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Dissemination of Materials

In order to fully disclose, explain, and interpret the details included in the Guide to Student Conduct to all persons affected, the following steps will be utilized:

1. Each student/parent (legal guardian) will be given a copy of the Guide to Student Conduct.
2. Starting on the first day of school, teachers will discuss with their students each part of the Guide to Student Conduct.
3. Each school will use a class assembly period to emphasize the importance of strict observance of the school’s rules and the Guide to Student Conduct.
4. An additional copy of the Guide to Student Conduct will be issued to parents (legal guardians) upon request.
5. Each school will provide opportunities for discussion of the Guide to Student Conduct during PTC activities.
6. Each student and parent (legal guardian) will sign and return to the homeroom teacher the statement enclosed verifying that they have received and read the policies.
7. The district’s web site, www.sbpsb.org, posts the most current Guide to Student Conduct, located within its Parent Information menu.

Part I

General Information

Letter from the Superintendent of Schools

Dear Parent(s):

Welcome to the 2018-2019 school year. As we begin our year-long effort at teaching and learning for our children. I encourage you to read this Guide carefully. Our district's discipline plan has been adopted using a model master plan from the State Board of Elementary and Secondary Education (BESE), and in it you will find the answers to many of your questions regarding school procedures, guidelines, and policies of the St. Bernard Parish School Board, the Louisiana Legislature, and our federal government. We work hard to consistently apply procedures, guidelines, and policies contained within this document for all students, and we appreciate any concerns you may have regarding their application.

We ask that if you have any questions during the school year regarding the operations or procedures within your child's classroom that you contact his/her teacher. If you have questions regarding the operations or procedures within your child's school, please contact the principal. If you have questions regarding the school district, please do not hesitate to call the appropriate individual listed on page 50 of this Guide. We want you to understand and be comfortable with whatever policies and procedures are in place; therefore, please call us if you have concerns.

I hope this is a good year for your child. If he/she anticipates in class, completes assigned homework daily, and attends school regularly, we are confident he/she will be successful. Let's work together to make this a productive school year for your child.

Sincerely,
Doris Voitier, Superintendent

Vision of the St. Bernard Parish School Board

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.

Mission of the St. Bernard Parish School Board

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

Beliefs of the St. Bernard Parish School Board

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

Purpose of the Guide to Student Conduct

- Create a consistent set of expectations for student behavior in St. Bernard Parish
- Reinforce positive behavior and provide students with opportunities to develop appropriate social skills
- Outline the interventions and consequences for students who engage in inappropriate behavior
- Explain the rights and responsibilities of all members of the school community
- Engage students in a respectful, responsible, positive, and safe learning environment

St. Bernard Parish School Board District-Wide Behavioral Expectations

- Be Respectful
- Be Responsible
- Be Positive/Safe

Responsibilities of Parent, Student, Teacher, School and District Administrators

RESPONSIBILITIES OF THE PARENT/GUARDIAN	RESPONSIBILITIES OF THE TEACHER AND CERTIFICATED PERSONNEL
<ul style="list-style-type: none">• Read this Guide to Student Conduct with your child and support him/her in following its provisions.• Recognize that school personnel will enforce the Guide to Student Conduct.• Expect your child's teacher to assume the authority of the parent while the child is in school.• Teach the child to respect law, authority, others, and property through strong, consistent discipline at home and encouragement/ rewarding of good behavior.• Get your child to school every day, in proper dress, on time and ready to learn.• Become actively involved in your child's academic, physical, emotional, social, and behavioral education. Maintain a positive attitude about school and school officials. Your child's attitude usually reflects that of his/her legal guardians.• Accept ultimate responsibility for your child's conduct.	<ul style="list-style-type: none">• Read, teach, and positively reinforce the Guide to Student Conduct.• Maintain regular and consistent communication with parents/guardians.• Use appropriate classroom management strategies, including the use of a reward system, to maintain a positive learning environment that supports academic success.• Use professional judgment to prevent minor incidents from becoming major challenges.• Provide a variety of interventions such as Positive Behavior Interventions and Support to students who demonstrate inappropriate behaviors.• Hold students accountable for their actions at school, any school function, meeting or program (R.S. 17:416) * (See page 41).• Attend additional training or staff development as needed and/or requested.

RESPONSIBILITIES OF THE STUDENT

- Read, know, and follow the Guide to Student Conduct.
- Obey all school expectations, rules, dress code and procedures *(see pages 7-20).
- Ask parents/guardians, teachers, social worker, counselor, and/or administrators for help to solve problems.
- Recognize that school personnel will enforce the Guide to Student Conduct and that while he/she is in school, the teacher will assume the authority of the parent.
- Get to school every day, in proper dress, on time, and be ready to learn.
- Accept responsibility for his/her actions, and maximize educational opportunities.
- Respect the property of others and return and found articles to a teacher so that they may be returned to their rightful owner.
- Treat all fellow students and staff members with respect.

RESPONSIBILITIES OF SCHOOL ADMINISTRATORS

- Distribute the Guide to Student Conduct to all students, parents/guardians and all school personnel.
- Implement the Guide to Student Conduct in a fair and consistent manner.
- Provide appropriate training and resources to all school personnel required to support PBIS and the Guide to Student Conduct.
- Support all school level PBIS initiatives.
- Use professional judgment to prevent minor incidents from becoming major challenges.
- Review discipline referrals to determine appropriate interventions and consequences.
- Review and analyze discipline data to determine school building needs.
- Be an active and visible part of school and school activities.
- Provide additional training to staff as provided by La R.S. 17:252.

RESPONSIBILITIES OF DISTRICT ADMINISTRATORS

- Review and revise the Guide to Student Conduct.
- Insure the implementation of the Guide to Student Conduct and PBIS in a fair and consistent manner.
- Provide appropriate training and resources to all school personnel.
- Support all school level PBIS initiatives.
- Assist parents/guardians who are unable to resolve issues at the school site.
- Conduct expulsion hearings and review suspension appeals.
- Provide additional training to staff as provided by La. R.S. 12:252.

Procedures for Students/Parents when Sharing Concerns

If a student feels that he or she has been treated unjustly, the matter may be appealed to the following people **in the order** listed below:

- (1) The teacher or staff member concerned
- (2) Counselor
- (3) Assistant Principal
- (4) Principal

At each level of appeal, a decision will be made. Should that decision be unacceptable to the student, he or she may appeal to the next level of authority. Students are advised not to argue or escalate the matter. If they disagree with the staff member, they should do so courteously.

The most effective way for parents (legal guardians) with questions or concerns to get an answer is to ask the person closest to the answer. At each level, a decision will be made. Should that decision be unacceptable to the parent (legal guardian), an appointment may be made with the next level of authority. The following steps listed below are to be followed for:

- a. Questions about your child, call the school and make an appointment to see the appropriate teacher or staff member (the counselor or the principal).
- b. Questions about the school, call the school secretary who will answer your questions or direct you to the school principal for an appointment.
- c. Questions concerning the school system in general, call the School Board office at (504)301-2000 where you will be directed to the proper department or personnel.

Any other concerns, complaints, or requests for information about your child's school should be first directed to the principal of that school using the contact information listed on Page 50 of this document.

Part II

Attendance, Dress Code, and Behavioral Expectations

St. Bernard Parish School Board District-Wide Attendance Policy

HABITUAL ABSENCES AND OR TARDINESS LAWS (R.S. 17:221 and R.S. 17:233)

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.

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.

A student shall be habitually absent or habitually tardy after the fifth (5th) unexcused absence or fifth (5th) 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.

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 schools 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) are as follows:

- (1) Extended personal physical or emotional illness in which a student is absent as verified by a physician, nurse practitioner or dentist licensed in the state;
- (2) Extended hospital stay in which a student is absent as verified by a physician, nurse practitioner or dentist licensed in the state;
- (3) Extended recuperation from an accident in which a student is absent verified by a physician, dentist, or nurse practitioner licensed in the state;
- (4) Extended contagious disease within a family in which a student is absent verified by a physician, nurse practitioner, or dentist licensed in the state;
- (5) Observance of special and recognized holidays of the student's own faith;

- (6) 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 school days per school year; or
- (7) Absences verified and approved by the school principal or designee as stated below:
 - (a) Prior school system-approved travel for education;
 - (b) Death in the immediate family (not to exceed one week); or
 - (c) Natural catastrophe and/or disease.

Medical certificates signed by the attending physician must be presented within five (5) days after a student returns to school from the illness or accident.

For any other extenuating circumstances, the student's parents or legal guardian 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.

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

ABSENCES DUE TO SUSPENSIONS

A pupil who is suspended shall be counted as absent for those days. The pupil shall be assigned school work missed while he is suspended and shall receive credit for such work if it is completed satisfactorily and timely as determined by the principal or his designee.

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 tardiness and early dismissals do not exceed one-half day.

TRUANCY: DUTY OF PARENT (LEGAL GUARDIAN)

Every parent (legal guardian) having control of any child from age seven to 18 shall send such child to a public or private day school, and any child below the age of seven who is enrolled in school shall also be subject to this law. Every parent (legal guardian) shall assure the attendance of such child in regularly assigned classes during regular school hours established by the school. 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.

Student Dress and Appearance

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.

ST. BERNARD PARISH SCHOOL BOARD UNIFORM POLICY FOR STUDENTS

The St. Bernard Parish School Board requires that all students adhere to its adopted school uniform. This uniform was adopted on February 17, 1998, following the recommendations of a committee comprised of teachers, administrators, and a parent (legal guardian) representative from each school. Please consult your child's school for proper uniform color and for other questions regarding uniforms.

Elementary Schools

	<u>Uniform Pants</u>	<u>Shirts</u>	<u>Alternate Shirts</u>
Boys:	Khaki colored or navy (or dress shorts)	White oxford	White or school color collared polo/golf
Girls:	Khaki colored or navy (or dress shorts, skirts, or jumpers)	White oxford or uniform broadcloth	White or school color collared polo/golf (school color polo/golf shirts purchased from or authorized by the school)

High School and Middle Schools

	<u>Uniform Pants***</u>	<u>Shirts</u>	<u>Alternate Shirts</u>
Boys:	Khaki colored or navy	White oxford	White or school color collared polo/golf
Girls:	Khaki colored or navy (or knee-length skirts or jumpers)	White oxford or uniform broadcloth	White or school color collared polo/golf (school color polo/golf shirts purchased from or authorized by the school)

*** The only style pants allowed for HIGH SCHOOL/MIDDLE SCHOOL boys will be the DICKIES brand and only style numbers 874, 56362, 56562, KP 2200, KP 321, LP 710, LP 817, QP 200, QP 873, WP 114, WP 314, or WP 873.

The only style pants allowed for HIGH SCHOOL/MIDDLE SCHOOL girls will be the DICKIES brand and only style numbers 874, FP 121, FP 220, FP 221, FP 774, KP 069, KP 969, KP 3318, KP 3319, KP 5518.

