STUDENT POLICY MANUAL

2018-2019

ST. JAMES PARISH SCHOOLS

Inspiring Hope and Purpose

(225) 258-4500

TABLE OF CONTENTS

Superintendent's Message……4

Vision……4

Mission……4

Teacher Bill Of Rights……..5

Philosophy……..6

ATTENDANCE POLICIES…….....7-8

BEHAVIOR POLICIES……8-11

Corporal Punishment……12

Bullying……..12-14

Prohibition Against teen Dating Violence……14

HEALTH INFORMATION……14-24

Immunization Requirements

Policy for Administering Medication at School

Health Plans

Health Screenings

BUS POLICIES……25-26

STUDENT DISCIPLINE……27-30

St. James Parish School System's Alternative Program…….....31

In-School Suspension Program (ISSP)…….....31

After School Detention…….....31

STUDENT DRESS CODE……32

Uniforms…….....32

Dress Code Regulations……32

Groom and Dress Violations…….....33

Disciplinary Policies……34

Grades PK – 3…….....35

Grades 4 – 6……35-39

Grades 7-8……40-45

Grades 9-12…….....46-51

Network Information……52-55

Discipline procedures & Due Process for Special Education Students…… 55-57

CHILD NUTRITION PROGRAM…….....58-59

Tobacco Use……60

Family Educational Rights and Privacy Act (FERPA) Notice…….....60

Insurance……60

Physical Education Activities and Grading for Medically Excused Disabled Students (Accident or Illness)……60

Visitor Authorization……..61

PUBLIC NOTICE OF NONDISCRIMINATION/PARENTS RIGHT TO KNOW……...61

COMPLAINT PROCEDURES……62

APPENDIX……..63-65

SCHOOL CALENDAR……66

SCHOOL & SCHOOL BOARD PHONE NUMBERS……67

STUDENT POLICY STATEMENT OF COMPLIANCE……68

SUPERINTENDENT'S MESSAGE

Dear Parents and Guardians:

As we enter the 2018-2019 school year, we again focus on our theme, "Inspiring Hope and Purpose". It is our goal to provide the best education for all students and help them awaken the passion within.

As a family of parents, community and school personnel, we will work hand in hand to provide the educational foundation our students need to be successful in this ever changing world.

We look forward to a wonderful and successful school year.

VISION

Each high school graduate will be prepared to enter a job, job training, and/or apprentice program, a trade or technical school, the military for trade or technical training, community college, and/or a four-year college or university.

MISSION

The mission of the St. James Parish Public School System is to produce a student who will possess: a willingness to change and learn continuously; a strong work ethic; core academic learning to solve "real life" problems; team work skills; technology skills to solve problems; and a desire for continuous career preparation.

TEACHER BILL OF RIGHTS

(LSA—R.S. 17:416.18)

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 right conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.

2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 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 presents 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 416.6.

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. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

*No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided herein. The provisions of the Teacher Bill of Rights shall not be construed to supersede any other state law, BESE Policy, or city, parish or other local public school board policy enacted or adopted relative to the discipline of students.

PHILOSOPHY

As the word education encompasses many and varied definitions, so a philosophy of education must take into account many areas of education. Ideals, goals, and objectives closely interrelate and compromise the philosophy of the St. James Parish Public School System.

We – School Board decision and policy makers; We – Service Office administrators and supervisory educators; We – school level administrators and teachers; We – System employees; We – Parents; and We – a community are continually committed to setting the highest expectations to redefine standards of excellency by conquering the challenges inherent in the quest for excellence.

We – School Board personnel, are committed to govern by consensus decisions rather than authoritative mandates. In all decision-making matters – **CHILDREN ARE PRIORITY!**

We – Service Office Administrative and supervisory educators, school-level administrators, teachers and system employees are dedicated to service – a service based upon love for the education of all children. St. James Parish Public School System Employees are "Believers and Achievers Committed to Excellence: People with the Vision to See What is Possible and the Expertise to Do What is Achievable!" We believe that the education of students should instill in them a realization that freedom is the American way of life and demands certain responsibilities to self, home, school, community, country, and world.

We, as educators, strive to stimulate the growth and development of each child by helping him to discover his capabilities and by instilling within him a desire to work to his own capacity – To think big-, think high-, think positive-, think new. We believe that a healthy mind and body are necessary for a well-rounded individual. We seek to meet the developmental needs of each child according to his physical growth. We believe that education should lead to improve human relations in society and that the child should learn to appreciate the contributions of all races, creeds, and sexes in a diverse culture.

We, as parents, assume responsibility for our children's education at home and are involved in their education by helping them translate everyday activities into positive attitudinal learning experiences.

We, the community as a whole, recognize the importance of developing and sustaining a cohesive partnership among the different education systems; between elected officials and constituents; and most importantly, among citizens themselves.

The overall St. James Parish Public School System is based upon a foundation of Brotherhood – respect for fellowship and human dignity.

ATTENDANCE POLICIES

According to state mandate, high school students must be in attendance 30,060 minutes which is equivalent to 83.5days per semester. To receive credit of a course, students must be present 94% of the required time. Elementary students shall be in attendance a minimum of 60,120 minutes which is equivalent to 167 days a school year. This means that elementary students are allowed ten (10) absences for the entire school year. High School students on the block schedule may have no more than five (5) absences per term.

1. A parent/tutor/guardian should notify the principal's office via the telephone in advance of the student's absence or on the morning of absence.

2. All absences, whether excused or unexcused, shall be counted as absences for attendance reporting purposes to the State Department of Education. Students who are physically present at a school site or participating in an authorized school activity for 25% or more of the school day shall be deemed present for attendance purposes. Students who are under the supervision of authorized personnel for 25% or less of the school day shall be deemed absent for attendance reporting purposes.

3. All absences shall be entered in SIS on a daily basis. Teachers' attendance role books shall be maintained on file for one (1) school year.

4. Any student returning to school after being absent for 1 or 2 days shall present the parish-adopted Daily Absentee Form (SJ No. 2) within two days after his returning to the principal/designee. Failure to do so shall result in absences being unexcused. The student is allowed 1 SJ2 per term with up to 2 consecutive days. Any other unexcused absences should be appealed through the Student Services Department. **The deadline to appeal unexcused absences for the Fall Semester will be the second week of school in the Spring Semester. The deadline to appeal unexcused absences for the Spring Semester will be the second week of the summer break.**

5. The only exception to the attendance policy comes from absences that fall under the "extenuating circumstances" provision, which would allow a student to miss school for one of five reasons and still be credited as present.

6. Those reasons, according to the state department's Administrative Code, include extending leave from school (more than three days missed) for physical or emotional illness, a hospital stay, recuperation from an accident, a contagious disease in the family or "observance of special and recognized holidays of the student's own faith."

7. Missing three or more days of school for any of the first four reasons would require verification from a physician, dentist or nurse practitioner licensed in the state.

8. An absence resulting from disciplinary procedures (i.e. suspension or expulsion) shall be entered in JCampus. These days are unexcused.

9. Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.

10. To receive a perfect attendance certificate, a student must attend school for 180 days or full term as defined by the St. James Parish School Board and/or State Board of Elementary and Secondary Education. A student must attend school a full day, with the only exception being the following: (a) School sponsored trip; (b) Arrival during homeroom period (not to exceed two occasions); (c) Leaving school because of death in family; (d) Leaving school because of illness (not to exceed two occasions); other circumstances approved by the Administrative Director of Student Services in consultation with the principal.

11. A parent / tutor or other person having control of any child that has either major surgery, major illness, or has not been in attendance for an extended period of time, shall be required to submit a doctor's statement indicating the following: special care needed, diagnosis, action to be taken in case of emergency, and medication(s) prescribed.

    Re-admittance shall be determined by the Administrative Director of Student Services after consulting the school nurse and/or doctor(s). To receive homebound/hospital bound instruction, the parent/guardian is responsible for contacting the Director of Special Education at (225) 258-4534 to request special services.

12. Parents/Guardians of students with poor attendance shall be requested to meet with the Administrative Director of Student Services as per Pupil Progression Policy. A report of each meeting shall be documented and kept by the principal.

TRUANCY POLICY

The St. James Parish School Board recognizes truancy as absence from class or school for any portion of a period of day without permission from the school. Students shall not be allowed to leave campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school together with Court Action being taken.

School personnel are expected to make every reasonable effort to assist a child who is habitually absent from school. A student shall be considered habitually absent when the condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition after the third (3rd) unexcused absence is established. The principal or designee shall file before noon on the following Wednesday the attendance of the prior week's third (3rd) unexcused absence report. Any student who is a juvenile and who is habitually absent (3rd unexcused absence) from school shall be reported by the principal or designee to the Administrative Director of Student Services.

REASONABLE EFFORTS INCLUDE BUT NOT LIMITED TO….

ELEMENTARY SCHOOL

AFTER FOUR (4) UNEXCUSED ABSENCES; referral made to Student Services secretary by the designated school. This referral form must have a principal's signature for monitoring purposes. Administrative Director of Student must set a Truancy Panel meeting within two (2) school days. Truancy Panel will meet weekly on designated day and time. The Truancy Panel consists of Student Services representative, Sheriff's Office representative, FINS representative, along with said child and parents and/or guardian. At the meeting the Truancy Panel, a determination will be made for referral to either the Juvenile Justice Committee or to the District Attorney Office for further action. Failure of child and parents and/or guardian to appear at the Truancy Panel shall be immediate cause for referral to the District Attorney for further action.

HIGH SCHOOL

AFTER THREE (3) UNEXCUSED ABSENCES; referral made to Student Services secretary by the designated school. This referral form must have a principal's signature for monitoring purposes. Administrative Director of Student must set a Truancy Panel meeting within two (2) school days. Truancy Panel will meet weekly on designated day and time. The Truancy Panel consists of Student Services representative, Sheriff's Office representative, FINS representative, along with said child and parents and/or guardian. At the meeting the Truancy Panel, a determination will be made for referral to either the Juvenile Justice Committee or to the District Attorney Office for further action. Failure of child and parents and/or guardian to appear at the Truancy Panel shall be immediate cause for referral to the District Attorney for further action.

BEHAVIOR POLICIES

The St. James Parish Public School System has accepted the professional responsibility to shape, develop, and cultivate the minds of students whose parents/guardian selected the public school system as their child's institution of learning. Counseling, assertive discipline techniques, positive reinforcement, and other professional interventions are provided to ensure an educationally sound school and classroom climate and excellent learning environment. The principal shall take disciplinary action for non-compliance of behavior-related policies.

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

1. No student shall willfully disrespect any School Board personnel (i.e. Superintendent, service office personnel, principal, assistant principals, teachers, bus drivers, and other employees).

2. No student shall initiate or participate in fighting or other disruptive behaviors enroute to, from, and on campus or while attending any school-related activities.

