
6	\$6,726	\$7,903
7	\$7,579	\$8,906
8	\$8,433	\$9,909

*Low Cost option allows a greater income limit at a \$50 premium.  
All of your family income may not be counted.*

### The **LaCHIP** program covers:

- Medical services for children, including health, dental, and vision coverage
- Doctor's appointments, including well child visits and hospital stay
- Prescriptions and immunizations
- Mental health services
- And many other services

Visit our website to apply online:

**[ldh.la.gov/lachip](https://ldh.la.gov/lachip)**

or call our toll-free hotline for more information:

**1-888-342-6207**

Rev. 03/22



# Teacher Bill of Rights

## LA RS 17:416.18 §416.18.

### Teacher Bill of Rights

- A. Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:
- (1) A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
  - (2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
  - (3) A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
  - (4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).
  - (5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
  - (6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
  - (7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
  - (8) A teacher has the right to 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 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.
- B. No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16.



C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

Acts 2003, No. 1252, §1, eff. July 7, 2003; Acts 2008, No. 155, §1, eff. June 12, 2008;  
Acts 2013, No. 329, §1.



## Student Fees and Fine Policy (Policy JS)

The St. Bernard Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee pursuant to state law.

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

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

### DEFINITIONS

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

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

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

### REGULATIONS

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

### SCHEDULE OF FEES

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

### School Supplies



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

### ECONOMIC HARDSHIP WAIVERS

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

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

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

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

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

### DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school for lost, destroyed, or unnecessarily damaged books and materials and for any books which are not returned at the end of each school year or upon withdrawal of their dependent child. A student of school age may not be held financially responsible for textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no



more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. The school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

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

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

Under no circumstances may a school deny a student promotional opportunity as a result of failure to compensate the school district for lost or damaged textbooks or other unpaid fees or charges. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books or other unpaid fees or charges.

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

Revised: November 12, 2019

Ref: 20 USC 1232(g-i) (*Family Educational Rights and Privacy Act*); La. Rev. Stat. Ann. §§17:81, 17:112, 17:177, 17:178; Board minutes, 11-12-19.



**APPENDIX A**  
**SCHEDULE OF FEES**

Elementary Schools

<b>PURPOSE OF FEE</b>	<b>AMOUNT</b>	<b>USE OF FEE</b>	<b>COLLECTION METHOD</b>
Student Instructional Fee (K-5 Students)	\$15.00	Classroom instructional materials, including workbooks and other consumable classroom needs	Collected at Supply Nights, Open House, and during the first weeks of school.  Cash, check, or Money Order
School Supply List (K-5 students)	Not to exceed \$60.00	Binders, pencils, folders, paper, scissors, markers, glue, crayons, notebooks, etc.	Supplies collected at Supply Nights or brought to school by students the first week of school.
Instrumental Music for 4 <sup>th</sup> and 5 <sup>th</sup> graders	\$20.00	Instrument repairs, replacement reeds, cleaning, etc.	Collected when enrolled in band.  Cash, check, or Money Order.
Swimming lessons for all 2 <sup>nd</sup> graders	\$1.00	Swim Caps	Cash
Mandated Educational Field Trips	Cost of Trip	Event bus/ bus fees	Cash, check, or Money Order

## SCHEDULE OF FEES

### Middle Schools

<b>PURPOSE OF FEE</b>	<b>AMOUNT</b>	<b>USE OF FEE</b>	<b>COLLECTION METHOD</b>
Instructional Fee	\$15	Instructional Materials, Chromebooks, PBIS Incentives, Awards	Cash, Check or Money Order
Locker Fee	\$5	Rental, Annual Maintenance and Combination Reset	Cash, Check or Money Order
Replacement Agenda Book	\$10	Student Information and Organizational Resource	Cash, Check or Money Order
Band	\$50-\$90	Instrument Supplies, Repair, Binders, Travel Expenses, Uniform Cleaning, Sheet Music, T-Shirt	Cash, Check or Money Order
P. E. Uniforms	\$28	Uniform to Participate in P.E.	Cash, Check or Money Order
Replacement Student I.D. Cards	\$5	Mandatory I.D. Card	Cash, Check or Money Order
Temporary I.D. Card I.D. Clip Replacement I.D. Pouch Replacement	.50 - \$1 .25 - .50 .25 - .50	I.D. Card Supplies	Cash, Check or Money Order
Mandated Educational Field Trips	Cost of Trip	Event bus/ bus fees	Cash, check, or Money Order



## SCHEDULE OF FEES

### High School Fees

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Replacement I.D.'s	\$2	Replace Mandatory I.D. Card	Cash
Replacement agenda books	\$5	Student Information and Organizational Resource	Cash, Check or Money Order
P.E. Uniforms	\$20	Uniform to Participate in P.E.	Cash, Check or Money Order
Instructional Fee	\$25	Instructional Materials, Chromebooks, PBIS Incentives, Awards	Cash, Check or Money Order
Band	\$100	Instrument Supplies, Repair, Binders, Travel Expenses, Uniform Cleaning, Sheet Music	Cash, Check or Money Order
Mandated Educational Field Trip	Cost of Trip	Event bus/bus fees	Cash, check, or Money Order