All grade levels' uniforms include the following:

Sweatshirts, uniform sweaters (school color or white v-neck, vest, crew or cardigan styles).

School jackets - must be authorized by principal/designee and approved school colors. **No hoods are allowed on student's heads** while on school grounds and/or on school buses. Hoods will be allowed to be worn only on cold or windy days as per the principal's discretion.

Belts: Required with clothing with belt loops and in the appropriate size. Only solid colors (black, white, navy, khaki, or brown) are permitted. Metal studs, eyelets, etc. and/or designs are not allowed on any belt. Oversized or large belt buckles are not allowed. Belt buckles may only be slightly larger than the width of the belt.

Socks must be worn. **Socks, Stockings, Knee-highs, and Tights** must be a solid color - white, neutral, black, navy or brown.

Shoes: Closed-toed tennis, casual, or dress shoes of any color.

Student Identification Card: Student I.D. card must be worn at all times while on campus and/or while riding the school bus.

DRESS CODE GUIDELINES

A student's clothing must be the appropriate, standard school uniform as determined by the St. Bernard School Board and as interpreted by the principal. **The principal will make the final determination regarding the acceptability of a student's uniform dress, accessories, and appearance.**

Hair:

Moderate hair styles only are permitted. Boys' natural hair length may not extend lower than the top of the shirt collar. No student may have a shaved design cut into the eyebrows or any shaved design cut and/or braided into the hair. Extreme hairstyles and un-natural hair colorings are not allowed. No student may wear a hair style that covers one or both eyes so as to impair vision and the learning process. Boys must be clean shaven. Beards are not permitted. Mustaches are permitted at the high school level only, provided they are neatly trimmed and do not extend beyond the corners of the mouth.

Clothing:

Pants and jumpers/skirts are to be dress, non-denim, uniform type, navy-colored or khaki colored. Pants are to be the appropriate size for the student, must fit properly at the waist, and may be neither too tight nor too baggy. Bell-bottom, cargo, corduroy, or jean type pants are not allowed as part of the uniform. Pants pockets must be internal (no patch pockets or those sewn onto the exterior of the garment). Double stitched seams are not allowed. Pants are to be hemmed (shoe-top length) with no split seams or frayed edges. Only belts which are correctly sized may be worn if belt loops are provided.

Shirts or blouses are to be white uniform type with or without school insignia or a school colored shirt must have school insignia. Shirt tails are to be tucked in and may not be worn outside the pants/skirt. Uniform shirt collars must be visible when wearing a sweater or sweatshirt. Only white or school colored undershirts may be worn beneath uniform shirts. Uniform jumpers, skirts, and shorts (elementary only) must be of modest length and fit with consideration for the age and size of the student. **Jumpers and skirts must not be shorter than to the top of the knee.** Clothing must be neat, clean, modest, properly worn, and be the correct size for the student. When purchasing uniform clothing, one should be mindful of the likelihood of student growth during the year. As uniforms are outgrown or become worn they should be replaced.

Shoes that may be worn include tennis, casual, or dress shoes. Sandals, backless shoes, platform shoes, slippers/house shoes, heelys, light up shoes, crocs and boots (above ankles) are not considered uniform wear. Socks (solid color - white, neutral, black, navy, brown or school color) must be worn at all times. Except in extreme weather conditions or in special cases, as determined by the principal, non-uniform jackets and coats are not to be worn in the building. Only school issued or school authorized jackets may be worn in class. School sanctioned uniform sweaters, sweatshirts, and jackets may be worn in school at any time.

Accessories:

Hats, caps, wraps, bandanas, visors, hair curlers, gloves, and sunglasses (unless prescribed by a physician) may not be worn in the building during the regular school day. Excessive jewelry or jewelry that places students in danger of being accidentally injured may not be worn. Large earrings (hoops and/or those that hang very long) may not be worn. Earrings may not be larger than the size of a half dollar coin or as per the principal's discretion. Body piercing (aside from earrings in the ear lobe) is not allowed in school. Earrings for boys are prohibited. Tattoos are not appropriate and may not be visible at any time.

Appearances: Students are expected to pay particular attention to the cleanliness and modesty of their persons as well as to the appropriateness of their dress. Extreme and distracting make-up may not be worn to school. Clothing must be neat, clean, and free of holes, tears and stains. Accessories, jackets, book bags, book covers, or any other item containing graffiti, or writing or symbols which may be perceived as vulgar, profane, satanic, gang-related, violent, heavy metal, tobacco, drug or alcohol-related are not to be worn or possessed. The only type of monogramming, emblems or insignia that may be worn are those officially adopted by the school and by the St. Bernard Parish Public School Board.

Further rules and regulations concerning dress may be specified for special events (ball games, dances, graduation, etc.), activities (spirit days, field days, etc.) or field trips. **The principal of the school will make that determination.**

IN ALL CIRCUMSTANCES, THE PRINCIPAL WILL MAKE THE FINAL DECISION AS TO WHETHER A STUDENT'S DRESS OR APPEARANCE IS ACCEPTABLE. This determination shall be based on the educational and disciplinary philosophy and rationale of the St. Bernard School Board.

Textbook Fines and Charges

Each student shall be informed that (s)he is responsible for every textbook issued to him/her and that in the event a textbook is lost or damaged, charges will be assessed based on the condition of the textbook. All texts issued to students are to be returned in good condition at the end of the regular or summer session. If a textbook is lost or damaged beyond use, the degree and cost of damages to textbooks will be determined by the principal, based on the original cost of the book.

It is important that student debts are paid promptly. Students with debts cannot participate in extra-curricular activities or other school-related events. All debts must be paid prior to distribution of our final report in May.

Parents (Legal Guardians) and students shall be responsible for the payment of lost or damaged textbooks, library books, instructional fees and other debts which have been made. When necessary, arrangements for a payment schedule can be made through the principal.

Classification of Infractions

Behavioral RTI Tier Processes and Interventions

Student academic success is dependent upon appropriate school and classroom behaviors. The Behavioral Response to Intervention (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 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. The following is an overview of the Behavioral RTI tiers:

Tier 1 - 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.

Tier 2 - Targets students who repeatedly display inappropriate behaviors and need strategic interventions and support to assist them in maintaining appropriate behavior. Interventions include Check-In/Check-Out, self monitoring, and/or counseling.

Tier 3 - Targets students with patterns of problem behaviors who require intensive, individualized interventions and support. 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.

The primary behavioral support initiative of St. Bernard Parish Public Schools is district-wide Positive Behavior Interventions Support (PBIS). It is recommended that all faculty members, parents, and students familiarize themselves with their school-wide PBS plans and the district Guide to Student Conduct.

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 expulsion 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.

Elementary Behavioral Expectations, Infractions, and Interventions

District-Wide Behavioral Expectations	Class I Infractions Grades K - 5	Possible Interventions
Be Respectful	<ul style="list-style-type: none"> • Disrupting the orderly conduct of any school activities (0001) • Exhibiting improper conduct during assemblies (e.g. booing, jeering, stamping feet etc...) (0002) • Teasing, hitting, harassing, other students (0006, 0021, 1035, or 1036) • Spitting (0003) • Littering (0004) • Lying, cheating (0005) • Possessing or wearing make-up or “tattoos” (0007) • Failing to flush toilets or urinals (0008) • Any other offense which the principal may reasonably judge to fall within this category (0025) 	<ul style="list-style-type: none"> • Re-teach student expectation • Student conference • Seating change • Recover in room • Time out • Lunch detention • Written assignment • Detention
Be Responsible	<ul style="list-style-type: none"> • Failing to complete class work because of improper use of class time (0009) • Failing to return completed punish work when due (0010) • Failing to report to teacher time out (0011) • Tardiness (0012) • Possessing any of the following unless permitted by a teacher: unauthorized electronic devices, chewing gum, toothpicks, rubber bands, permanent markers, white out, glass containers, balls, toys (of any kind), dolls, expensive jewelry, large sums of money, or any article judged by school personnel to be unsafe or disruptive (0013) • Violating the school dress code (0014) • Failure to bring textbooks, materials, homework, or other required items to class (0015) • Taking pencils, pens, markers or crayons into restrooms (0016) • Any other offense which the principal may reasonably judge to fall within this category (0025) 	<ul style="list-style-type: none"> • Lower conduct grade • Parent phone call • Refer to counselor • Parent conference • Verbal cue • Loss of privileges • Confiscation of item • Extra time spent on task • Office referral for further action by an administrator
Be Positive Be Safe	<ul style="list-style-type: none"> • Entering the building or classroom without permission (0017) • Eating and drinking in class or other unauthorized areas without permission (0018) • Pedaling a bicycle on school property (0019) • Running in the building, or inappropriate areas; using stairs unsafely (0020) • Misusing playground equipment (0022) • Climbing on toilets, urinals, basins, or trash receptacles (0023) • Playing/misbehaving in the restroom (0024) • Any other offense which the principal may reasonably judge to fall within this category (0025) 	<ul style="list-style-type: none"> • Other intervention deemed appropriate by an administrator

District-Wide Behavioral Expectations	Class II Infractions Grades K - 5	Possible Interventions
Be Respectful	<ul style="list-style-type: none"> • Disrespect for authority / willful disobedience or defiance (2001, 2002) • Making an unfounded charge(s) against any school employee or visiting adult (2003) • Writing, drawing or possessing objects with profane, obscene or indecent language or pictures (2012, 2041) • Using profane, obscene or indecent language (2004) • Making any comment or gesture perceived as sexually harassing (2005) • Bullying, cyber bullying, hitting, intimidating, harassing, hazing, and/or sexually harassing (2006, 2035, 2036, 2048) • Extorting or threatening another student (2005, 2021) • Stealing or possession of stolen money or property valued less than \$100 (2020) • Vandalism - Restitution for damages will be required (2011, 2027) • Forgery of an administrator, teacher, or parent (legal guardian) signature to a school document or note (2038) • Going through a teacher's desk, cabinet, or personal belongings without permission (2021) • Any other offense which the principal may reasonably judge to fall within this category (2021) 	<ul style="list-style-type: none"> • Student conference • Parent – administrator telephone or personal conference • Counselor/Social Worker referral • Discipline written assignment • After school detention • Saturday detention • • Loss of classroom, playground, co-curricular or extra-curricular activities
Be Responsible	<ul style="list-style-type: none"> • Habitual or multiple Class I offenses (2001, 2010) • Failing to carry out a disciplinary assignment (2046) • Behaving inappropriately on field trips (2010) • Cutting school detention (2046) • Intentionally providing false information to any employee of the School Board (2021) • Disruptive behavior which interferes with the orderly conduct of the school program (2010) • Habitually violating the dress code (2001, 2043) • Possessing/using a tobacco product, electronic cigarettes, vape pens, vape devices, vape liquids or similar devices, matches or lighter (2008) • Gambling (2039) • Excessive tardiness; being habitually tardy or absent without a legitimate excuse (2019) • Cheating on a test (2044) • Setting off a false fire alarm (2037) • Any other offense which the principal may reasonably judge to fall within this category (2021) 	<ul style="list-style-type: none"> • In-school suspension • Check-In/Check-Out • Out of school suspension • Behavior Intervention Plan • Suspension off site • Other action deemed by the administrator
Be Positive Be Safe	<ul style="list-style-type: none"> • Cutting Class (2018) • Causing bodily injury to another student (2006) • Trespassing (entering any school campus without permission or while on suspension (2045) • Leaving a classroom or school grounds without permission (2018) • Fighting or instigating a fight (2016) 	<p>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.</p>