3. All students are expected to follow assertive discipline / classroom discipline rules. (Rules and consequences are to be posted in classrooms.)

4. Students shall report to campus daily with assigned textbooks and necessary instructional items. Students shall not be re-issued books until the fee for lost or defaced books has been paid.

5. Students shall remain in approved, designated areas while on campus.

6. Student loitering is prohibited. Students shall be inside their respective classroom / gymnasium / shop prior to the tardy bell and are to remain inside their respective classroom / gymnasium / shop until dismissed by the teacher following the dismissal bell.

7. No student shall leave the campus after his / her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to the campus.

8. No student shall leave the campus for any reason during hours without prior permission from the principal. Students who must leave school prior to the school day must have a parent/guardian sign them out through the office. Extenuating circumstances will be determined by the principal.

9. Any parent / guardian or other person having control of any child that is pregnant shall report such case to the school principal. The principal shall report such case to the school nurse and other appropriate school personnel.

10. All students shall maintain a physical appearance indicative of attention to personal hygiene and cleanliness. Students shall maintain decency in dress in accordance with guidelines approved by the School Board and outlined by the school principal.

11. No student shall bring or consume any medication on campus. If consumption of medication on campus becomes necessary, the parent / guardian / student shall comply with the St. James Parish School Board policy for administering medication at school.

12. If a student possesses any controlled dangerous substance that has been obtained directly or by a valid prescription on order from a licensed physician, the student shall carry such prescription or physician's order in his possession at all times when possessing the controlled dangerous substance. Verification of the prescription or physician's order is permitted (LRS 17:416).

13. Students, who deface school property, including school buses, shall be liable for the monetary value of repairing or replacing the item(s).

14. NO MEAL CHARGING WILL BE ACCEPTED. Meal payments are due on the first school day of the month or week. Parents have the option of prepaying meals on a weekly, monthly or yearly basis. Daily cash payments are accepted in grades 7 – 12 only; however, students spend less time in line if meals are prepaid. Those students not eligible for free meals must pay the full price or reduced price, if they qualify, or bring a bag lunch. Federal regulations allow school administrators to deny meals to paying (full-priced or reduced) students who have not prepaid. (Bulletin 1196, Section 3.19-02).

15. A copy of all classroom referrals for Special Education students is to be submitted to the Director of Special Education / designee who is to be contacted via the telephone prior to the suspension of any Special Education student.

16. A principal or his/her designee shall send (by a student or mail to the parent / tutor / guardian) a letter of suspension each time a student has been suspended. In addition, an attempt should be made to contact the parent / tutor / guardian by telephone. Such an attempt shall be logged on the student's master discipline card. Suspension shall begin at the end of the school day, except in cases in which a student's behavior prohibits his/her remaining on campus. A student may not attend, nor participate in, any school activity / function while suspended / expelled, including but not limited to graduation activities and ceremonies, athletic practices, games/events.

17. A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she 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/her designee, upon the recommendation of the student's teacher.

18. Infraction of any of the behavior policies shall result in disciplinary action in accordance with Parish-adopted policy. Each time a student is suspended, the principal shall schedule an administrative hearing with the parent or guardian prior to the suspension, if possible, but at least prior to the student's return.

19. Any parent / tutor / guardian who willfully refuse to attend an Expulsion Hearing shall be referred to the Juvenile Court exercising juvenile jurisdiction. The parent / tutor / guardian must contact the Superintendent's Office within ten (10) days of the date of the recommended expulsion or else the principal's recommended expulsion will become final. Extenuating circumstances will be determined by the Administrative Director of Student Services.

20. If a student is found innocent after having been suspended, the entry is to be voided on his master discipline card, the referral is to be voided and his master attendance card is to be marked present.

21. Students who are denied credit for courses taken may appeal the decision to the Superintendent within five days of official notification. The Superintendent's decision may be appealed to the Board within five days of official notification, and further, the Board's decision may be appealed to the Courts.

22. Students participating in extra-curricular activities during suspensions will be dismissed from that extra-curricular activity for the year.

23. The principal shall report any form of physical or mental abuse of children to proper system-level and legal authority immediately.

24. Any person using computers or other electronic information resources shall be required to use the equipment and resources in a responsible, legal manner. Illegal use or duplication of copyrighted materials in any form is prohibited. Any unethical, illegal or inappropriate use of computers, Internet, etc. may result in loss of privileges, suspension or other disciplinary action. (Refer to School Board Policies EF, IFGA, IFGA-R)

25. Students are prohibited from using the school name for private functions (proms, dances, etc.) and soliciting funds (selling candy, pools, etc.) for private or personal use. Only the Superintendent of Schools may approve use of the school's name for private or personal use.

26. Search and Seizure – Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, or other material in violation of school policy or state law. School property shall remain under control of school officials and shall be subject to search.

    What property? Student lockers, desks, and other property are owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

    The student. According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." If school officials conclude that a more intrusive search (i.e. strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.

    Group searches. Searches of students and their effects must be particularized. Group searches generally lack particularized suspicion and will not be permitted.

27. Students may be subject to disciplinary procedures based on documentation from video cameras on school buses and campuses.

28. As of July 1, 2003, LSA-R.S. 17:239 now states the following concerning the prohibition against unauthorized cases of electronic telecommunication devices by students in any public elementary or secondary school building:

A. Effective beginning with the 2003-2004 school year and thereafter, no student, unless authorized by the school principal or his designee shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students.

B. A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.

C. Nothing in this Section shall effect the conduct of law enforcement activities including the use of electronic detection 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 Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in Subsection A of this Section in the event of an emergency. Emergency means an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.

29. Mandatory Suspension. Firearms, knives, other dangerous instrumentalities, drugs. The principal shall be required to suspend a pupil who: 1. Is found carrying or possessing a firearm or a knife with a blade two (2) inches or longer, or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable; or 2. Possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form. Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, **except in the case of a student less than eleven (11) years of age** in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, **the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal but, in appropriate cases, at a minimum, shall be placed in time out for as long as necessary.**

    Any confiscated weapons will be photographed by the principal / designee and placed in the custodial care of the St. James Parish Sheriff's Office. A copy of the photo and custody form (Evidence Envelope Documentation) will be submitted to the Superintendent's Office, Attention Administrative Director of Student Services, within forty-eight hours.

30. All contact with the Sheriff's Office by the Principal / designee must be documented on the Sheriff's Office contact form and forwarded to the Superintendent's Office, Attention Administrative Director of Student Services, within forty-eight hours.

31. Use of clear ballpoint pens is encouraged to control possible drug possession.

32. Any student planning to attend a field/activity trip is required to submit a permission slip to the principal / designee.

33. Probation is a temporary status or trial period following discipline infractions, as stipulated by the administrator. The probationary status may be revoked, resulting in reassignment to the placement preceding the probationary period.

Corporal Punishment

The St. James Parish School Board shall prohibit the use of corporal punishment by all of its employees. Students shall not be paddled, spanked, forced to kneel, or otherwise physically disciplined for infractions of student conduct regulations. Furthermore, no other person (including parents or guardians) shall be allowed to administer corporal punishment to a student while on school grounds.

The School Board recognizes that good order and discipline within the schools are essential if teaching and learning are to be effective. Every teacher in the public school system has been charged to hold each pupil to a strict accountability for any disorderly conduct in school, on the school playgrounds or campus, or during intermission or recess. Principals shall have the authority to discipline and/or suspend from school any pupil who is guilty of disorderly conduct.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself or herself against a physical attack by a student, or from using physical force to restrain a student from attacking another student or employee, or to quell a disturbance, or to protect school property. Ref: LRS 17:81, 17:416

School Board Policy
Prohibition Against Bullying

The St. James Parish School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

* Any student who engages in bullying will be subject to disciplinary action up to and including expulsion.

* Students are expected to immediately report incidents of bullying to the principal or designee.

* School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.

* If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.

* The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying. Disciplinary action after the first incident of bullying may include but is not limited to the following:

• Loss of a privilege
• Reassignment of seats in the classroom, cafeteria or school bus
• Reassignment of classes
• Detention
• In-school suspension
• Out-of-school suspension
• Expulsion
• Assignment to an alternative school

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.
The procedures for intervening in bullying behavior include but are not limited to the following:

* All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.

* The school will keep a report of bullying and the results of an investigation confidential.

* Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.

* Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. **Investigation**
   Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official.

   The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.

2. **Notification**
   Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. **Discipline**
   Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age-appropriate consequences which shall include, at minimum, disciplinary action or counseling.

4. **Follow Up**
   Complainants will be promptly notified of the findings of the investigation and the remedial action taken.

5. **Documentation**
   Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Definition of Bullying: (As provided in Act 861 of 2012)

A **pattern** of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but s not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;

- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;

• repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school- sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Prohibition Against Teen Dating Violence

La. Rev. Stat. Ann. §17.81 Requires the governing authority of each public school to provide students in grades seven through 12 enrolled in health education instruction about teen dating violence.

Defining Dating Violence
Dating violence is a pattern of assaultive and controlling behaviors that one person uses against another in order to gain or maintain power in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person. Forms of abuse can be physical, sexual, emotional and psychological.

Warning Signs of Dating Violence

1. Does your partner insult or make fun of you?
2. Does your partner think their feelings are more important than yours?
3. Is your partner jealous when you want to see your family, friends or be in certain social situations?
4. Does your partner ever try to get you drunk or high?
5. Has your partner ever thrown things, hit, kicked, shoved, strangled or grabbed you?
6. Do you often apologize or make excuses for your partner's behavior, especially when they have treated you badly?
7. Are you afraid to break up with your partner because they have threatened to hurt you or themselves?
8. Has your partner forced you to have sex or perform any sexual acts when you didn't want to?

If you answered yes to any of these questions, it may be time to check your relationship.
Call the **NATIONAL DOMESTIC VIOLENCE HOT LINE** number at **1-800-799-7233** or **1-800-787-3224 TTY**
or your domestic violence program 24 hours a day.

Health Guidelines

SJPSB recognizes the importance of a healthy and safe environment for students and the school community. The school district follows current public health practices, rules, and regulations governing control and prevention of communicable diseases that are established by the State Department of Health and Hospitals (DHH) and Centers for Disease Control (CDC). For the safety and protection of all, we ask that you NOT send your child to school with any of the following:

FEVER – A student with a temperature of 100 degrees or greater while at school will be sent home. A student may return to school after they have been free from fever and/or signs of infection for 24 hours without the use of fever reducing medicines. (ex. Tylenol, Acetaminophen, Ibuprofen, Advil)

VOMITING/DIARRHEA – A student with vomiting and/or diarrhea while at school will be sent home. A student may return to school after they have not vomited or had diarrhea for 24 hours.