<p>Be Positive Be Safe (cont.)</p>	<ul style="list-style-type: none"> • Assault, battery, or inappropriate physical contact (2016, 2023) • Causing toilets, urinals or basins to overflow (2011) • Throwing Objects that may injure others (2015) • Violating traffic or safety regulations (2017) • Violating transportation or school crossing rules (2017) • Possession of fireworks, firecrackers, stink bombs, snappers or similar items (2021) • Unauthorized use of electronic telecommunication devices (cell phones, pagers, beepers, <u>wearing a smart watch</u>, etc. (2021, 2042) • Possesses a pocket knife or blade cutter (2014, 2021, 2031) • Bringing medication, prescription or non-prescription, oral or topical (including cough drops) to class (2033) • Any other offense which the principal may reasonably judge to fall within this category (2021) 	<p>On a third suspension, a student will be denied participating or attending any extracurricular, co-curricular club and athletic events for the remainder of the school year in addition to the ordinary consequences of the suspension.</p>
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<p>District Wide Behavioral Expectations</p>	<p>Class III Infractions Grades K – 5</p>	<p>Possible Interventions</p>
<p>Be Respectful</p>	<ul style="list-style-type: none"> • Extreme disrespect/willful disobedience or defiance (3001, 3002) • Threats, assault and/or battery on a faculty or school board employees (cursing, abusive, threatening behavior or bodily injury (3023, 3032) • Inciting a major disturbance while under school jurisdiction (3010) • Molesting other students/ indecent behavior (3005, 3024, 3040) • Stealing or possession of money or property valued more than \$100 (3020, 3029) • Any offense which the principal may reasonably judge to fall within this category (3021) 	<p>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.</p>
<p>Be Responsible</p>	<ul style="list-style-type: none"> • Fourth suspension (3021) • Multiple Class II offenses related to a single incident (3021) • Any other offense which the principal may reasonably judge to fall within this category (3010, 3021) 	<p>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.</p>
<p>Be Positive Be Safe</p>	<ul style="list-style-type: none"> • Committing arson to any part of the school building or any property belonging to the school board (3026) • Making bomb threats (3037) • Willfully making a false fire alarm (3037) • Igniting fireworks or firecrackers on school ground or while under school jurisdiction (3006, 3021) • Possessing any weapon or potential weapon while on school grounds or while under school jurisdiction (3013, 3014, 3030) 	<p>The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which, had</p>

<p>Be Positive Be Safe (cont.)</p>	<ul style="list-style-type: none"> • Possessing/using a tobacco product, electronic cigarettes or similar devices, matches or lighter (3008) • Throws missiles that may severely injury others (3015) • Severe and/or repeated incidences of bullying, cyber bullying, intimidating, harassing, sexual harassing or hazing (3006, 3021, 3032, 3035, 3036, 3048) • Being affected by or being under the influence of or the possession, use concealment, sale transmittal, manufacture and/or distribution of drug paraphernalia, drugs, alcohol, mood altering chemicals, or any prescribed drug which is not prescribed for the student (3007,3009) • Threats and/or causing severe bodily injury to another student (3023, 3032) • Possesses a pocket knife or blade cutter (3013, 3014, 3030, 3031) • Criminal damage to school property or burglary (3027, 3028) • Any other offense which the principal may reasonably judge to fall within this category (3021) 	<p>it been committed by an adult would have constituted a felony, shall be cause for expulsion of the student for a period of time as determined by the Board, provided that such expulsion shall require the vote of two-thirds of the elected members of the School Board.</p> <p>If the principal/designee does not recommend alternate placement, he/she can use the corrective interventions listed for Class II Infractions.</p>
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Middle and High School Behavioral Expectations, Infractions, and Interventions

District-Wide Behavioral Expectations	Class I Infractions Grades 6 - 12	Possible Interventions
<p>Be Respectful</p>	<ul style="list-style-type: none"> • Cheating (0005) • Disturbing classes or other students (0001) • Eating/drinking in class or other unauthorized areas without permission (0018) • Gum chewing (0026) • Inappropriate public display of affection (0027) • “Horseplay” (0028) • Littering (0004) • Abusive Behavior or language directed toward another student (0029) • Any offense which the principal may reasonably judge to fall in this category (0025) 	<ul style="list-style-type: none"> • Re-teach student expectation • Student conference • Seating change • Recover in room • Time out • Lunch detention • Written assignment • Detention
<p>Be Responsible</p>	<ul style="list-style-type: none"> • Failure to bring materials to class (0030) • Failure to return required forms/signed tests, progress reports (0031) • Violation of dress code (0014) • Not participating in class/sleeping (0032) 	<ul style="list-style-type: none"> • Lower conduct grade • Parent phone call • Refer to counselor • Parent conference

<p>Be Responsible (cont.)</p>	<ul style="list-style-type: none"> • Failure to report to teacher time out (0011) • Tardiness (0012) • Being in campus off limits area (0017) • Not having a proper pass (0033) • Loitering and/or sitting In parked cars (0034) • Loitering in school (0035) • Parking in prohibited areas (0036) • Running in building (0020) • Possessing any of the following unless permitted by a teacher: unauthorized electronic devices, skateboards, chewing gum, toothpicks, rubber bands, permanent markers, white out, glass containers, balls, toys (of any kind), dolls, expensive jewelry, large sums of money, or any article judged by school personnel to be unsafe or disruptive (0013) • Graffiti and tags on book bags, books, book covers or clothing (0037) • Bringing medication, prescription or non-prescription oral or topical (including cough drops) to school (1033) • Violation of classroom rules and regulations (0038) • Any other offense which the principal may reasonably judge to fall in this category (0025) 	<ul style="list-style-type: none"> • Verbal cue • Loss of privileges • Confiscation of item • Extra time spent on task • Office referral for other action by an administrator • Other intervention deemed appropriate by an administrator
<p>Be Positive Be Safe</p>	<ul style="list-style-type: none"> • Grooming in class (0039) • Fast food deliveries to students at lunch (0040) • Using lockers at the wrong time (0041) • Any offense which the principal may reasonably judge to fall in this category (0025) 	

<p>District-Wide Behavioral Expectations</p>	<p>Class II Infractions Grades 6 - 12</p>	<p>Possible Interventions</p>
<p>Be Respectful</p>	<ul style="list-style-type: none"> • Trespassing (presence on School Board property without permission or while on suspension) (2045) • Being in an unauthorized or restricted area (2045) • Refusing to provide upon request his/her name to a school employee, or providing employee with a false name (2021) • Stealing or possessing of money of property valued less than \$100 (2020) • Use of profane, obscene or inappropriate language, notes materials or gestures (2004,2012, 2041) • Making any comment or gesture perceived as sexually harassing (2004, 2012, 2048) • Willful disobedience or defiance (2001) • Disrespect for authority (2002) 	<ul style="list-style-type: none"> • Student conference • Parent-administrator telephone conference • Parent-administrator personal conference • Counselor/Social Worker referral • Discipline written assignment • After school detention • Saturday detention

<p>Be Respectful (cont.)</p>	<ul style="list-style-type: none"> • Intentionally providing false information to any employee of the School Board (2021) • Vandalism – Restitution for damages will be required (2011, 2027) • Threatening other students (2005) • Extortion (2005, 2021) • Making an unfounded charge(s) against any School Board employee or visiting adult (2003) • Forgery of an administrator, teacher, or parent (legal guardian) name to a school document or note (2038) • Going through a teacher’s desk, cabinet, or personal belongings without permission (2021) • Bullying, cyber bullying, intimidating, harassing, sexually harassing, or hazing (2006, 2035, 2036) • Any other offense which the principal may reasonably judge to fall in this category (2021) 	<ul style="list-style-type: none"> • Loss of classroom, playground, • co-curricular or extra-curricular activities • In-school suspension • Check-In/Check-Out • Out of school suspension • Behavior Intervention Plan • Suspension off site • Other action deemed appropriate by administrator
<p>Be Responsible</p>	<ul style="list-style-type: none"> • Habitual Class I offenses (2001, 2010) • Multiple Class I offense related to a single incident (2010) • Truancy from school (Truant days may be counted as suspended days) (2021) • Smoking/ possessing tobacco products, electronic cigarettes, vape pens, vape devices, vape liquids or similar devices, matches or lighter (2008) • Excessive tardiness (2019) • Gambling (2039) • Creating or participating in a disturbance in the class and/or on the campus (2010) • Cutting school detentions (2046) • Cheating on tests (2044) • Any other offense which the principal may reasonably judge to fall in this category (2021) 	<p>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.</p>
<p>Be Positive Be Safe</p>	<ul style="list-style-type: none"> • Cutting Class (2018) • Leaving the school campus without permission (2018) • Leaving the classroom without permission (2018) • Violating traffic and safety regulations (2017) • Fighting or instigating a fight (2016) • Assault, battery, or inappropriate physical contact (2016, 2023) • Causing bodily injury to another student (2006) • Throwing object(s) which may injurious to others (2015) • Possession of fireworks, firecrackers, stink bombs, snappers, or similar items (2021) • Unauthorized use of electronic telecommunications devices (cell phones, pagers, beepers, <u>wearing a smart watch</u>, etc.) (2021,2042) • Possesses a pocket knife or blade cutter (2014, 2021, 2031) • Bringing medication, prescription or non-prescription oral or topical (including cough drops) to school (2033) • Any other offense which the principal may reasonably judge to fall in this category (2021) 	