STOMACH PAIN – A student who has a stomachache that is persistent or severe enough to limit activity will be sent home and may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

SUSPECTED PINK EYE – A student who has redness in the white of the eye, watery or thick drainage with mucus and pus, which causes the eyelids to stick together, and complains that their eye burns, itches, or feels as if they have something in it will be sent home for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school. Pink eye is a highly contagious condition.

COLDS – A typical common cold has generally mild symptoms lasting 7 to 10 days. If a student develops a temperature above 100 degrees, severe cough, sore throat, green/yellow nasal discharge, earache, and/or headache will be sent home and may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

NASAL DISCHARGE – A student who has a yellow/green discharge from the nose for more than 10 days, yellow/green discharge accompanied by fever, or who is coughing up yellow/green mucus will be sent home and may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

SEVERE SORE THROAT – A student with severe sore throat, fever, headache, and/or upset stomach, could possibly have Strep Throat, which is contagious and can lead to serious complications. The student will be sent home and will be referred to their doctor for evaluation and treatment. A medical release from their doctor will be required to return to school.

SUSPECTED RINGWORM - An infection that manifests itself usually in the form of one to four flat, ring-shaped sores that can be dry or scaly, or crusted and moist. Ringworm can be transmitted as long as untreated sores remain on the skin. The student may return to school once treatment has begun, proof of treatment has been provided, and the affected area can be completely covered. If lesion is on the scalp or cannot be completely covered, the student may not return to school until 24 hours after treatment has been started. The student may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school. Ringworm is a contagious condition.

UNIDENTIFIED RASH – If a student has an unidentified rash, the student will be sent home for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school.

LICE - A student with live head lice will be excluded from school. The student must be treated using a pediculicide (lice shampoo). In order for the student to return to school, the parent/guardian must: bring the student to the school office to be checked by school personnel; present proof of treatment (doctor/pharmacist note or empty treatment bottle). Two days of excused absence is allowed for treatment.

SUSPECTED COMMUNICABLE DIEASE – A student with a suspected communicable disease will be sent home and referred for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school.

SUSPECTED IMPETIGO (Indian Fire) – A student with red bumps anywhere on the skin, usually around the nose, mouth, hands and arms, with yellow pus that is released from the red bumps that crust and stick to the skin will be sent home for evaluation and treatment by their doctor. Student may not return to school until 24 hours after treatment has started, affected area has minimal drainage and can be covered. A medical release from their doctor is required to return to school. Impetigo is highly contagious.

SUSPECTED SEIZURES – If seizure like activity occurs at school, the student will be sent home. The student will not be allowed to use school transportation. 911 will be called for student with no history of seizures, seizures lasting longer than five minutes or for multiple seizures. A medical release may be required to return to school. ***Students with known seizures,*** who have a seizure at home, prior to school, should NOT be sent to school unless cleared with School RN. 911 will be called for seizures lasting longer than five minutes or for multiple seizures. If seizure occurs prior to dismissal, student will not be allowed to use school transportation.

EARACHE – A student with severe ear pain will be sent home until pain free. Student may be referred to their doctor for evaluation and treatment. If referred, a medical release from their doctor will be required to return to school.

HEADACHES – A student with a significant headache that limits school participation/activity will be sent home. A student may be referred for evaluation and treatment by their doctor or ophthalmologist, if headaches are severe and more frequent. If referred, a medical release from their doctor will be required to return to school.

SUSPECTED SCABIES – A student with a pimple-like itchy skin rash, which may affect many parts of the body will be sent home and referred for evaluation and treatment by their doctor. A medical release from their doctor is required to return to school. Scabies is a contagious condition.

*****Please encourage your child to wash their hands frequently, to cough into their elbow area or a tissue, and to discard any used tissue into the garbage can. *****

***** The above signs and symptoms may indicate a Communicable disease that is CONTAGIOUS to others. If a Health Referral form is sent home by the School RN, the student must be seen by a doctor, the Health Referral form completed by a doctor and returned to the school office, in order for the student to return to school. *****

*****A Student will be excluded from school until seen by a doctor, if suspected a Communicable Disease is present, appropriate care has not been rendered or condition has not been resolved after an adequate time period. *****

*****Health conditions not listed above will be at the School RN's discretion whether the student is sent home, referred to a doctor, or excluded from school.***

For more information on the above guidelines, you can go to the CDC website @ www.cdc.gov and the DHH website @ www.infectiousdisease.dhh.louisiana.gov

5/2016

IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE

All Students are required by law to present satisfactory evidence of immunity to or immunizations against preventable communicable diseases.

4 years of age or prior to school entry the below is required or a notice of exclusion will be sent home until immunizations are up to date.

1. DTaP (Diptheria-Tetanus- Acellular Pertussis)
Last one after the 4th birthday (the 3rd and 4th at least 6 months apart)
5 required upon school entry

2. OPV/IPV (Polio)
Last one after the 4th birthday (the 2nd and 3rd at least 6 months apart)
4 required upon school entry

3. HBV (Hepatitis B)
1st and 2nd at least l month apart
3rd dose required after the child has reached 6 months of age
3 required upon school entry

4. MMR (Measles-Mumps-Rubella)
First dose after 12 months of age.
Second dose is at 4 years of age.
2 required upon school entry.

5. HIB (Haemophilus Influenza Type B)
4 required upon school entry

6. VAR (Varicella (Chicken Pox)
First dose after 12 months of age.
Second dose is at 4 years of age
2 required upon school entry

Students entering 6th grade and who are 11 years of age or older; or as they turn 11 years of age during the school year; or all new students entering the parish, the below is required or a notice of exclusion will be sent home until immunizations are up to date.

1. Tdap (Tetanus-Diptheria-acellular Pertussis)
It is required by the state to receive this vaccination at 11 years old. Do not get immunization before your 11th birthday.

2. MCV4 (MENINGOCOCCAL)
It is required by the state to receive this vaccination at 11 years old. Do not get immunization before your 11th birthday.

Each student is required by law to present evidence of age appropriate immunizations at the time of registration or earlier. Students who do not have complete immunization records will not be allowed to enter school.
Revised 3/15

Policy for Administering Medication at School

For any school personnel to give medication to a child during the school day is seldom necessary. Children who are acutely ill shall be sent home. Children that are convalescing from an acute illness shall remain home until medication is no longer needed; however, special situations do exist for a health program that will involve long-term medication.

In accordance with Act 87 of the 1993 Louisiana Legislature, medications may be administered to students in school only when the following conditions are met:

1) Trained personnel who have been certified by a R.N., or M.D. will administer medications in respective schools.

2) A written order from the doctor or dentist (with the name of student, name of medication, dosage, time, route, adverse and desired effects) must be obtained by the parent and brought to school.

3) A parent's written consent form is on file at school.

4) Only oral and topical medications may be administered at school, and use of the epipen or glucagons in emergency situations when ordered by M.D. Asthma inhalers and insulin are self-administered by the student with M.D. order and parent consent.

5) We cannot administer "as needed" medication except for asthma inhalers, insulin, glucagons and epipen.

6) Medication should be given at home when possible.

The following guidelines are designed to ensure the safety of all students and employees and to limit School Board liability:

1) Medications can be administered to students at school only by the trained employee, with Dr.'s written order and parent's written consent. This is kept on file at school and renewable every school year. (The order and consent must match the medicine bottle.)

2) Medication should be brought to school by a parent or a parent appointee. Students are not to carry medication on them at any time, except for asthma inhalers. This includes prescription and non-prescription medications, such as Tylenol, Aspirin, Midol, Advil, Throat Lozenges, etc. Not allowing medicine to be brought to school on the bus is a major difference from previous guidelines.

3) We are requesting parents to provide the school with a one-month supply of medication in a pharmacy-labeled bottle. The 30-day request is for parent convenience but is not mandatory.

4) The medication must be counted when delivered and stored in a locked cabinet or drawer that has limited access to others.

5) Confidentiality of related records must be maintained.

No employee of the St. James Parish School System may be held responsible if the child takes an overdose of medicine. If the daily dose of medicine is lost, stolen, or spilled or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parents. If the parents cannot be reached, the school personnel cannot be held responsible. The particular situations shall be documented and signed by the person involved. (A copy of this policy shall be given to every parent before the request is signed.) Adopted October 1980 / Revised August 1988 / Revised February 1995

Medication Procedures

Definitions

Auto-injectable epinephrine means a medical device for the immediate self- administration of epinephrine by a person at risk for anaphylaxis.
Glucagon is a hormone that raises the level of glucose in the blood. Glucagon, given by injection, is used to treat severe hypoglycemia.
Glucose tablets are special products that deliver a pre-measured amount of pure glucose. They are a quick-acting form of glucose used to counteract hypoglycemia.
Inhaler means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.
Insulin pen are pen-like devices used to inject insulin into the body.
Insulin pump is a computerized device that is programmed to deliver small, steady doses of insulin throughout the day. The insulin is delivered through a system of plastic tubing (infusion set).
TAP trained authorized personnel who have successfully completed the *required initial 6 hour medication training, reviews and demonstration of skills annually*, with *100% competency*, to assist the school RN in the administration of medication. A TAP can be a trained authorized personnel or a LPN.
UDCA is a trained unlicensed diabetes care assistant who is a school employee and has completed *up to 6 hours of required initial diabetic training* (depending on the level of care and responsibility that will be required), *reviews and demonstration of skills annually*, with *100% competency*, to assist the school RN in the management and treatment of children with diabetes.
LPN is a Licensed Practical Nurse who is licensed by the state of Louisiana.
DMMP is the Diabetic Medical Management Plan.
IHP is a students individualized health plan

Medication *refers to* ***ALL*** *prescription and non-prescription (over-the-counter) drugs.*

General Medication Administration

- State and Federal legislation states that, ***medication that can be given before or after school, shall not be given at school.*** However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or allow a student to participate equally in the education setting.
  - Louisiana legislation mandates, that prior to any medication given at school, the following requirements ***MUST*** be met:
    - The parent/legal guardian must provide a completed and signed *Medication Order,* by ***BOTH*** the physician and parent for ***EACH*** medication to be given at school. This form is also ***required*** for any over-the-counter medication to be given at school.
    - *Medication Orders* are required at the beginning of ***EACH*** school year, and **CANNOT** be dated ***prior to July1st***, of that school year.
    - *Medication Orders* are limited to, medications that can be administered during school hours, **NOT** medications that can be given before or after school hours.
    - Prior to administration of ***ANY*** medication at school, the school RN ***MUST*** be notified and approval ***MUST*** be obtained, which may be over the phone, email, or fax, and may take up to 24hours.
    - Medication ***CANNOT*** be sent to school with the student; medication will be taken away and will ***NOT*** be given. Medication ***MUST*** be brought to school by the parent/legal guardian or a responsible adult; counted and signed in with the TAP on the student medication log.
    - The medication container ***MUST*** be properly labeled by a pharmacist and ***MUST*** match the *Medication Order*. They both shall contain clear instructions, identifying the students name, prescription number (if any), date, the name of medication, frequency, dosage, route, and time to be given. Improperly labeled medication will ***NOT*** be accepted.
  - During the period when the medication is administered, the TAP administering medication shall be relieved of all other duties.
  - Medication ***MUST*** be administered within ½ hour prior to or ½ hour after the prescribed time, regardless of days with school schedule changes, such as lunch times, testing, school programs, and activities.
  - On Early or Emergency Dismissals and Late Take-in days from school, students ***WILL NOT*** receive routine medications. Emergency medications will be given as necessary.
  - ***EXCEPT*** in the case of UDCAs or LPNs administering diabetes medications or a TAP in life threatening situations, a TAP may not administer injectable medications.