District-Wide Behavioral Expectations	Class III Infractions Grades 6 – 12	Possible Interventions
Be Respectful	<ul style="list-style-type: none"> • Extreme disrespect / Willful disobedience or defiance (3001,3002) • Threats, assault and battery on faculty or school board employees (cursing, abusive, threatening behavior, or bodily injury) (3002, 3023, 3032) • Committing arson to any part of the school building or any other property belonging to the school board (3026) • Molesting other students / indecent behavior (3005, 3024) • Possessing any weapon or potential weapon while on school grounds or while under school jurisdiction (3013, 3014, 3030) • Stealing or possession of money or property valued more than \$100 (3020, 3029) • Threats and/or causing severe bodily injury to another student (s) (3023, 3032) • Any other offense which the principal may reasonably judge to fall in this category (3021) 	<p>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.</p> <p>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.</p>
Be Responsible	<ul style="list-style-type: none"> • Fourth suspension (3021) • Multiple Class II offenses related to a single incident (3021) • Inciting a major disturbance while under school jurisdiction (3010) • Making bomb threats (3037) • Willfully initiating a false fire alarm (3037) • Igniting fireworks or firecrackers on school grounds or while under school jurisdiction (3006, 3021) • Criminal damage to school property or burglary (3027, 3028) • Any other offense which the principal may reasonably judge to fall in this category (3021) 	<p>The conviction of any student 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, shall be cause for expulsion of the student for a period of time as determined by the Board, provided that such expulsion shall require the vote of two-thirds of the elected members of the School Board.</p>
Be Positive Be Safe	<ul style="list-style-type: none"> • Severe and/or repeated incidences of bullying, cyber bullying, intimidation, sexually harassing, harassing or hazing (3006, 3021, 3032, 3035, 3036, 3048) • Throws missiles which may severely injure others (3015) • Being affected or being under the influence of or the possession, use, concealment, sale, transmittal, manufacture and/or distribution of drug paraphernalia, drugs, alcohol, any mood-altering chemicals, or any prescribed drug which isn't prescribed for the student (3007, 3009) • Any other offense which the principal may reasonably judge to fall in this category (3021) 	<p>If the principal/designee does not recommend alternate placement, he/she can use the corrective interventions listed for Class II infractions.</p>

District Policies Concerning Discipline

CORPORAL PUNISHMENT

St. Bernard Parish School Board does not allow corporal punishment by any school board employee. For the purpose of this policy, corporal punishment is defined as striking, spanking, or paddling any student. The Board also does not allow any nonemployee to engage in corporal punishment while on school property or at any school sponsored activity.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, to restrain students that become a threat to themselves or others, or to restrain students, individuals or adults from physical confrontations which may occur on school grounds or at school sponsored activities.

DETENTION

A pupil who has neglected his lessons or disobeyed the rules of the school may be detained by the teacher or the principal provided the parents have been notified at least a day in advance. The length of the detention shall be determined by the teacher or principal concerned and shall not extend later than 5:00 p.m. A teacher shall remain in the classroom during the period of detention.

For students who have been assigned to detention and who utilize bus transportation, their parents should have at least a day's notification in order to make the necessary arrangements for after school transportation. Time out periods may be assigned during the lunch period in lieu of after school detention as long as the students have sufficient time to eat lunch.

At the discretion of the teacher, detention periods may be used in worthwhile classroom work in such manner that the pupil may do the work by himself. The practice of assigning lines is expressly prohibited.

SCHOOL DISRUPTIONS

The following procedures are recommended when school disorders occur.

- Notify the Superintendent and the Supervisor of Child Welfare and Attendance.
- Call the Sheriff's office when it is deemed imperative.
- The Principal shall conduct separate investigations for school disciplining.
- The Principal or his/her designee shall be present at all interviews with law enforcement officers.
- For law enforcement officers to interview students of any age, parental consent is not necessary.
- If the law enforcement officers take a student or students from the school premises, the principal must immediately notify the parent or legal guardian. Attempts to reach someone are to continue after school hours.
- It is the responsibility of the principals, assistant principals, teachers and all School Board employees to give information and become witnesses where necessary with regard to any incidents concerning school affairs.

SEARCH AND SEIZURE

The St. Bernard Parish School Board prohibits arbitrary and indiscriminate searches and seizures. The parish school systems of the state are the exclusive owners of all public school buildings and all desks and lockers within the building assigned to any student and any other area of any public school building or grounds set aside specifically for the personal use of the students. The principal or his/her designee, a public school teacher, or an administrator may, with reasonable belief that any student has in his possession or on public school property any illegal drugs, alcohol, weapons or stolen goods, conduct searches of a student's person, desk, or locker, and other school areas provided that any such action of the principal or his designee, the public school teacher, or an administrator shall not be malicious or willfully and deliberately intended to harass, embarrass or intimidate the student. The Board shall identify and defend all employees who follow this policy and subsequently are involved in litigation as a result of compliance.

The following procedures should be followed when practicable:

1. Before a compulsory search is initiated, the student should be afforded an opportunity to submit to a voluntary search.
2. Whenever possible, teachers should have the principal, his designee and/or administrator present when conducting a search.
3. Whenever legal action is intended, the office of the superintendent will be notified and the law enforcement agency of the parish must be called.
4. If a safety factor is obvious and/or it is evident that delay of a search might permit the student to rid his person, locker or other area of suspected illegal drugs, alcohol, weapons or stolen goods, the administrator, his designee, teacher or other administrator may initiate the search.
5. If a mass search of students' persons, desks, lockers, or of other school areas is to be conducted, the principal must notify the superintendent's office in advance of the search for a ruling on the reasonableness or probable cause. This provision may be waived at the discretion of the principal or his designee if the health and safety of a student or students justify immediate action.
6. The principal or his designee must keep on record all searches, including the student's name, date and time of the search, reason for the search, the persons conducting the search, and the disposition of each case.

VANDALISM

All citizens are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the system and the name(s) of the person or persons believed to be responsible. Each employee of the parish shall report to the principal of the school every incident of vandalism of which he is aware and the names of those responsible. The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he sees fit, authority to sign such complaints and to press charges.

Due Process, Procedures for Suspension and Alternate Placement Hearings

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 notified in writing by the principal. 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, but may not exceed ten school days. 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 same procedure prevails for all other acts that warrant suspension of a student from school until the third suspension. On the third suspension of a student, a conference is set up by the principal and/or the disciplinarian with the parents or guardians of the student and a representative of the School Board office. At the third suspension conference, the student and his parents will be notified that on the next suspension the student would be subject to a recommendation for alternate placement in the St. Bernard Parish school system.

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 school system.

When a student is recommended for alternate placement, the principal will notify the parent or guardian by phone and/or registered 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. The parent or guardian of a student facing an alternate placement may not withdraw the student from the school system in lieu of an alternate placement.

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 and will be concerned only with the facts pertaining to the last offense. 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.

The Continually Disruptive Student

RATIONALE

The identification of the continually disruptive student is based upon his/her behavior which is consistently disruptive of the classroom/school environment. In order to qualify for the above distinction (continually disruptive), the student must have exhibited habitually offensive behavior for which other methods of discipline (outlined in this policy) were ineffective. A student identified as continually disruptive should be considered for referral to the School Building Level Committee (SBLC) for consideration of a handicapping condition under Section 504 guidelines.

The following suggested policy is designed to identify continually disruptive students, assess their needs and those of faculty and other students, and offer resolutions to identified problems, so as to facilitate a desired learning environment.

By no means are the following suggestions offered as exclusive ideas for dealing with continual behavior problems that may arise within the classroom/school.

POLICY ON CONTINUALLY DISRUPTIVE STUDENTS

I. Define

- A. Habitual attention-getting behavior
- B. Poor self-concept
- C. Hypertension
- D. Insecurity
- E. Habitual offenses against school policies/classroom rules
- F. Failure to respond to other modes of discipline

II. Identify the students

- A. Teacher recommendations
- B. Administration recommendations
- C. Student recommendation
- D. Parent recommendations

IV. Determine solutions

A. Teacher brainstorming sessions about disruptive students

1. A Standing committee to include at least 3 of the following: school psychologist, social worker, school nurse, assistant principal, counselor, and two classroom teachers
2. Formal weekly meetings (1 hour per meeting during the day)
3. Names of students discussed
4. Committee would undertake research concerning the student(s) and make recommendations at a follow-up meeting

B. Parent, student, teacher, counselor counseling sessions

III. Discover causes of behavior(s)

- A. Teacher interviews with students
- B. Counselor interviews with students
- C. Administration recommendations
- D. Parent recommendations

C. Group counseling sessions

- 1. Group of students and teacher
 - 2. Group of students and counselor
- D. In-school suspension, if circumstances/staffing warrant
- E. Regular suspension/expulsion

DISRUPTIVE BEHAVIOR

The school may contact the student's parent (legal guardian) to conduct a counseling session and establish a course of action to correct the problem. **IF THE PARENT (LEGAL GUARDIAN) REFUSES TO ATTEND THE CONFERENCE, THE PRINCIPAL SHALL FILE A COMPLAINT WITH THE COURT EXERCISING JUVENILE JURISDICTION, PURSUANT TO CHILDREN'S CODE ARTICLE 730(8) AND 731.**

Students with Disabilities and Students with Suspected Disabilities

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 which include, but are not limited to, the following:

1. After a student with a disability has been removed from his/her current placement for 10 school days within the same school year, upon a recommendation for removal for the 11th day or more, school personnel, the parent, and other relevant members of the student's IEP or IAP team shall conduct a manifestation determination to determine whether the student's conduct in question was caused by or had a direct and substantial relationship to the student's disability.
2. If it is determined at the manifestation determination meeting that the behavior was not a manifestation of the student's disability, the student identified as having a disability shall be governed by the same disciplinary procedures as those students not identified as having a disability.
3. As of July 1990, the Americans with Disabilities Act (ADA) amended the Rehabilitation Act of 1973 with regard to the disciplining of individuals who engage in the illegal use of drugs or in the use of alcohol. Under the ADA, an individual who is currently engaged in the illegal use of drugs is not a "handicapped individual" under Section 504. Therefore, school districts may take disciplinary action against a student who is identified as disabled under Section 504 who engages in the illegal use of drugs to the same extent that disciplinary action is taken against a non-disabled student.

Transportation Expectations and Procedures

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 to 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">1. Keep sidewalks clear for other pedestrians.2. Avoid fighting, horseplay, and indecent or profane language at bus stops. Keep down noise that might disturb others.3. Wait on the sidewalk, or if a sidewalk is not available, wait a few feet from the roadway.4. Be courteous and respectful to passers-by.5. Be careful of private property: flowers, grass, etc.6. Plan to be at the bus stop no earlier than five to 10 minutes before the designated time for bus arrival.7. Beware of drivers and pedestrians exhibiting erratic behavior.8. Stand in a single file. (Books or instruments do not save places.)	<ol style="list-style-type: none">1. Remain in your assigned seat until the bus comes to a complete stop.2. Leave the bus only at the designated stop.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.4. Get off the bus promptly and orderly after it comes to a complete stop.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.6. Do not cross behind the bus.7. Look in all directions before crossing the street.8. Obey the bus driver, all crossing guards, and traffic lights.9. Walk directly home via the shortest route after exiting the bus. Do not loiter

<ul style="list-style-type: none"> 9. Avoid pushing or shoving. 10. Be careful when stepping on slick steps in rainy weather. 11. Use handrails when boarding the bus. 12. Locate your assigned seat and sit down. 13. Don't talk to or accept rides from strangers. 14. The designated bus stop time is an estimate. The bus may arrive ten minutes before or after the designated time. 	<ul style="list-style-type: none"> or play around the bus. 10. Walk across the street or roadway only if the traffic is stopped. 11. Avoid trespassing on private property. 12. Beware of drivers and pedestrians exhibiting unusual behavior.
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<p>Rules to Follow While Riding a School Bus</p> <ul style="list-style-type: none"> 1. Act in a school bus as you should in the classroom. 2. Remain properly seated in seats assigned by the bus driver. 3. Do not fight, play, or participate in any activity that would disturb others. 4. Always keep hands, arms, and all objects inside the bus. 5. Report any emergency to the driver. 6. Keep aisles clear of feet, books, and any objects that may obstruct the pathway or aisle. 7. Avoid unnecessary, disturbing noises such as shouting out of the bus. 8. Be courteous; use no profane language or gestures. 9. Do not eat or drink on the bus. 10. Keep the bus clean. 11. Do not use tobacco, alcohol, or any other dangerous substance. 12. Do not be destructive. 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. 14. Do not throw objects in or out of the bus. 15. Do not open the rear door of the bus. 16. Obey and cooperate with the bus driver at all times. 	<p>Rules to Follow If an Emergency Arises While on a School Bus</p> <ul style="list-style-type: none"> 1. Report any emergency to the school bus driver. 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. 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. 4. Remain calm and encourage others to do the same. 5. Don't move injured persons unless absolutely necessary. 6. Follow the emergency rules which the bus driver has stressed during emergency evacuation drills.
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Part III

District, State, and Federal Guidelines

District-Wide Instructional Fees

Fees for selected instructional materials which are not provided by state-funded allocations will be assessed each student during the school year. Fees are: Elementary school - \$15 per student; Middle school - \$15 per student; High school - \$25 per student.

Medication/Medical Disorders/Communicable Diseases

MEDICATIONS ADMINISTERED AT SCHOOL

If a child requires medication of any kind during school hours, parents (legal guardians) should contact the student's school to obtain a medication form and do the following:

1. Obtain medication form from the school.
2. Complete Parent/Legal Guardian side of form.
3. Have physician complete the Physician's side of form.
4. Parent (legal guardian) must bring the medication and the medication card to the school. The student may not bring the medication, card, or refills to school.
5. Bring the completed form and medication (in the prescription bottle from the pharmacy labeled with dosage and time to be given at school) to the student's school. Please call the school before coming to make sure a school nurse is on campus and would be available to accept the medication(s).
6. Meet with the nurse at the student's school so that they can determine if (a) the medication is properly labeled; (b) the proper medication forms are complete; and (c) the medication policy is understood.
7. If there are any changes in medication such as type, dosage, time, or physician, a new form must be completed.
8. Medication orders must be renewed every school year. Previous orders expire on Sept. 15th of each new school year.

COMMUNICABLE DISEASES/MEDICAL DISORDERS

According to the regulations of the Department of Health & Hospitals for the State of Louisiana, students or employees having the following communicable diseases or medical disorders **shall be excluded** from school until the following restrictions are met:

Chickenpox:	Until all lesions of the skin have healed or upon submission of a physician's certificate to return.
Diphtheria:	Until a physician issues a certificate to return.
Hepatitis: (Jaundice)	Until a physician issues a certificate to return.
Impetigo: (Indian Fire)	Until all lesions are healed or upon submission of a physician's certificate to return.
Meningitis:	Until a physician issues a certificate to return.
Mononucleosis:	Until a physician issues a certificate to return.
Mumps:	Until a physician issues a certificate to return.
Pediculosis:	Until satisfactory evidence of treatment is presented or upon submission of a physician's certificate to return.
Pink Eye:	Until eye or eyes are completely cleared or upon submission of a physician's certificate or until a physician issues a certificate to return.
Poliomyelitis:	Until a physician issues a certificate to return.

Ringworm: (Scalp or Body)	Until ringworm disappears or upon submission of a physician's certificate to return.
Rubeola: (Red Measles)	Until a physician issues a certificate to return.
Rubella: (German Measles):	Until a physician issues a certificate to return.
Scabies: (Itch):	Until satisfactory evidence of treatment is presented or upon submission of a physician's certificate to return.
Scarlet Fever:	Until a physician issues a certificate to return.
Staph Infections:	Until a physician issues a certificate to return.
Strep Throat:	Until a physician issues a certificate to return.
Tuberculosis:	Until a physician issues a certificate to return.
Upper Respiratory Infections: (Colds, Influenza):	Until severe nausea, vomiting, diarrhea, etc., subsides and/or temperature is below 100 degrees.
Whooping Cough:	Until a physician issues a Certificate to return.
Boils or any lesion with pus:	Until all lesions of the skin have healed or upon submission of a physician's certificate to return.
Head Lice:	Until student is effectively treated and all nits are removed from the hair; students must be accompanied by a parent/guardian for inspection and re-admission.
Poison Ivy/Oak:	*Until all lesions of the skin are "dry" or upon submission of a physician's certificate to return. *Note: Considered communicable only if lesions are oozing fluid.
Suspicious Rashes:	Until skin is clear or upon submission of physician's certificate to return.
Vomiting, diarrhea, nausea:	Until symptoms subside.
Fever:	If a student's temperature is 100.0° (F) orally or 99.0° (F) axillary, (s)he must be excluded from class, and the school will notify the parent to pick up his/her child from school. It is generally recommended that a student remain at home for a minimum of 24 hours after his/her temperature returns to normal.

Some infections are transmitted when an infected person's blood or body secretions come into contact with another individual. If the student has exhibited vomiting, severe and/or uncontrollable nose bleeding, diarrhea, or has soiled their clothing, it is the responsibility of the parent (legal guardian) to pick up their child immediately. The child may return to school when the condition subsides.

Drug Abuse Policy

SCHOOL DRUG POLICY PHILOSOPHY ON CHEMICAL DEPENDENCY

Alcohol and Drug Use and/or Possession

Students are strictly prohibited with the use or possession of any alcoholic beverages or drugs, and/or possession of drug paraphernalia or any other dangerous substances in school buildings, on school busses, on school grounds, or at any school activity. The Uniform Controlled Dangerous Substance Law will be enforced at all times.

School Drug Policy Philosophy on Chemical Dependency

Any involvement with mood altering chemicals is an illness which affects the ability of students to actualize their maximum learning potential. While the school system is not responsible for the use and abuse of mood altering chemicals by the students or employees, we do recognize and accept a responsibility to the students, parents (legal guardians), and employees to offer assistance to those in need. We know from experience that harmful use of mood altering chemicals change behavior in certain predictable ways which may be objectively observed by trained personnel. Our school system is committed to educating students, parents (legal guardians), employees, and the entire community about the reality of chemical dependency - causes, effects, and available sources of assistance. Persons who are involved with mood altering chemicals need help. In order to provide this help, we believe that alternatives may include referral to a trained school counselor, principal, drug education coordinator, consultation with a trained chemical dependency counselor, or referral to a support group. Parents (legal guardians) need to be informed of their children's behavior and, if appropriate, recommendation for further assistance and evaluation should be offered.

The St. Bernard Parish School System recently expanded its Substance Abuse Prevention Education Program (SAPE) with a federal grant received under the Drug Free Schools and Communities Act PL 99-570. It is becoming increasingly apparent that young people using drugs are not making the intellectual gains they should and are not developing the coping skills they need.

While the school system is not responsible for the use and abuse of mood altering chemicals by students, we do offer assistance to those in need in the measure that this will help to improve the learning environment.

Our school system is committed to educating students, parents (legal guardians) and our community about the reality of drug abuse and sources of assistance. The district now has a drug free team, consisting of teachers, counselors and administrators in each of our parish schools. This team, after training, will implement a school drug program and assist in educating students, faculty and parents (legal guardians). Students who are identified as involved in alcohol and drugs will be referred for proper treatment.

Act 861

Act 861 of the 1981 Louisiana State Legislature mandates that teachers and other school employees report suspected substance abuse in our schools. It is intended that as a result of such reporting the students attending school shall not be exposed to alcohol and other drug abuse while on campus. "Student" is any person physically on campus whether a student or non-student. Any student caught distributing drugs will be reported to the proper law enforcement agencies.

Section 403.1 - The purpose of this Section is to protect teachers, administrators, school support personnel and employees of the public school systems of this state from liability for damages as a result of reporting substance abuse on school campuses.

In order to induce strict compliance with the reporting regulations, the law contains a clause that declares a "willful failure" to report, to be willful neglect of duty. That is, any school board employee who does not report something he or she should report may be subject to dismissal procedures filed against him or her.

Policy for the Use of Locating Drugs in Schools

Background

- Act 861 of the 1981 Regular Session of the Legislature requires that manufacturing, distributing, or possessing a controlled dangerous substance with intent to distribute shall be reported to the appropriate law enforcement agency.
- Act 861 of 1981 Regular Session of the Legislature also requires employees to report suspected incidents of drug possession by students for investigation by a designated school Substance Abuse Prevention Team which will formulate recommendations regarding treatment, counseling by trained personnel or other appropriate action.
- The Discipline Policy of the St. Bernard Parish School Board specifically defines possession and/or distribution of illegal drugs as an offense and prescribes administrative sanctions for violations of the policy.
- As provided by State Law, school officials are authorized to conduct searches of public school buildings, ground areas, desks, lockers, and other equipment when they have been made aware of facts which lead them reasonably to believe that illegal drugs are present.
- Dogs may be used to check school buildings at any time for the presence of drugs at the discretion of the Superintendent.

The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students constitutes an understanding that such locker facilities or vehicles may be searched with reasonable belief that any student has in his possession or on public school property any illegal drugs, alcohol, weapons or stolen goods.

Purpose

The purpose of this policy is to provide assistance to school board administrative personnel in locating drugs on campuses and to prescribe administrative procedures pertaining to removing the drugs.

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 insure the effectiveness of the program while safeguarding the rights of all concerned. The Drug Detection Team shall consist of the following personnel:

The Superintendent or his designee will be in charge of the team along with the Drug Education Coordinator and the principal of the school and/or other school personnel as may be designated by the school principal.

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.

Personnel Responsibilities

The school principal/designee will perform the actual search for the suspected illegal drugs.

Implementation of the Program

Phase I - Education/Prevention

- The continuing education will be for all students with special emphasis at the elementary level. Presentation to all high school and middle school students including the effectiveness of trained dogs shall constitute the first phase of the program.
- The possibility of arrest and conviction for narcotics violations will be explained to the students.
- During this time the school system will make every effort to inform the students, parents (legal guardians), and community of its program of Drug Education which will go into operation.
- Formation of local SADD (Students against Drunk Driving) groups or equivalent at each school.
- These policies shall apply to all property owned or used by the School Board.
- These policies shall apply to all school functions, co-curricular and extracurricular, which are under the jurisdiction of the School Board.

Phase II - Rehabilitation

- For the students who are identified as users of drugs, narcotics and alcohol, attempts to secure positive counseling from agencies geared to handling this type of rehabilitation are made. Some of these agencies are (but not limited to) St. Bernard Parish Drug Court Program and Covenant House Behavioral Health Clinic.