- ***ALL*** medications shall be stored in a secured locked area or locked drawer with limited access ***EXCEPT*** by a TAP.
- ***ONLY*** oral, pre-measured inhalants, topical ointment for diaper rash, and emergency medications shall be administered at school by TAPs.
- Students shall be observed by a school employee for a period of ***45 minutes*** following the administration of medication. This observation may occur during instruction time by school personnel.
- Each school shall maintain a current list of TAPs able to receive and administer medications at their school.
- No more than a ***35 day*** supply of medication for the student may be kept at school.
- Medication tablets will ***NOT*** be halved or crushed at school. Medication can ***ONLY*** be halved by a pharmacist or the parent/guardian.
- Time Release/Extended Release (XR) capsules will ***NOT*** be crushed opened, or contents emptied into food or liquid.
- A reasonable attempt will be made to reach the parent/legal guardian if:
  - A child does not receive a scheduled dose of medication.
  - A child takes an overdose of medication.
  - An adverse reaction occurs and appropriate action is taken.
  - A daily dose of medication is lost, spilled, or if the child refused to take or spit out medication.
- When a medication error occurs:
  - The TAP, shall notify the School RN and the principal ***IMMEDIATELY***.
  - The principal, will notify the parent/legal guardian, ensure that the proper documentation and paperwork has been completed, and will document every effort to reach the parent/legal guardian.
  - The TAP, responsible for the medication error shall document the error on the *Medication Error Report* form. The report ***MUST*** be signed and dated by the employee involved, School RN, and principal. The *Medication Error Report* form will be placed in the employee personnel file.
  - All suspected diversion, tampering, or misuse of drugs ***MUST*** be reported to the school principal ***IMMEDIATELY***.
  - The School RN, will review reports of medication errors with the principal and take necessary steps to ensure appropriate medication administration in the future.
- Eye drops, antibiotics, and other short-term medications, including non-prescription over-the-counter medications, shall **NOT** be given by a TAP, unless a *Medication Self-Administration Exception* has been granted by the School RN.
- Disposal of unused, contaminated, discontinued or out-of-date medications, shall be as follows:
  - Medication not retrieved by a parent or responsible adult, will be destroyed within ***(2) weeks*** after the medications expiration date, medications discontinued date, or after the end of each school year, following notification of the parent.
- Any TAP shall have the right to request another school employee to be present as a witness while he/she is administering the medication. After making such a request the employee shall not be required to administer the medication without such a witness. The witness does ***NOT*** have to be a TAP.
- Once trained, a TAP may ***NOT*** decline to perform such service at the time indicated except for reasons noted in writing by the licensed medical physician or the School RN. The reason for such exemptions shall be documented and certified by the licensed medical physician or the School RN within seventy-two hours of the request for the exemption.
- Administration of medication for a student with diabetes by a UDCA shall be conducted on a volunteer basis only.
- A school employee shall ***NOT*** be subject to any penalty or disciplinary action for refusing to volunteer or serve as an UDCA.
- No SJPSB school employee shall be liable for civil damages or subject to disciplinary action under professional licensing regulation or school disciplinary policies as a result of the activities of an UDCA or TAP.

Role of the Teacher

- The regular classroom teacher, who is not otherwise previously contractually required, shall not be assigned to administer medications to students. A teacher may request in writing to volunteer to administer medications to his/her own students. The administration of medications shall not be a condition of employment of teachers.
- A regular classroom teacher who is a sponsor, coach or lead person for extra curricular activities (i.e. Hope, Cheerleading, Beta, Band, Sports, Corps, JROTC, etc…) may be required to be medication trained and to administer medications to students that require medications on school related field trips and/or that extend beyond regular school hours, but ***ONLY*** while performing their extra curricular duties.
- A regular education teacher, who is assigned to an exceptional child, shall not be required to administer medications.

Role of the Principal

- Designate at least two employees at each school, to function as a TAP and receive training to administer medications in each school.
- If a school uses LPNs, UDCAs, or TAPs to provide care for students with diabetes at school or during a school–related activity, the school principal, in collaboration with the School RN, shall supervise the implementation of school policies for diabetes management, treatment and administration of medication, to ensure the safety, health, and welfare of the students.
- For the management and treatment of student with diabetes, the principal, in collaboration with the School RN, may seek school employees, who are willing to volunteer and be trained to serve as the UDCA.

Role of the LPN, UDCA, or TAP

- Administer or assist the diabetic student in self-care and/or self-administration of medication, only in accordance with the student's IHP or DMMP.
- Administer medication and treatment as prescribed in the student's medication plan *(Medication Log, Medication Order, Parent/Legal Guardian Request/Consent)*, IHP or DMMP.
- Follow the medication administration policy and procedures established by SJPSB.
- Notify the School RN of any changes in medication or in the status of the student.
- May **ONLY** administer medication at their assigned schools.

Role of the School RN

- Assess the health status of the student and determine if the administration of medication can be safely delegated.
- Can discontinue the administration of non-emergency medication at school.
- Collaborate with school principal, to supervise the implementation of the school policies for the administration of medications in schools to insure the safety, health and welfare of the students.
- Responsible for the training of the LPNs and TAPs to administer medications in each school. The training ***shall include, but not be limited to***, the following provisions and will follow the State of Louisiana's Diabetic and Medication Guidelines:
    - Proper procedures for administration of medications.
    - Handling, storage and disposal of medications.
    - Appropriate and correct record keeping.
    - Appropriate actions for reporting and documenting medication errors, for unusual circumstances or medication reactions, and recognizing complications which require emergency medication.
    - Appropriate use of resources.
    - When to contact the school RN for additional directions.
    - Administration of medication as ordered by a physician in accordance with school medication policy, procedures, medication order, and DMMP.

Role of the Parent/Legal Guardian

- The parent/legal guardian who wishes that prescription medication or over-the-counter medication be administered to his/her child, shall provide the following, for ***EACH*** medication to be given at school:
    - A completed and signed *Medication Order,* by ***BOTH*** the physician and parent, returned to the school office, which contains the following information:
        - A medication container properly labeled from a pharmacy and matches the *Medication Order*.
        - Name of student
        - Clear instructions
        - RX number, if any
        - Current date
        - Student's diagnosis
        - Name, dosage, time, frequency, route of medication, and reason for use of medication.
        - Sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.
- Provide a ***NEW*** *Medication Order,* at the ***beginning of EACH school year*** (***CANNOT*** *be* ***dated prior to July1st****, of that school year*) and anytime ***DURING the school year***, if there is a change in the medication (i.e. Name,

Time, Dose, Route). A parent/legal guardian is ***NOT*** allowed to make changes in medication school orders, a new *Medication Order* ***MUST*** be given.

- *Medication Orders* are limited to, only medications that can be administered during school hours, ***NOT*** medications that can be given before or after school hours.
- The parent/legal guardian or a responsible adult ***MUST*** deliver medication to the school office. Students are ***NOT*** allowed to transport medication to school or have medication in their possession without the School RN approval.
- The parent/legal guardian ***MUST*** count and sign-in the amount of medication that is delivered to the school with a TAP, on the students medication log.
- Provide a list of all medications that the student is currently receiving at home and school.
- The parent/legal guardian ***MUST*** provide the names and working telephone numbers for the parent/guardian, other persons that may be contacted, and the prescribing physician, dentist, or other authorized prescriber, in case of a medication emergency. If there is a change in contact information, emergency phone numbers should be updated ***immediately***.
- Students are not allowed to have medication in their possession on the school grounds. However***,*** emergency medications, such as asthma inhalers, epipens, glucagon and insulin may be carried by the student, ***ONLY*** after it has been approved by the parent, prescribing physician, and School RN. Teachers and principals have the right to take medication that is not approved, from the child and contact the School RN and parent/legal guardian.
- Unit dose packaging shall be used whenever possible.
- All aerosol medications shall be delivered to the school in pre-measured dosage.
- ***EXCEPT*** in the case of emergency medication, the parent/legal guardian will provide a statement verifying that the initial dose of a medication was administered, by the student's parent/guardian, outside the school jurisdiction with ***at least 12 hours*** of observation and without adverse reactions.
- Medication tablets will ***NOT*** be halved or crushed at school. Medication can ***ONLY*** be halved by a pharmacist or the parent/guardian.
- Time Release/Extended Release (XR) capsules will ***NOT*** be opened or the contents emptied into food or liquid.
- Medication not retrieved by a parent/guardian or responsible adult, will be destroyed ***(2) weeks*** after the expiration date, if the order is discontinued, or at the end of the school year, following notification to the parent/guardian.
- If student transfers to another school within the parish, it is the parent responsibility to sign-out the medication from the school the student is leaving; transport the medication and doctor order to the new school; and sign in the medication at the new school.

Role of the Parent/Legal Guardian and Student with Self-Administration of Medication

- ***ONLY*** those medical conditions, which require immediate access to medication to prevent a life threatening or debilitating situation, shall be considered for self-administration of medication. The self-administration of medications by a student with asthma, diabetes, and the use of auto-injectable epinephrine by a student at-risk of anaphylaxis shall be considered; provided that the student's parent/guardian provides the school with the following documentation (at the beginning of ***EACH*** school year):
    a. A *Medication* Order, completed and signed by ***BOTH*** the physician and parent, stating that the student has been adequately trained and allows the student to self-administer medication at school.
    b. ***BOTH*** the parent/legal guardian and the student ***MUST*** sign a *Contract to Self-Carry and Self-Administer Medication* at school, to ensure that medication will be handled in a safe, appropriate manner.
    - Any other documentation required by SJPSB for the care and well-being of the student.
- Documentation related to the self-administration of medication shall be kept on file in the office of the School RN and the school in which the student is enrolled. The principal and appropriate staff are informed that the student will be self-administering.
- The parent/legal guardian shall sign a statement acknowledging that the SJPSB shall incur no liability and shall indemnify and hold harmless SJPSB and its employees against any claims that may arise relating to the self-administration of medications.
- Students approved for self-management and treatment, self-carry and administration of medication, shall only do so in accordance with his/her physicians treatment and/or medication orders.
- A student, who uses any medication permitted, in a manner other than as prescribed, shall be subject to disciplinary action and their self-carry and self-administration privileges shall be taken away.