Students Seeking Voluntary Drug/Alcohol Assistance

The school will provide, without penalties, referral assistance to any student voluntarily seeking drug and alcohol treatment or advice. If a student voluntarily seeks information or assistance about illegal substance use, is not currently under investigation for use/distribution by school officials or local governing authorities, and has not been apprehended for any such violation by school authorities, available Drug Free Team members will take the following action:

- (1) Immediately consider the appropriate means of helping the student, including the use of trained members of the school Drug Free Team, pupil appraisal services, team conferences, or private and community resources.
- (2) Parents (legal guardians) are an important factor in helping the individual student and should be involved as soon as it is considered to be appropriate.

Students who voluntarily seek help or treatment will be given the opportunity to make up any school work missed and allowed to return to the school after satisfying the conditions of the treatment as determined by the appropriate medical and school officials.

Student Smoking/Tobacco Use

In accordance with RS 17:240 of the 2011 Louisiana Legislature, the St. Bernard Parish School Board shall prohibit students from the possession, chewing, smoking and/or any other consumption of any tobacco or tobacco product or any combustible plant material. The Board shall also prohibit students to carry, use, have, possess, distribute, sell, give or lend any tobacco or tobacco product or any combustible plant material, cigar, cigarette, pipe, or any other smoking object/device including electronic cigarettes or similar devices, or any device for the use of smoking in any form, by a student on the grounds of any school, in any school building, any school facility, School Board property, or on any school bus. School Board property shall include any portable buildings, field houses, stadiums, equipment storage areas, school vehicles, vacant land, or any property owned, operated, or leased by the Board.

Parental permission to do any of the prohibited things mentioned above shall not exempt a student from this policy. Violations shall subject the student to appropriate disciplinary action as outlined in the Board's Discipline Code of Conduct, and the student may also be referred to cessation counseling services.

School Registration Policy

When registering their children for school, parents (legal guardians) must provide the following information:

A. Proof of residence – Parents (legal guardians) must submit the following documents:

(1) **If you own your current home,**

A copy of your Homestead Exemption notification.

(2) **If you rent or if you are living with someone that is renting,**

Original lease or rental agreement with the names of each person living at that residence listed on the agreement including the landlord's name and telephone number.

(3) **If you own a home, rent, or reside with someone, the following documents are required:**

Original, current Entergy bill indicating the point of service **AND any 3 of the following 5 documents:**

Original "Bill of Sale"

Original, current water bill indicating address. Deposit receipt is NOT acceptable.

Original, current Atmos gas bill indicating address. Deposit receipt is NOT acceptable.

Original, current Medicaid/Medicare card and eligibility letter with St. Bernard address.

Louisiana Driver's License with the current St. Bernard address. Louisiana I.D. is NOT acceptable.

B. A certified copy of the child's birth certificate (long form);

C. Report card from previous school;

D. Custody papers - Divorced parents or legal guardians must present the most recent original copy of the **custody judgment** with appropriate signatures and seal so that a copy may be placed in the school file;

E. Immunization records - A physician's or Health Department's verification must be submitted for the following required immunizations:

a. Diphtheria, tetanus, and pertussis booster - At least one booster after age 4;

b. Polio booster - At least one booster should be received after age 4;

c. Rubeola or red measles inoculation - At least one booster should be received after age 4, or record of the child having had the disease;

d. Rubella or German measles inoculation - or record of having had the disease;

e. Mumps inoculation - or record of having had the disease;

f. Hemophiles influenza (HIB) - required by age 5;

F. Social Security card (for the student) - to be copied and returned to the parent (legal guardian).

G. All parents (legal guardians) must complete a McKinney-Vento Homeless survey form during registration.
(Qualification for being considered homeless is outlined on page 35).

If the above records are not available at this time, parents (legal guardians) should register their children and submit all required records within 15 days.

Assignment of a student to a classroom will be delayed until all records are in proper order. Persons desiring information concerning the school which their children will attend should contact the School Board Office, (504)301-2000.

Any other questions concerning registration should be directed to the individual schools.

McKinney-Vento Homeless Procedures

The McKinney-Vento Homeless Assistance Act defines the term “homeless person” as one who lacks a fixed, regular, and adequate nighttime residence. This includes, but not limited to, families that have lost housing and live in shelters or transitional housing, motels, on the streets, in cars, abandoned buildings, or campgrounds, or students who have been abandoned and are awaiting foster care. The School District, through its Title I grant, is able to provide support services to assist homeless children with enrollment in school. To determine eligibility, please contact:

Ms. Deborah Seibert, Homeless Liaison
St. Bernard Parish School Board
200 East St. Bernard Highway
Chalmette, LA 70043
Telephone - (504)301-2000

State/Federal Guidelines Regarding Availability of Student’s Records

The No Child Left Behind Act (NCLB) of 2001 amended the Protection of Pupil Rights Amendment (PPRA) to require that each local education agency (LEA) fulfill their obligations under PPRA and under the Family Educational Rights and Privacy Act (FERPA) to take special care to ensure all privacy rights of students and complete compliance with the legal requirements governing those records.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

According to FERPA, parents/guardians and/or eligible students (those that are 18 years of age or older) have the right to:

- ❖ Inspect and review the education records within 45 days of the day the School receives a written request for access;
- ❖ Request an amendment of education records that are believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA;
- ❖ Consent to disclosures of personally identifiable information contained, except to the extent that FERPA authorizes disclosure without consent; and
- ❖ File a complaint with the U. S. Department of Education concerning alleged failures by the St. Bernard Parish School Board to comply with the requirements of FERPA at the following:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Procedure for Inspection of Records

To inspect a student’s record, all requests must be in writing and sent to:

Mr. Tommie Powell, Supervisor of Child Welfare
St. Bernard Parish School Board
200 East St. Bernard Highway
Chalmette, LA 70043
Telephone – (504)301-2000

Amendments to a Student's Record

If, after an inspection to a student's record by a parent (legal guardian), or eligible student, the person inspecting said record believes that the educational record contains information that is inaccurate, misleading, or is otherwise in violation of the student's privacy rights, an amendment to clarify that discrepancy may be requested. This request must be submitted in writing to the Superintendent of the St. Bernard Parish School Board at the address listed above for review. This request must clearly identify the part of the record that should be amended and specify why it should be changed. All disagreements and/or proposed amendments will be resolved informally, if possible, either by the Superintendent/designee. Only the Superintendent can authorize such a necessary change in the educational record of a student.

If the requested change/amendment is not approved, the parent (legal guardian), or eligible student may request a hearing on the matter. This request for a hearing must be submitted in writing to the Superintendent of the St. Bernard Parish School Board at the address listed above. This request must be received within thirty (30) days after the date of the notification denying the initial request for the amendment.

The right to challenge the educational record is not a grade grievance mechanism, and there is no right to a hearing regarding a matter of grade dispute. In the matter of a grade dispute, the matter is directed to the school principal, and the decision of the principal is final.

Information Disclosures without Consent

The School may release information from a student's record without consent when the disclosure meets those approved conditions set forth under the FERPA regulations. An official having access to a student's record is:

- A person employed by the School Board as a supervisor, an administrator, an academic/research or support staff member (including all health or medical staff), and law enforcement unit personnel;
- Any elected School Board member;
- Any person or company employed or under contract with the School Board to perform any special educational assignment for the School Board instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); and/or
- Any parent (legal guardian) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school, school district, or institution of post-secondary education where the student has interest to enroll. All transfers of student records will include grades, attendance, and current disciplinary information (if requested). If the student was ever expelled, information such as the date of the expulsion and the reason for the expulsion would be included.

The School may also disclose education records or information from those records without consent to state and local law enforcement officials and/or other officials within the juvenile system acting in an official capacity in accordance to state law.

Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the school district to notify the parent(s)/legal guardian(s) and obtain consent or allow parent(s)/legal guardian(s) to opt their child out of participating in certain school activities. These activities include any student survey, analysis, or evaluation that concerns one or more of the following areas (“protected information surveys”):

- Political affiliations or beliefs of the student or student’s parent (legal guardian);
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student, or parents (legal guardians); or
- Income, other than as required by law to determine specific educational program eligibility. This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Disclosure of Directory Information

According to current FERPA regulations, information designated as “directory information” may be disclosed without consent. The following has been designated as “directory information”:

- Student’s name, address, telephone listing;
- Student’s date and place of birth;
- Student’s grade level, school, dates of attendance, major field of study;
- Student’s previous schools (if any), most recent educational agency or institution attended;
- Student’s photograph;
- Student’s electronic mailing address;
- Student’s participation in extra-curricular activities, degrees, honors, and rewards received;
- Parent’s (legal guardian’s) name, address, telephone listing;
- Weight and height of athletic team members; and/or
- Participation in official school recognized activities and sports.

A parent (legal guardian) and eligible student, however, may limit directory information disclosure or opt-out entirely and not release any directory information to outside groups or individuals who do not have a direct relation to the school. Some of these outside groups or individuals include:

- Clothing retailers for uniforms, prom/formal wear;
- Driving schools;
- Higher education institutions;
- Project Graduation;
- Scholarship programs/recruiting agencies;
- Summer, cheerleading, dance camps;
- Military;
- Marketing programs;

- Non-profit organizations (Boy Scouts, Girl Scouts, local recreation’s athletic clubs, local churches); or
- Parent (legal guardian) organizations.

A parent/legal guardian and eligible student may also limit directory information disclosure or opt-out entirely and not release any directory information to outside groups that have a relationship to school-sponsored functions. Some of these include:

- ❖ A playbill showing a student’s role in a drama production;
- ❖ The annual yearbook;
- ❖ Honor roll or other recognition lists;
- ❖ Graduation program; and/or
- ❖ Sports activity sheets (such as a football program showing height and weight of team members).

If a parent/legal guardian or eligible student would prefer to have directory information excluded from the directory data, except as provided by law, he/she may complete the “Disclosure of Directory Information” form. This form is located directly behind the Table of Contents of this Guide to Student Conduct and must be completed within the first two (2) weeks of the beginning of school or within the first two (2) weeks of the official entry of the student at his/her school. This form must be completed and presented to the principal of the student’s school for each academic year.

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

Various Other Federal Statues Affecting Educational Records

Since the tragedy of September 11, 2001, various federal laws have been enacted to revise portions of FERPA such as the No Child Left Behind Act, the USA Patriot Act, and the Protection of Pupil Rights Act. Our school district complies with all state and federal privacy and educational record laws. Copies of these statues, their implementation regulations, and other information concerning parent (legal guardian) and student rights can be obtained from the Board by written request to:

Mr. Tommie Powell
 St. Bernard Parish School Board
 200 East St. Bernard Highway
 Chalmette, LA 70043
 Telephone – (504)301-2000

PUBLIC INFORMATION/COMMUNICATIONS RELEASES

Since the school system is a vital and integral part of the community, keeping the public informed about the educational progress of the school, any accomplishments, awards, etc., students (pictures, comments, etc.) are sometimes included in the school information that is distributed to the public via the news media. Periodically, interviews, video recordings, broadcasting events and activities, newspaper articles containing photographs, and voice recording of students are used. The school web site and the local television system are also used to highlight many student activities and educational achievements. In order to continue to promote our educational accomplishments, each parent (legal guardian) is asked to sign and return to the student’s school the “Public Information/ Communications Release” form on Page ii of this document to permit such participation by your child. Permission for this is sought for all students because they are our lifeline to the public even if the parents (legal guardians) have chosen not to limit the release of student directory information.