Field Trips

- It is recommended that when ever possible, that the parent/legal guardian, attend the field trip with their child to administer medication. Medication given on field trips requires all documentation and conditions that any medication at school requires, and will follow SJPSB medication policy and procedures.
    - It is the school board employee's responsibility to check for medical conditions and with their schools secretary for medications that will need to be given on a field trip, that the school board employee schedules. This ***MUST*** be done as soon as the field trip is scheduled. The School RN may be contacted with health related concerns, no later than *two weeks* prior to a scheduled field trip.
    - The principal is responsible for assigning a TAP, to administer medications on field trips, to students who normally receive medication at school, during school hours.
    - The parent/legal guardian may request *in writing* that a medication's scheduled dose be withheld, but only if withholding the dose will not endanger the student, if withheld (i.e. medications for ADHD). Medications for conditions such as seizures, diabetes, asthma, or severe allergic reactions and that are normally given at school, ***CANNOT*** *be withheld.*
    - If the parent/legal guardian cannot attend the field trip, the parent/legal guardian ***may designate, in writing***, a **non**-school board employee to attend the field trip to administer medication.
    - If the physician, parent/legal guardian, and School RN have determined that a student may self-carry and self-administer medication, once approved, all required paperwork and documentation on file, *it will be the student's responsibility to carry medication at* ***ALL TIMES*** *and on* ***ALL Field Trips and/or school related activities.***
    - If the parent/legal guardian does not provide the required paperwork and medication to the school *one week* prior to the field trip, then the student cannot attend the field trip.
    - In the event that a TAP is not available, neither the parent/legal guardian nor their designee can attend the field trip to administer medication, and the student has not been approved to self-administer medication, ***then the child may NOT attend the field trip without specific permission of the principal.***

Student Confidentiality

- All student information shall be kept confidential. The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.

Ref. R.S. 17:436.1, Act 87 (1993), R.S 17:436.3, Act 858; R.S. 17.1947.1.C, Act 1181 (1995), Act 636 (2001), Act 804 (1997); R.S. 17.435.1, Act 752 (1995); R.S. 17.436.1, Act 145 (2009); Title 28: Education, Part CLVII Bulletin 135- Health and Safety and related statutes.

See www.stjames.k12.la.us under departments to print any medical forms needed.
(Revised 5/2017)

Health Plans

If your child has a health condition and/or takes medication at school, the school nurse, when made aware of this information, will write a Health Plan containing needed information that will be shared with the necessary school personnel to ensure the health and safety of your child. These plans are updated annually with information from the parent and/or student.

HEALTH SCREENINGS

VISION SCREENING
According to Act 522, St. James Parish School nurses will coordinate the vision screening to be completed. Vision screening will be conducted on all students in grades K, 1st, 3rd, 5th, 7th, 9th, 11th, and any special request students.

Students who fail a second screening will receive a letter of referral for the parent or guardian explaining the need of further medical evaluation and/or correction as needed.

HEARING SCREENING
According to Act 522, St. James Parish School nurses will coordinate the hearing screening to be completed. Hearing screening will be conducted on all students in grades K, 1st, 3rd, 7th, 11th, and any special request students.

If the student fails the hearing screen, a letter of referral will be sent home notifying the parent/guardian of the need for further evaluation by an audiologist or private medical doctor.

SCOLIOSIS SCREENING
A parent/guardian of any student with a concern of their child's back or posture need to submit a written request for a scoliosis screening to the school nurse at that student's school.

BREAST SELF-EXAMINATION/CERVICAL CANCER
According to Act 789, Breast Self-Examination/Cervical Cancer is taught to all 8th and 10th grade girls in St. James Parish. This class is conducted by the school nurses and/or St. James Parish Hospital.

The parent/guardian will be notified approximately 1-2 weeks prior to the class being taught. The parent/guardian must sign a negative consent form in order for their daughter **NOT** to participate.

BUS POLICIES

1. No student shall bring weapons or items which can be used as weapons on school buses or on campus or while attending any school-related activities. Metal combs are prohibited.

2. No student shall bring drugs, including alcohol, on the school bus or on campus.

3. No student shall smoke on the school bus, the campus, or in the school building(s) or while attending any school related activities. Tobacco, lighters, matchers, etc. are prohibited.

4. No student shall use obscene language on the school bus or on campus.

5. No student shall bring radios, whistles, electronic devices, or any form of distraction on the school bus or on campus. All personnel confiscating items are to submit these items and a Parish-adopted referral to the principal / designee immediately. Personnel infraction of the policy shall result in personal liability. Principal / Designee shall contain these items. Students shall claim the items at a time designated by the principal / designee.

6. No student shall board school buses with items too large to hold on the lap or place under the seat. Oversize items larger than 18” x 12” X 5”, such as luggage used as bookbags, may be prohibited for safety reasons.

7. No student shall use the emergency door unless instructed by the bus driver or designee(s).

8. No student shall stand while the school bus is in motion or extended head, arms, objects, etc., or throw objects out of the bus windows or door.

9. No student shall bring visitors, pets, etc., on the school bus or on campus.

10. No student shall bring soft drinks, candy, gum, or any other edibles or any glass containers on the school bus or in school building.

11. Any request to ride a school bus other than the assigned bus must be made by the parent / tutor / guardian to Gaynell Albert, Administrative Director prior to the time requested.

12. Students should arrive at the bus stop at least five (5) minutes before the bus arrives to ensure timely routes.

13. No student shall be permitted to board or depart the bus other than at his/her assigned stop unless authorized by Gaynell Albert, Administrative Director.

14. If fighting occurs aboard the bus, equal time is given off the bus in addition to suspension from school. Disruptive students who repeatedly misbehave on the bus are subject to indefinite bus suspension. In such cases, the parent is responsible for transporting students to and from school.

15. Students who fail to follow School Board policies while riding the bus are subject to consequences as specified in Disciplinary Policies (Grades 4-6 or 7-12). Because of the safety issue regarding school bus operation, disciplinary actions will be doubled the outlined consequences for Grades 4-6 and 7-12. All offenses may also result in removal from the bus.

***Video cameras will be on all buses to monitor student behavior.**

ST. JAMES PARISH SCHOOLS STUDENT POLICY MANUAL 2017 - 2018

FORM "SB"

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BUS BEHAVIOR REPORT

In accordance with R.S. 17:416, the purpose of this report is to inform parents/guardians of a behavioral incident on the school bus, at a bus stop or in the bus loading zone at the school, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety or well-being of the named student, the school bus driver or other persons, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences. Students and parents are reminded that bus riding privileges may be revoked at any time deemed necessary for the safety of school bus passengers or other citizens.

Name of Student _____ Phone _____ Grade _____

Name of Bus Driver/Staff _____ Phone _____ Bus Number _____

Name of Principal _____ School _____

Check One: ☐ Regular Education ☐ 504 ☐ Special Education Date of Incident _____ Time _____ Location _____

Time Code: _____	04 During School Activity Trip, 05 To/From School, 06 At Bus Stop or Transfer Station
Location Code: _____	06 School Bus, 07 At Bus Stop or Transfer Station, 99 Other

INFRACTION / REASON CODES (Check all that apply)

01. ☐ Willful disobedience
02. ☐ Treats an authority with disrespect
03. ☐ Makes an unfounded charge against authority
04. ☐ Uses profane and/or obscene language
05. ☐ Commits immoral or vicious practices
06. ☐ Conduct or habits injurious to his/her associates
08. ☐ Uses or possesses tobacco, lighter or matches
09. ☐ Uses or possesses alcoholic beverages
10. ☐ Disturbs the school or habitually violates any rule
11. ☐ Cuts, defaces, or injures any part of public school buildings/vandalism
12. ☐ Writes profane and/or obscene language or draws obscene pictures
15. ☐ Throws missiles liable to injure others
16. ☐ Instigates or participates in fights while under school supervision
17. ☐ Violates traffic and safety regulations
18. ☐ Leaves school premises or classroom without permission
19. ☐ Is habitually tardy and/or absent
20. ☐ Takes another's property or possessions without permission
21. ☐ Commits any other serious offense
35. ☐ Bullying (complete Bullying Behavior Checklist)
36. ☐ Cyber Bullying (complete Bullying Behavior Checklist)
38. ☐ Forgery
39. ☐ Gambling
42. ☐ Unauthorized use of Technology
43. ☐ Improper dress
49. ☐ False Report

REMARKS/DESCRIPTION OF INCIDENT: _____

ACTION(S) TAKEN BY SCHOOL BUS DRIVER

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other ___ cumulative behavioral referral(s). I have taken the following action(s):

011 ☐ Referred to Office
120 ☐ Discussed Behavior with Student
173 ☐ Discussed Behavior with Parent or Guardian
175 ☐ Participated in Conference with School Administrator
999 ☐ Other: _____

Date of Referral: _____ Date of Contact: _____ Time: _____ ☐ Phone Call ☐ Letter ☐ Other (Describe): _____

Response of Parent/Guardian: _____

Date of Conference: _____ Describe: _____

Signature of Bus Driver: _____ Date: _____

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other ___ cumulative behavioral referral(s). I have taken the following action(s):

000 ☐ No Action– only use if no reportable action was taken
012 ☐ Referred to Counselor
043 ☐ After School Detention from ____ to ____
004 ☐ Suspension In School from ____ to ____
017 ☐ Enforcement Referral (Arrest Resulted Y N)
080 ☐ Assigned Remedial Work
140 ☐ Student Reprimand
175 ☐ Conference w/ Principal on: _____
160 ☐ Loss of Privileges/Bus Suspension from ____ to ____
014 ☐ Referred to School Building Level Committee (SBLC)
045 ☐ Weekend Detention from ____ to ____
006 ☐ Suspension Alternative Site from ____ to ____
016 ☐ Court Referral Date _____
999 ☐ Other Action(s): _____
120 ☐ Student Conference Date: _____
180 ☐ Corporal Punishment (*if checked, complete "Corporal Punishment" Incidence Checklist*)
020 ☐ TOR (Time Out Room)
040 ☐ In School Detention from ____ to ____
002 ☐ Suspension Out Of School from ____ to ____
001 ☐ **Expulsion Recommendation**
013 ☐ Referral to Social Worker
030 ☐ Restorative Practices Implemented
173 ☐ Conference w/ Parents or Guardians on: _____

Circle Yes or No: **Perpetrator:** Serious Bodily Injury Y N Medical Treatment Y N **Victim:** Serious Bodily Injury Y N Medical Treatment Y N

Y N Contact Parent/Guardian Date: _____ Time: _____ ☐ Phone Call ☐ Letter ☐ Conference Date: _____ Time: _____

SIS Primary Infraction/Reason Code Entered: _____ Signature of Principal: _____ Date: _____

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN: _____

Signature of Student: _____ Signature of Parent/Guardian: _____ Current Date: _____

Check appropriate blocks as copies of the document are supplied: ☐ Parent/Guardian ☐ School's Pupil File ☐ Employee Filing this Report ☐ Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments:** Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.