Student Access to the Internet Computer Network

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.

Louisiana State Statutes

File: JCDAF
CF: JCEA

BULLYING, CYBER BULLYING, INTIMIDATION, HARASSMENT, AND HAZING

The St. Bernard Parish School Board is committed to maintaining a safe, orderly, positive learning environment so that no student feels threatened while in school or participating in school-related activities. Therefore, all statement or actions of bullying, intimidating, threatening, harassing, or hazing made on campus, at school-sponsored activities, on school buses or at school bus stops and all statements or actions of cyber bullying will not be tolerated. All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

Bullying, cyber bullying, intimidation, and harassment shall mean any intentional gesture, name-calling, threats, taunting, malicious teasing, spreading untrue rumors, or purposeful shunning or excluding from activities, or written, electronic, verbal, pictorial, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his/her property or placing a student in reasonable fear of harm and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student. Cyber bullying includes the harassment, intimidation, or bullying of a student by another using a computer, mobile phone, or other interactive or digital technology. It may also include an image or a statement or actions or other communications of bullying, intimidating, threatening, harassing, or hazing posted to social network sites or blogs.

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

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

Reporting Procedures

Any student who believes he or she has been the victim of bullying, cyber bullying, intimidation, harassment or hazing by a student, teacher, administrator or other person engaged in school activities is encouraged to immediately report the alleged acts to the principal or any school district official. Students making false reports shall be subject to disciplinary action.

Any teacher, administrator, or other school employee who receives notice that a student has or may have been the victim of bullying, cyber bullying, intimidation, harassment, or hazing at any school activity shall immediately report the alleged acts to the principal. Retaliation against any person who reports such an incident is expressly prohibited.

The principal or his/her designee shall immediately investigate all reports involving alleged bullying, cyber bullying, intimidation, harassment, or hazing of students. Investigations may consist of personal interviews with the complainant, the individual or individuals against whom the complaint is made, witnesses, or any other person who may have knowledge of the alleged incident or circumstances leading to or giving rise to the complaint. Investigations shall be completed as soon as practicable, and a determination made as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Disciplinary Action

When the investigation determines that the alleged conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the district's Guide to Student Conduct. The principal/designee shall contact the parent or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action. Appeal of disciplinary action may be in accordance with those procedures outlined in the Guide to Student Conduct. Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement office shall be notified.

Ref: La. Rev. Stat. Ann. 17:183, 17:416, 17:416.13

Adopted: May 24, 2005; Revised: May 25, 2010; Revised: May 22, 2012

DISCIPLINE OF PUPILS, SUSPENSION, EXPULSION

In accordance with Louisiana State Statutes, the disciplinary policies and procedures shall be strictly enforced by the St. Bernard Parish School Board. **The following are excerpts from R.S. 17:416:**

- A. (1)(a) Every teacher and other school employee shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.
- A. (3)(a) A school principal may suspend from school or suspend from riding on any school bus any pupil who:
- (i) Is guilty of willful disobedience.
 - (ii) Treats a teacher, principal, superintendent, member, or employee of the local school board with intentional disrespect.
 - (iii) Makes against any one of them an unfounded charge.
 - (iv) Uses unchaste or profane language.
 - (v) Is guilty of immoral or vicious practices, or of conduct or habits injurious to his associates.
 - (vi) Uses tobacco or who possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city or parish school board.
 - (vii) Disturbs the school and habitually violates any rule.
 - (viii) Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board.
 - (ix) Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school, or on any school bus including those owned by, contracted to, or jointly owned by any city or parish school board.
 - (x) Is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury;
 - (xi) Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by any city or parish school board.
 - (xii) Instigates or participates in fights while under school supervision;
 - (xiii) Violates traffic and safety regulations.
 - (xiv) Leaves the school premises without permission.
 - (xv) Leaves his classroom during class hours or detention without permission.
 - (xvi) Is habitually tardy or absent.

(xvii) Has engaged in bullying.

(xviii) Commits any other serious offense.

(b)(i) Prior to any suspension, the school principal, or his designee, shall advise the pupil in question of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his version of the facts to the school principal or his designee. In each case of suspension or expulsion the school principal, shall contact by telephone at the number shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card to the parent, tutor, or legal guardian of the pupil in question giving notice of the suspension or expulsion, the reasons there for and establishing a date and time for a conference with the principal or his designee as a requirement for readmitting the pupil provided that in the case of expulsion, the contact with the parent or legal guardian shall include a certified letter. If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter or other contact with the parent, the truancy laws become effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond, the principal may determine whether readmitting the pupil is in the best interest of the student. On any subsequent occasions in the same year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds. A pupil whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described hereinabove: however, the necessary procedure shall follow as soon as possible.

(ii)(aa) In any case where a teacher, principal, or other school employee is authorized in this Section to require the parent, tutor, or legal guardian of a pupil who is under the age of eighteen and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the pupil's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal, or his designee, shall file a complaint with a court exercising juvenile jurisdiction, pursuant to Children's Code Article 730(8) and 731. The principal may file a complaint pursuant to Children's Code Article 730(1) or any other applicable ground when, in his judgment, doing so is in the best interests of the pupil.

(b) The principal, assistant principal, or child attendance and welfare supervisor or his assistant of any school, public or nonpublic, shall be a representative of an agency having the responsibility or ability to supply services to a family as that phrase is used in Children's Code Article 731(A).

(c) Any parent, tutor or legal guardian of a pupil suspended shall have the right to appeal to the city or parish superintendent of schools or his designee, who shall conduct a hearing on the merits. The decision of the superintendent of schools on the merits of the case, as well as the term of suspension, shall be final, reserving to the superintendent of schools the right to remit any portion of the time of suspension.

(d) A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the superintendent of schools. If the property damaged is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the superintendent of schools.

(e) A pupil who is suspended for ten days or fewer shall be assigned school work missed while he is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his designee, upon the recommendation of the pupil's teacher. A pupil who is suspended for more than ten days, or is expelled and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the pupil was suspended or expelled.

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

B.(1)(a) Any student, after being suspended for committing any of the offenses enumerated in this Section, may be expelled upon recommendation by the principal of the public school in which said student is enrolled, which recommended expulsion shall be subject to the provisions of Subsection C.

(2) Any pupil after being suspended on three occasions for committing any of the offenses enumerated in this Subsection or Subsection C of this Section, during the same school year, shall, upon committing the fourth such offense, be expelled from the public schools of the city, parish or other local public school system wherein he resided until the beginning of the next regular school year and the pupil's reinstatement shall be subject to the review and approval of the local school board.

(3)(a)(i) No student who has been expelled pursuant to the provisions of this Section shall be admitted to any public school in any other parish or city school system in the state except upon the review and approval of the school board of the school system to which he seeks admittance.

C. (1) Upon the recommendation by a principal for the expulsion of any student as authorized by the Subsection (B) hereof, a hearing shall be conducted by the superintendent or by any other person designated to do so by the superintendent to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. Upon the conclusion of the hearing and upon a finding that the student is guilty of conduct warranting expulsion, the superintendent or his designee shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action shall be taken. At said hearing the principal or teacher concerned may be represented by any person appointed by the superintendent. The concerned teacher shall be permitted to attend such hearing and shall be permitted to present information the teacher believes relevant. Until such hearing takes place the student shall remain suspended from the school. At such hearing the student may be represented by a person of his choice.

(2)(a)(i) Notwithstanding the provisions of Subsection B of this Section, any student, sixteen years of age or older, found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing as provided for by Paragraph (1) of this Subsection, shall be expelled from school for a minimum period of four complete school semesters, and shall be referred to the district attorney for appropriate action. However, the superintendent of a city, parish, or other local public school system may modify the length of such minimum expulsion requirements on a case-by-case basis, provided such modification is in writing.

(ii) Notwithstanding the provisions of Subsection (B) of the Section, any student, sixteen years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event pursuant to a hearing as provided for by paragraph (1) of this Subsection shall be expelled from school for a minimum period of four complete school semesters.

(b)(i) Any student who is under sixteen years of age and in grades six through twelve and who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing as provided for by Paragraph (1) of this Subsection, shall be expelled from school for a minimum period of four complete semesters and shall be referred to the district attorney for appropriate action. However, the superintendent of a city, parish, or local public school system may modify the length of such minimum expulsion requirement on a case-by-case basis, provided such modification is in writing.

(ii) Any student who is under sixteen years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event pursuant to a hearing as provided for by Paragraph (1) of this Subsection shall be expelled from school for a minimum period of two complete school semesters.

(c)(i) Any case involving a student in kindergarten through grade five found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, pursuant to a hearing as provided for by Paragraph (1) of this Subsection, shall be expelled from school for a minimum period of two complete semesters and shall be referred to the district attorney for appropriate action. However,

the superintendent of a city, parish, or other local public system may modify the length of such minimum expulsion requirement on a case-by-case basis, provided such modification is in writing.

(ii) Any case involving a student in kindergarten through grade five found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school sponsored event pursuant to a hearing as provided for by Paragraph (1) of the Subsection shall be referred to the city, parish, or other local public school board where the student attends school through a recommendation for action from the superintendent.

(4) The parent or tutor of the pupil may, within five days after the decision is rendered, request the city or parish school board to review the findings of the Superintendent or his designee at a time set by the school board; otherwise, the decision of the Superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the superintendent or his designee, the school board may affirm, modify or reverse the action previously taken.

(5) The parent or tutor of the pupil may, within ten days appeal to the district court for the parish in which the student's school is located, from an adverse ruling of the school board in upholding the action of the superintendent or his designee. The court may reverse or revise the ruling of the school board upon a finding that the ruling of the board as based on an absence of any relevant evidence in support thereof.

D.(1) The conviction of any student 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 expulsion of the student for a period of time as determined by the board. The expulsion shall require the vote of two thirds of the elected members of the school board.

STUDENT SEXUAL HARASSMENT

FILE: JCEA

Cf: GAEAA

The St. Bernard Parish School Board shall require any student complaint about another student engaging in sexual harassment reported to a teacher or counselor to be immediately reported to the principal. The principal is responsible for investigating the complaint. The right to confidentiality, both of the complaining student and of the accused student shall be respected. The principal shall inform the Superintendent of the complaint and may request assistance from the Superintendent or his/her designee in investigating student-student sexual harassment. If the act or acts involve possible criminal conduct, the appropriate police authorities should be notified. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of *abuse* as found in Board's policy *JGCE, Child Abuse and Neglect*, then all school employees with knowledge shall 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 any procedures for handling sexual harassment complaints.

Student complaints about an employee shall be handled as provided in policy *GAEAA, Sexual Harassment*.