(REVISED 9/5/2014)

STUDENT DISCIPLINE

In our continuing effort to provide an enriching learning atmosphere, the St. James Parish Public School System has implemented parish-wide discipline policies and procedures for students in PK-3, 4-6, and 7-12. A major focus of the discipline policy is one of individual accountability; that is, if a student chooses to break the rules, then he/she will be held accountable for his/her actions and must face the consequences.

The school, as a community agency, shares the responsibility with parents to educate, guide, and, when necessary, to discipline children. The school's main objective is to educate the student and to provide a program to meet his/her needs, which will help prepare the individual for a world of work and a position which will enable him to take his place in society and to lead a happy and productive life.

Appropriate punishment deemed necessary by the principal may be implemented for deviant student behavior. The punishment should be reasonable, and corrective measures should help the student to become aware of a need for self-discipline. Students should use caution in claiming "self-defense" in physical confrontation, for a student who is the aggressor or who brings on a difficulty cannot claim the right to defend oneself. Any force used must be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense (LRS 17:416). The St. James Parish Public School System discourages physical confrontations.

The policy emphasizes that the majority of inappropriate behavior (Category D) will be handled in the classroom. Teachers shall document their attempts to resolve minor misbehavior within the classroom and have contacted the parent prior to any referral to the principal's office. Each teacher shall decide which consequences would be most appropriate for his/her class structure, though, at some schools, teachers may agree to use the same set of classroom rules and consequences.

Another set of misbehaviors must be handled by the principal because they occur in the hall, buses, and other settings not directly supervised by classroom teachers or are considered more serious (Category B, C).

A small set of severe misbehaviors (Category A) cannot be handled in the classroom. Category A offenses are limited to conduct that constitutes and imminent and substantial threat to physical safety or that is criminal in nature (e.g. possession of firearms or other weapons, bomb threat, or burglary).

Principals must make every reasonable effort to investigate all aspects of a discipline problem. The student shall be given notice of the particular misconduct of which he/she is accused as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts to the principal or designee. In many cases, the principal / designee may informally discuss the alleged misconduct with the student minutes after it has occurred.

Since the conference between administrator and student may occur almost immediately following the misconduct, generally the notice and the administrative hearing should precede any suspension. In cases where presence of a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, however, the student may immediately be removed from school. In such cases, the notice (and hearing if required) should follow as soon as possible.

A student removed from the classroom shall be assigned school work missed 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/her designee, upon the recommendation of the student's teacher.

If the student is suspended, the principal /designee shall make every effort to contact the parent or guardian by telephone and inform them of the suspension. The student may be removed from classes, if necessary, and kept under supervision until the close of the school day or the arrival of the parent or guardian to pick up the student. In the event the student may cause a disruption in the orderly operation of school, he/she may be removed from the school premises immediately and placed in the custody of the parent, guardian, next of kin, or police officer.

The principal / designee shall mail a report of the suspension to the parent / guardian on the day of the suspension, if possible, but no later than two school (2) days following the decision to suspend. A copy should be placed in the school file. If the parent or guardian wishes to appeal the suspension, the parent/guardian, within five (5) school days after notification of the suspension, must submit a written request to the Superintendent or designee to review the matter; otherwise, the decision shall stand. While awaiting the Superintendent's decision in suspension appeal cases, the student shall remain suspended out of school; and upon review, if the Superintendent reverses the decision of the school

administrator, the student's absences shall be voided. **While a student is suspended or expelled to Alternative Center from school, he/she may not attend ANY activities (graduation ceremony, athletic practices/events, dances, etc.) on any school campus.** The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.

If the parent or legal guardian is not present for an expulsion hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested.

The administrator at the school site or central office may place a student on probation, a temporary status or period of trial conduct, following rule infractions in an attempt to improve the student's behavior. The applicable administrator shall determine the terms and conditions of the probation.

St. James Parish defines an Administrative Conference as dialog between parent / guardian and principal / designee. This may be a telephone conversation or meeting in person. An Administrative Hearing is a meeting between the parent / guardian and principal / designee scheduled prior to suspension, if possible. An Expulsion Hearing is a meeting among the parent / guardian, principal / designee, and Superintendent / Designee for appeals and expulsion cases.

Expulsion Procedures

Parents have the right to waive their rights to an expulsion hearing therefore agreeing to expel student to the Alternative Center.

If administrator recommends expulsion for a student, a letter must be sent home to parents with the allegation and the date and time of expulsion hearing.

The student will not be compelled to testify against him/her self. He/she has the right to call witnesses and question witnesses. He/she may have anyone of his/her choosing to represent him/her at the hearing. He/she has the right to review all documentation. He/she will be given a chance to present his/her side of the story.

At the end of the hearing, he/she will be given the decision of the Superintendent's Designee. Within five (5) days, he/she will receive the results of this hearing by mail.

If he/she disagrees with the Superintendent's (Designee) decision, he/she may appeal to the St. James Parish School Board. If the St. James Parish School Board upholds the decision of the Superintendent, he/she may appeal to the district court within ten (10) days.

Parents may request, in writing to the St. James Parish School Board, that they review the findings of an Expulsion Hearing within five (5) days of notification.

DEPARTMENT of EDUCATION
Louisiana Believes

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT

In accordance with R. S. 17:416(A) the purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at the school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student:	**Phone:**	**Grade/Section:**	
Name of Teacher/Staff:	**Teacher/Staff/Location:**		
Name of Principal:	**School:**		
Check One: ☐ Regular Education ☐ 504 ☐ Special Education	**Date of Incident:**	**Time:**	**Location:**

Time Code:	**01** Before School on Grounds, **02** During Class, **03** Between Classes, **04** After Normal School Hours & Supervised, **05** To/From School, **06** At Bus Stop or Transfer Station, **07** During School Extracurricular/Assembly Event, **08** Recess, Club, Free Time, **09** Homeroom, **10** Breakfast/Lunch
Location Code:	**01** Classroom, **02** Restroom, **03** Lunchroom, **04** Hallway, **05** Playground, **07** At Bus Stop or Transfer Station, **08** Parking Lot, **09** Locker Room, **10** Cell Phone, **11** Internet, **12** To or From School, **13** School Sponsored Event, **14** Home, **98** Offsite Program, **99** Other _____

INFRACTION/REASON CODES (Check all that apply)

01. ☐ Willful disobedience
02. ☐ Treats an authority with disrespect
03. ☐ Makes an unfounded charge against authority
04. ☐ Uses profane and/or obscene language
05. ☐ Commits immoral or vicious practices
06. ☐ Conduct or habits injurious to his/her associates
07. ☐ Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form
08. ☐ Uses or possesses tobacco, lighter, or matches
09. ☐ Uses or possesses alcoholic beverages
10. ☐ Disturbs the school or habitually violates any rule
11. ☐ Cuts, defaces, or injures any part of public school buildings/vandalism
12. ☐ Writes profane and/or obscene language or draws obscene pictures
13. ☐ Possesses weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code.
14. ☐ Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½" - refer to code 31).
15. ☐ Throws missiles liable to injure others
16. ☐ Instigates or participates in fights while under school supervision
17. ☐ Violates traffic and safety regulations
18. ☐ Leaves school premises or classroom without permission
19. ☐ Is habitually tardy and/ or absent
20. ☐ Takes another's property or possessions without permission
21. ☐ Commits any other serious offense
30. ☐ Discharge or use of weapon(s) prohibited by federal law
31. ☐ Possesses pocket knife or blade cutter with a blade length < 2 ½"
33. ☐ Use of OTC medication in a manner other than prescribed or authorized
34. ☐ Possession of Body Armor
35. ☐ Bullying/Harrassment (*complete Bullying Form)
36. ☐ Cyber Bullying (*complete Bullying Form)
37. ☐ False Alarm/Bomb Threat
38. ☐ Forgery
39. ☐ Gambling
40. ☐ Public Indecency
41. ☐ Obscene behavior or Possession of Obscene/ Pornographic Material
42. ☐ Unauthorized use of Technology
43. ☐ Improper dress
44. ☐ Academic dishonesty
45. ☐ Trespassing Violation
46. ☐ Failure to Serve Assigned Consequence
47. ☐ Misusing Internet/ Violates electronic/ technology policy
48. ☐ Sexual Harassment
49. ☐ False Report
50. ☐ Crime of Violence (per R.S. 14:2B)

REMARKS/DESCRIPTION OF INCIDENT: _____

_____

_____

(REVISED 7/7/2017)

DEPARTMENT of EDUCATION
Louisiana Believes

LOUISIANA DEPARTMENT OF EDUCATION SCHOOL BEHAVIOR REPORT

ACTION(S) TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

011 ☐ Referred to Office
012 ☐ Referred to Counselor
013 ☐ Referred to Social Worker
014 ☐ Referred to SBLC
018 ☐ Secondary Referral (PBIS)
019 ☐ Tertiary Referral (PBIS)
022 ☐ Therapeutic Removal
025 ☐ Intervention Room
080 ☐ Assigned Remedial Work
120 ☐ Student Conference
140 ☐ Student Reprimand
160 ☐ Loss of Privileges
030 ☐ Restorative Practices Implemented
173 ☐ Conference with Parents or Guardians
175 ☐ Conference with Principal
999 ☐ Other Action _____

Contact Parent/Guardian? ☐ **Y** ☐ **N**	Date:	Time:	☐ Phone Call ☐ Letter ☐ Conference Date:	Time:
RECOMMENDATION(S) BY TEACHER OR OTHER SCHOOL EMPLOYEE:				
Signature of School Employee:				Date:

ACTION(S) TAKEN BY SCHOOL ADMINISTRATOR

The student named above is hereby reported for inappropriate behavior as indicated in this report. This is the student's 1st 2nd 3rd 4th 5th (circle one) or other _____ cumulative behavioral referral(s). I have taken the following action(s):

000 ☐ No Action – only use if no reportable action was taken
001 ☐ Expulsion Recommendation
002 ☐ Suspension Out of School from ____ to ____
004 ☐ Suspension In School from ___ to ___
006 ☐ Suspension Alternative Site from ____ to ____
012 ☐ Referred to Counselor
013 ☐ Referral to Social Worker
014 ☐ Referred to School Building Level Committee (SBLC)
016 ☐ Court Referral Date: _____
017 ☐ Enforcement Referral (Arrest Resulted Y N)
020 ☐ TOR (Time Out Room)
030 ☐ Restorative Practices Implemented
040 ☐ In School Detention from ___ to ___
043 ☐ After School Detention from __ to __
045 ☐ Weekend Detention from ___ to ___
080 ☐ Assigned Remedial Work
120 ☐ Student Conference Date: _____
140 ☐ Student Reprimand
160 ☐ Loss of Privileges
173 ☐ Conference w/ Parents or Guardians on: _____
175 ☐ Conference w/ Principal on: _____
180 ☐ Corporal Punishment (if checked, complete "Corporal Punishment" Incidence Checklist)
999 ☐ Other Action(s): _____

Perpetrator: Serious Bodily Injury ☐ **Y** ☐ **N** Medical Treatment ☐ **Y** ☐ **N** **Victim:** Serious Bodily Injury ☐ **Y** ☐ **N** Medical Treatment ☐ **Y** ☐ **N**

Contact Parent/Guardian? ☐ **Y** ☐ **N**	Date:	Time:	☐ Phone Call ☐ Letter ☐ Conference Date:	Time:
SIS Primary Infraction/Reason Code Entered:			Signature of Principal:	Date:

COMMENTS BY STUDENT AND/OR PARENT/GUARDIAN:

_____

_____

_____

Signature of Student:	Signature of Parent/Guardian:	Current Date:

Check appropriate blocks as copies of the document are supplied:

☐ Parent/Guardian ☐ School's Pupil File ☐ Employee Filing this Report ☐ Principal

***NOTE: The principal shall return a completed copy of this form to the staff member who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.**

****Attachments:** Provide copies of all documents related to the behavior of the student named above and prepared by the employee submitting this referral.

(REVISED 7/7/2017)

St. James Parish School System's Alternative Program

The Alternative Center has been established for students having problems conforming to rules, regulations, and policies in a regular school setting. The Alternative Center will provide an alternative classroom environment to accommodate specific needs of assigned students to correct inappropriate behavior through the development of positive self-esteem so that students will have the opportunity to return to the regular school setting.

The Alternative Center for grades K-12 (BIP & AC) will be staffed with appropriate personnel. Carnegie units or credits will be offered to students in grades 7-12 according to certification of teachers on staff. The students in grades K-6 will be taught the curriculum from their home-based schools. The Alternative Center teachers may provide supplemental assignments, for which the students will be responsible.

The nucleus of the Alternative Center will draw support and involvement from parents, teachers, and civic-minded professionals. Visiting speakers will provide academic motivation, vocational counseling, and strategies for dealing with problems. Parents will attend monthly meetings that will address effective communication skills and offer them the opportunity to meet with other parents and discuss common concerns. The administrator and teaching staff shall incorporate innovative strategies to accomplish the desired results outlined in the Alternative Center Handbook.

The main goal of the Alternative Center will be to keep students in school and to ensure the most appropriate learning opportunities are provided.

In-School Suspension Program (ISSP)

The purpose of the In-School Suspension Program (ISSP) is to provide an alternative to out-of-school suspension while providing strategies designed to help students improve their behavior including reasonable opportunities to receive tutoring, social and emotional supports, remedial education, and regular academic work and to earn grades and credit equivalent to those of other students not in an ISSP. Students shall not be required to complete punitive or non-academic writing assignments when assigned to ISSP. The ISSP shall not prevent the school principal or designee from removing an extremely disruptive student from the school setting and requesting an out-of-school suspension or an expulsion hearing.

After-School Detention

After-school detention is an alternative to home suspension for less serious misbehaviors. Detention will be on days designated by the principal. The concept of detention does not prevent the school principal from removing a disruptive student from the school setting.

STUDENT DRESS CODE

It is the obligation of the School Board to provide an educational atmosphere which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences which hinder the learning process. No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

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

Any substantial complaint concerning the dress code will be dealt with by the school administration. The term "school-approved" means that the principal has given his/her approval.

Uniforms

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to class. Parent/Guardians will be responsible for purchasing uniforms. Uniforms shall be worn as follows:

PK-6 Boys: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional). Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).

7-12 Boys: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional) or school-issued t-shirt. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).

PK-6 Girls: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional). Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).

7-12 Girls: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional) or school-issued t-shirt. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).

Sweaters/Vests/Sweatshirts: School-approved color or solid white; only school-approved monograms; no logos; no name brands; **hoods are not allowed on campus (on jackets or sweatshirts)**; collar of uniform shirt shall be visible.

Coats/Jackets/Wind Breakers ***(NO HOODS ALLOWED)****:* School-approved color, solid white, solid black, solid navy, gray or khaki; no stripes.

NOTE: School organizations' jackets and sweatshirts are allowed.

Dress Code Regulations

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.

2. The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, khaki, black, navy, gray or school approved color.

3. All students must wear belts if pants have loops. Belts may not be more than one size larger than the waist and should be solid in color with no adornments (spikes, chains, etc.).

4. Baggy, tight-fitting or over-sized uniforms are prohibited. Pants must fit at the waist; "low riders" are not allowed. Drawstring pants, cargo pants, joggers (which are pants with elastic waist and ankles), and sweat pants are also prohibited. Full-length pants cannot be rolled or folded above the ankle. Pants must be hemmed. Pants cannot be made of denim material (jeans).

5. Shirts must be worn tucked in at all times. Undergarments must not be visible.

6. Only school approved colored undershirts/turtlenecks are allowed under the uniform shirt.

7. Shoes must be completely enclosed. Heels should be no more than 2 inches high.

8. The wearing of earrings by female students will be allowed. Male students in 7 – 12 may also wear earrings. Earrings may be one inch in diameter and/or length.

9. Wearing body-piercing jewelry other than for pierced ears is prohibited. (Example: nose, lips, tongue, eyebrows, etc.). Earrings should be worn in the lobes only.

10. Students will be allowed to wear chains, belt buckles, pendants or necklaces with the following specifications:

    a. Rope-type chains shall be no larger than 1/16 inch in diameter.

    b. Flat chains shall not exceed ½ inch in width.

    c. Nameplates, pendants, buckles shall not be larger than 2 inches by 1 inch.

    d. No chains shall be connected to a wallet or hanging out of the pocket.

    e. Earrings are only allowed in earlobes and may not be large or dangling. Visible facial/nose piercings are against district policy. For safety reasons, jewelry (ex: rings) must be small in size. No oversized jewelry is allowed.

11. Jewelry is worn at the student's own risk. The system will not be responsible for lost/stolen items.

12. All headgear (such as caps, hats, bandanna, wraps, curlers, etc.) and blankets are prohibited (boys and girls).

13. Only prescription glasses may be worn inside buildings.

14. Clothing with holes is not allowed and shall be worn on the "right" side and not inside out. Patches must cover any holes.

15. Picture ID cards (grades 7-12) must be visibly worn on school-approved lanyards at all times. Defacing ID's is prohibited.

16. Prohibited and/or inappropriate items may be confiscated by school officials and returned to the parent/guardian only.

Groom and Dress Violations

Violations of grooming and dress regulations will be handled according to the discipline policies adopted by the School Board.

DEFINITIONS

"Code of Conduct" refers to the District's disciplinary rules that are set forth in the Student Policy Manual.

"Detention" refers to a consequence for a violation of the Code of Conduct that does not remove the student from the classroom during instructional time, but requires a student to spend some amount of time in a particular school location during lunchtime, after school, or on the weekend.

"Expulsion" refers to a consequence for a violation of the Code of Conduct that removes a student from that student's school for not less than one school semester.

"Functional Behavior Assessment" or "FBA" refers to a systematic set of strategies that are used to determine the underlying function or purpose of a behavior so that an effective behavior management plan can be developed. An FBA consists of describing the problem behavior, identifying preceding or subsequent events that control the behavior, and developing and testing a theory of the behavior. An FBA should be completed by qualified professionals after reviewing student records and other relevant data and conducting direct observations of the student. FBAs are most commonly conducted for Students with a Disability, as defined below, by may be conducted for any child.

"In-School Suspension" refers to a consequence for a violation of the Code of Conduct that removes a student from her or his regularly assigned classroom and transfers her or him to a different in-school setting during the course of the regular school day where the student does not receive regular instruction but has the opportunity to complete work from their regular classroom.

"Instructional Staff" refers to certified staff (e.g., teachers and counselors) and non-certified staff (e.g., teacher aides) who work directly with students.

"Law Enforcement Powers" refers to arrest, citation, search, seizure, handcuffing, or the Use of Force, as defined below, by a School Resource Officer, as defined below, or another law enforcement officer.

"Out-of-School Suspension" refers to a consequence for a violation of the Code of Conduct that removes a student from his/her school for less than one school semester.

"School Resource Officers or SROs" refers to any sworn or unsworn law enforcement officers who exert law enforcement powers, as defined herein, and who are stationed in or assigned to a District school.

"State Reporting Form" refers to Forms A and B of the Louisiana Department of Education School Behavior Report that schools in Louisiana are required to submit in order to document disciplinary referrals.

"Student(s) with a Disability" refer4s to a student who has qualified to receive disability-related services and/or supports under the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1975 (unless his/her parent or guardian has chosen for the student not to receive such services and/or supports by failing to provide written consent to the initial offer of such services or, after initial consent, revoking consent for such services.

"Suspension or Expulsion" and "Suspension and Expulsion" refers to In-School Suspension, Out-of-School Suspension, Expulsion, or transfer to an Alternative Education Program. It does not refer to positive interventions, corrective strategies, or Detention.

"Use of Force" refers to any physical contact or physical coercion used by an SRO or another law enforcement officer to control or to restrain a student. The term does not include a physical escort, which is a temporary touching of the hand, wrist, arm shoulder, or back for the purpose of guiding or directing a student who is behaving in a manner inconsistent with school policies to a safe location.

DISCIPLINARY POLICIES

Grades PK - 3

Disciplinary problems involving students in grades PK-3 shall be processed through classroom and school administrative intervention.

Note: In the event of excessive and continuous school and classroom behavior problems by students in grades PK-3, the policies governing students in grades 4-6 shall be applied at the discretion of the Principal. (Refer to Disciplinary Policies, Grades 4-6).

Grades 4 – 6 (The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until the Superintendent's hearing depending upon the circumstances.) Please find the definitions for codes in parenthesis in Appendix A.