Coverage

This policy applies to all employees and volunteers, to the elected members of the School Board, and to all students of the St. Bernard Parish Schools. It applies at school, school sponsored events, and in situations which are related to the school.

Complaint Procedure

Complaints of sexual harassment which take place at school or at a school related function or arising out of the school setting should be made to the principal of the school. If the parent/legal guardian is not satisfied with the decision of the principal, they may ask for a review of the principal's decision by contacting:

Mr. Tommie Powell
Child Welfare/Compliance Officer
St. Bernard Parish School Board
200 E. St. Bernard Highway
Chalmette, LA 70043
Telephone: (504) 301-2000

Should the claim be brought against the principal of the school, that complaint should be brought directly to the Superintendent or his/her designee.

After notification of the complaint, a confidential investigation will immediately be initiated to gather all facts about the complaint. After the investigation has been completed, a determination will be made regarding the resolution of the case. If warranted, disciplinary action will be taken up to and including involuntary termination of an employee and/or expulsion of a student. Any disciplinary action regarding an employee will be placed in the employee's personnel file which will reflect the action taken and the grounds therefore. Any disciplinary action taken in regard to a student will be maintained as any other student disciplinary violation.

Non-Retaliation

Retaliation against any employee or student who brings sexual harassment charges or who assists in investigating such charges shall be prohibited. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected, discriminated against or punished because of the complaint.

Adopted: May, 2006

TEACHER BILL OF RIGHTS (R.S. 17:416.18)

- 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 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 be free from excessively burdensome disciplinary paperwork.
 - (9) A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:388.1, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
- 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.

EMPLOYEE USE OF ELECTRONIC COMMUNICATIONS WITH STUDENTS

FILE: GAMIA

In accordance with ACT 214 of the 2009 Louisiana Legislature, the St. Bernard Parish School Board has adopted policies and procedures that direct electronic communications between staff members and students. School Board policy, adopted 27, 2009, prohibits electronic communications initiated by employees to students that are not solely for school-related purposes. Additionally, staff members are required to notify their principals of any electronic communications to them initiated by their students. Principals have been advised to contact parents if student-initiated communications are not intended to be for an educational purpose. For additional information regarding this policy, parents and students are welcome to contact the school principal.

STUDENT USE OF ELECTRONIC TELECOMMUNICATION DEVICES

FILE: JCDAE

It is the intention of the St. Bernard Parish School Board to provide for students safe, nurturing, learning environments that are free from outside distractions. Wireless devices used by students to communicate with others inhibit the establishment of a proper learning environment and can be used to violate others' privacy rights. **Therefore, in accordance with state law, R.S.17:239, students will be prohibited from the use of any electronic telecommunication device while on school grounds for any purpose or when traveling on any school bus.** This includes the use of such devices to take images or sound recordings that

are in violation of law or otherwise invade the privacy of other individuals. Wireless devices, under this policy, include, but are not limited to cellular phones, camera phones, beepers, pagers, text messaging devices and PDA's used as telecommunication devices. The policy shall be strictly enforced in favor of protecting the privacy of all individuals, and students violating this policy shall be subject to disciplinary action.

Specifically, R.S. 17:239 provides the prohibition against unauthorized use of electronic telecommunication devices, exceptions to that provision, and penalties for violation of the law. **No student, unless authorized by the school principal or his designee, shall use or operate any electronic telecommunications device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public school building or on the grounds thereof or in any school bus used to transport public school students.** A violation of this provision of the law may be grounds for disciplinary action by the school system, including but not limited to suspension from school. Additionally, the administrator has the right to collect the device and hold it for a period of time to be determined by the administrator until it is returned to the parent (legal guardian). Nothing in this law affects the conduct of law enforcement activities including the use of electronic devices, dogs or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy. Nothing in this law shall prohibit the use and operation by any person, including students, of any electronic telecommunications device described herein in the event of an emergency which may result in the loss of life, injury, or property damage.

SUSPENSION OF DRIVER'S LICENSE

Principals, in accordance with LA R.S. 32:431, may, after consultation with the Superintendent, notify the La. Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of 15-18 who has been suspended or expelled from school for ten (10) or more consecutive school days or has been assigned to an alternative educational setting for ten (10) or more days for:

- Infractions involving the sale or possession of alcohol, drugs, or any other illegal substance;
- The possession of a firearm; or
- An infraction involving assault or battery on a member of the school staff.

The Office of Motor Vehicles will suspend for one year the licenses of such students in accordance with the provisions of state law. The term license also includes a class "E" learner's license and intermediate license.

Equal Opportunity Provisions

The St. Bernard Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); Sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); or age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact Mr. Tommie Powell, Supervisor, at (504) 301-2000, 200 East St. Bernard Highway, Chalmette, LA 70043.

The St. Bernard Parish School Board seeks to provide to all of its students and employees equal opportunities without regard to race, color, national origin, age, disabilities, veteran status, or gender. The Board further seeks to provide a safe learning and work environment acknowledging the worth and dignity of each individual. To that end, the Board expressly prohibits discrimination and/or sexual harassment prohibited by federal law.

Inquiries concerning the above may be directed to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C. 20201, or inquiries concerning Title IX of the 1977 Education Amendments may be directed to Mr. Tommie Powell at (504) 301-2000; inquiries concerning Section 504 of the Rehabilitation Act of 1973 may be directed to Mrs. Cheramie Kerth at (504) 301-2000; or, inquiries concerning sexual harassment may be directed to Mr. Tommie Powell at (504) 301-2000.

Part IV

Important Dates and Contact Information

District, Board, and School Level Contact Information

CENTRAL OFFICE ADMINISTRATION

Doris Voitier	Superintendent	(504) 301-2000
Mary Lumetta	Assistant Superintendent	(504) 301-2000
Joni Blum	Manager, Food Services	(504) 301-2000
Jason Dewey	Supervisor, Buildings and Grounds	(504) 252-9432
David Fernandez	Chief Financial Officer	(504) 301-2000
Julie Ginart	Supervisor, Transportation	(504) 301-3941
Paul Granberry	Supervisor, Personnel	(504) 301-2000
Lee Anne Harlton	Supervisor, Curriculum - Elementary Schools	(504) 301-2000
Cheremie Kerth	Supervisor, Special Education / Health Services	(504) 301-2000
Tommie Powell	Supervisor, Child Welfare/Attendance	(504) 301-2000
Charles Raviotta, Ed. D.	Supervisor, Curriculum – Pre-School	(504) 301-2000
Deborah Seibert	Supervisor, Special Programs/Homeless Liaison	(504)301-2000

ST. BERNARD PARISH SCHOOL BOARD MEMBERS

Clifford M. Englande, President	(504) 278-7568	District 8
Diana B. Dysart, Vice President	(504)271-2450	District 7
Darleen P. Asevado	(504) 261-5447	District 3
Donald D. Campbell	(504) 615-8867	District 11
Dr. Hugh Craft	(504) 451-4248	District 6
William H. Egan	(504) 342-2445	District 2
Carl W. Gaines, Jr.	(504) 432-7208	District 10
Katherine K. Lemoine	(504) 382-2090	District 1
Joseph V. Long, Sr.	(504) 251-0495	District 5
Shelton P. Smith	(504) 600-3545	District 9
Sean Warner	(504) 324-5664	District 4

ST. BERNARD PARISH PUBLIC SCHOOLS

Chalmette High School	Wayne Warner, Principal	wwarner@sbpsb.org	1100 E. Judge Perez Drive, Chalmette, LA 70043	(504) 301-2600
Chalmette High 9th Grade Academy			1101 E. Judge Perez Drive, Chalmette, LA 70043	(504) 272-0300
Andrew Jackson Middle School	Andrea Licciardi, Principal	alicchardi@sbpsb.org	201 8 th Street, Chalmette, LA 70043	(504) 301-1500
N. P. Trist Middle School	Denise Pritchard, Principal	dpritchard@sbpsb.org	#1 Pirates Cove, Meraux, LA 70075	(504) 872-9402
St. Bernard Middle School	Angela Seibert, Principal	aseibert@sbpsb.org	2601 Torres Drive, St. Bernard, LA 70085	(504) 267-7878
Arabi Elementary School	Carla Carollo, Principal	ccarollo@sbpsb.org	7200 Alexander Avenue, Arabi, LA 70032	(504) 218-5058
Chalmette Elementary School	Liz Winslow, Principal	ewinslow@sbpsb.org	75 E. Chalmette Circle, Chalmette, LA 70043	(504) 304-0370
Lacoste Elementary School	Heather Morel, Principal	hmorel@sbpsb.org	1625 Missouri Street, Chalmette, LA 70043	(504) 304-5747
Arlene Meraux Elementary School	Natalie Albers, Principal	nalbers@sbpsb.org	4004 Paris Road, Chalmette, LA 70043	(504) 556-0900
Joseph Davies Elementary School	Tiffani Glapion, Principal	tglapion@sbpsb.org	4101 Mistrot Street, Meraux, LA 70075	(504) 267-7890
W. Smith Elementary School	Dedra Bailey, Principal	dbailey@sbpsb.org	6701 E. St. Bernard Highway, Violet, LA 70092	(504)302-1000
J. F. Gauthier Elementary School	Lisa Young, Principal	lyoung@sbpsb.org	1200 E. LA Highway 46, St. Bernard, LA 70085	(504) 272-0700
Pre-School Programs	Chantele Schellinger, Coordinator	cschellinger@sbpsb.org	4101 Mistrot Street, Meraux, LA 70075	(504) 267-3310
C. F. Rowley Alternative School	Andree Bonnaffons, Principal	abonnaffons@sbpsb.org	#49 Madison Avenue, Chalmette, LA 70043	(504) 301-4001

St. Bernard Parish School Districts

A student qualified to attend school in the St. Bernard Parish School District shall be assigned to the school of appropriate grade level located within the school attendance zone (as described below) in which the parent/legal guardian establishes residency as per the School Board residence requirements which are outlined on page 34.

ELEMENTARY SCHOOLS

Arabi Elementary

Grades K through 5, Special Education and Parish-wide Extended Day (K-5)

On the north side of Judge Perez Dr. 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 Dr. from the Orleans/St. Bernard Parish line up to, but not including Pirate Dr.

Chalmette Elementary

Grades K through 5, Special Education

On the north side of Judge Perez Dr. from and including De La Ronde Drive to the Guichard Canal, not including Pakenham Drive. On the south side of Judge Perez Dr. from and including Pirate Dr. to and including the west side of Paris Rd.

Meraux Elementary

Grades K through 5, Special Education

On the north side of Judge Perez from and including Pakenham 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 Rd. to the Valero Refinery.

Lacoste Elementary

Grades K through 5, Special Education

On the north side 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 K through 5, Special Education

On the north side of Judge Perez Dr. 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 K through 5, Special Education

From Meraux Lane but not including Meraux Lane to and including Montelongo Lane.

Gauthier Elementary

Grades 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 North side 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 North side 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.