CATEGORY A

	OFFENSE	CONSEQUENCES
1	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (07)	Suspension out of school pending Expulsion Hearing. Report incident proper authority; Principal (school), Superintendent (system) and Sherif Office (legal)
2	Use of OTC medication in a manner other than prescribed or authorized (33)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
3	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the **Weapon Type** code (13)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
4	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller) (14)	Suspension out of school pending Expulsion Hearing. Report incident t proper authority; Principal (school), Superintendent (system) and Sheriff' Office (legal)
5	Discharge or use of weapon(s) prohibited by federal law (30)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
6	False Alarm/Bomb Threat (37)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
7	Assault and/or Battery And/or Threats (23)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
8	Sexual Harassment (48)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
9	Serious Bodily Injury (32)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

	OFFENSE	CONSEQUENCES
10	Misappropriation with Violence to the Person (29)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
11	Obscene Behavior or Possession of Obscene/Pornographic Material (41)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
12	Kidnapping (25)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
13	Criminal Damage to Property (27)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
14	Public Indecency (40)	3 days suspension out of school and contact with parent/legal guardian
15	Commits any Other Serious Offense (21) that constitutes an imminent and substantial threat to physical safety or is criminal in nature	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
16	Cyber bullying (Complete Bullying Form) 36 Bullying/Harassment (Complete Bullying Form) 35	1-3 days suspension out of school and contact with parent/legal guardian
	2nd Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
17	Instigates or participates in fights while under school supervision (16) Does not include minor student altercations that can be quickly and safely broken up 1st Offense	1 day suspension out of school pending Administrative Hearing and contact with parent/legal guardian
	2nd Offense	2 days suspension out of school pending Administrative Hearing and contact with parent/legal guardian
	3rd Offense	3 days suspension out of school pending Administrative Hearing and contact with parent/legal guardian
	4th Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

CATEGORY B

	OFFENSE	CONSEQUENCES
1	Uses or possesses tobacco, lighter, or matches (8)	Time out or ISSP or After School Detention as determined by Administrator
2	Commits immoral or vicious practices (5)	Time out or ISSP or After School Detention as determined by Administrator
3	Conduct or habits injurious to his/her associates (6)	Time out or ISSP or After School Detention as determined by Administrator
4	Gambling (39)	Time out or ISSP or After School Detention as determined by Administrator
5	Cuts, defaces, or injures any part of public school buildings/vandalism (11)	Restitution and Time out or ISSP or After School Detention as determined by Administrator
6	Uses or possesses alcoholic beverages (9)	Time out or ISSP or After School Detention as determined by Administrator
7	Forgery (38)	Time out or ISSP or After School Detention as determined by Administrator
8	Failure to Serve Assigned Consequence (46)	Time out or ISSP or After School Detention as determined by Administrator If a District administrator determines the student has a legitimate justification for the failure to Serve Assigned Consequences, that failure will be excused or the student will be required to make it up District administrators will offer additional opportunities to complete the consequences when the failure to do so will lead to ISSP, unless the District administrator determines it is no longer reasonable to do so
9	Treats on authority with disrespect (2)	Time out or ISSP or After School Detention as determined by Administrator
10	Takes another's property or possessions without permission (20)	Time out or ISSP or After School Detention as determined by Administrator
11	Makes an unfounded charge against authority	Time out or ISSP or After School Detention as determined by Administrator
12	Leaves school premises or classroom without permission (18)	Time out or ISSP or After School Detention as determined by Administrator
13	False report (49)	Time out or ISSP or After School Detention as determined by Administrator
14	Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches) (31)	Suspension out of school or ISSP and contact with parent/legal guardian.

CATEGORY C

	OFFENSE	CONSEQUENCES
1	Unauthorized use of Technology (42)	Time out or ISSP or After School Detention as determined by Administrator
2	Uses profane and/or Obscene language (4)	Time out or ISSP or After School Detention as determined by Administrator
3	Writes profane and/or obscene language or draws obscene pictures (12)	Time out or ISSP or After School Detention as determined by Administrator
4	Willful Disobedience (1)	Time out or ISSP or After School Detention as determined by Administrator
5	Trespassing violation (45) (Loitering on Campus when Absent or Suspended)	Time out or ISSP or After School Detention as determined by Administrator
6	Throws missiles liable to injure others (15)	Time out or ISSP or After School Detention as determined by Administrator
7	Academic Dishonesty (44) (Cheating on Test / Assignment)	Time out or ISSP or After School Detention as determined by Administrator
8	Improper Dress (43) (School Board Dress Code Violation)	Time out or ISSP or After School Detention as determined by Administrator then only when other consequences have proven ineffective
9	Disturbs the school or habitually violates any rule (10)	Time out or ISSP or After School Detention as determined by Administrator
10	Violates traffic and safety regulations (17)	Time out or ISSP or After School Detention as determined by Administrator
11	Misusing Internet/Violates electronic/Technology Policy (47)	Time out or ISSP or After School Detention as determined by Administrator

CATEGORY D

No referrals from this category will be accepted without attached proper documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

All classroom behavior including, but not limited to the following:

1. Failure to follow teacher's directive(s)
2. Failure to follow assertive discipline classroom rules
3. Littering
4. Eating / Chewing gum in class
5. Lack of Instructional supplies and materials
6. Failure to do punish-work
7. Sleeping in class
8. Failure to comply with "yes, sir; no ma'am" rule
9. Repeat Offenders (per semester)

1st Offense.....Classroom Intervention

2nd Offense.....Classroom Intervention

3rd Offense .....Contact Parent

4th Offense .....Administrative Conference

5th Offense .....Time out or After School Detention as determined by Administrator

6th Offense ..... Time out or After School Detention as determined by Administrator

7th Offense ..... Time out or After School Detention as determined by Administrator

Note: Principal has the discretion to refer to Grades 7-8 for offenses not listed in Grades 4-6.

Grades 7-8 ***(The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until the Superintendent's hearing depending upon the circumstances.) Please find the definitions for codes in parenthesis in Appendix A.***

CATEGORY A

	OFFENSE	CONSEQUENCES
1	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (07)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
2	Use of OTC medication in a manner other than prescribed or authorized (33)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
3	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the **Weapon Type** code (13)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
4	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blade 2 ½ inches or smaller) (14)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
5	Discharge or use of weapon(s) prohibited by federal law (30)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
6	False Alarm/ Bomb Threat (37)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
7	Assault and/or Battery And/or Threats (23)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
	Sexual Harassment (48)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
9	Obscene Behavior or Possession of (41) Obscene/Pornographic Material (41) Consented Sexual Activity	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
10	Instigates or participates in fights while under school supervision (16) Does not include minor student altercations that can be quickly and safely broken up (1st Offense)	1- 3 days suspension out of school and contact with parent/legal guardian
	(1-on-1 2nd Offense) OR Group Fighting (1st Offense)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
11	Uses or possesses alcoholic beverages (1st Offense) (9)	1-3 days suspension out of school and contact with parent/legal guardian

	OFFENSE	CONSEQUENCES
	2nd Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
12	Uses or possesses tobacco, lighter or vape (8) 1st Offense 2nd Offense 3rd Offense 4th Offense	1 Day suspension out of school and contact with parent/legal guardian 2 Days suspension out of school and contact with parent/legal guardian 3 Days suspension out of school and contact with parent/legal guardian Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
13	Public Indecency (40)	3 days suspension out of school and contact with parent/legal guardian
14	Bullying (1st offense) (35)	1-3 days suspension out of school and contact with parent/legal guardian
	2nd offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
15	Burglary (28)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
16	Misappropriation with violence to the person (29)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
17	Makes an unfounded charge against authority (03)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
18	Criminal damage to property (27)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
19	Serious Bodily Injury (32)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
20	Possession of Body Armor (34)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
21	Commits any other serious offense (21) that constitutes an imminent and substantial threat to physical safety or is criminal in nature Including but not limited to: Murder (22) Rape and/or Sexual Battery (24) Kidnapping (25) Arson (26)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

CATEGORY B

	OFFENSE	CONSEQUENCES
1	Unauthorized use of Technology (42)	(ISSP). Confiscation and returned at Principal's discretion. **The School is not responsible for merchandise not claimed by the end of the school year.**
2	Possession of Fireworks (10)	2 After-School Detentions and Administrative Conference
3	Is guilty of immoral of vicious practices (05)	2 After-School Detentions or one day suspension
4	Exhibits conduct or habits injurious to his/her associates (06)	2 After-School Detentions or one day suspension
5	Leaves classroom without permission (18) Cutting Class	2 After-School Detentions and Administrative Conference
6	Cuts, defaces, or injures any part of public school buildings/vandalism (11)	Restitution, 2 After-School Detentions and Administrative Conference. Report incident to proper authority; Principal (school) and Superintendent (system)
7	Stealing (20)	Restitution, 1 Day Suspension and Administrative Conference
8	Forgery/Use of false medical excuses (38) False Report	2 After-School Detentions and Administrative Conference
9	Flagrant Disrespect / Disrespect with vulgarity, verbal and/or aggressive behavior, etc. directed at school personnel (1st Offense) (2) 2nd offense	1-3 days suspension and Administrative Conference Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
10	Obscene Language (4) Writes profane and/or obscene language or draws obscene pictures (12)	2 After-School Detentions and Administrative Conference
11	Verbal Confrontation among students (10) 1st Offense 2nd Offense 3rd Offense 4th Offense	 1 After-School Detention or ISSP 1 Day suspension out of school and contact with parent/legal guardian 2 Days suspension out of school and contact with parent/legal guardian Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
12	Gambling (Shooting Dice, Pitching Coins, etc.) / Possession of Gambling Paraphernalia (39)	2 After-School Detentions and Administrative Conference
13	Willful Disobedience (01) that significantly disrupts the operation of the classroom, the school bus or another school activity and cannot be quickly remedied or de-escalated by a verbal correction from faculty, staff or a bus driver	2 After-School Detentions and Administrative Conference
14	Misusing Internet (47)	2 After-School Detentions and Administrative Conference
15	Loitering on Campus (45) a) On Campus after dismissal b) Not in designated area	 2 Days in school suspension (ISSP) 2 Days in school suspension (ISSP)

16	Throws missiles liable to injure others (15)	2 Days in school suspension (ISSP)
17	Disturbs the school or habitually violates any rule (10)	1 After-School Detention or 1 Day in school suspension (ISSP)
18	Leaving Campus without permission (1st Offense) (18) 2nd Offense 3rd Offense	1 Day ISSP and contact with parent/legal guardian 2 Days ISSP and contact with parent/legal guardian 3 Days ISSP and contact with parent/legal guardian
19	Violates traffic and safety regulations (17)	2 After School Detentions and Administrative Conference
20	Repeat Offenders in Category B (any combination of offenses)	
	2nd Offense	3 After-School Detentions and Administrative Conference
	3rd Offense	1 Day in school suspension (ISSP)
	4th Offense	2 Days in school suspension (ISSP)
	5th Offense	3 Days in school Suspension (ISSP)
	6th Offense	1 Day Suspension out of school and contact with parent/legal guardian
	7th Offense 8th Offense	2 Days Suspension out of school and contact with parent/legal guardian
	9th Offense	3 Days Suspension out of school and contact with parent/legal guardian 5 Days Suspension out of school and contact with parent/legal guardian
21	Failure to Serve Assigned Consequence/per incident (46)	
	1st Offense	Reassign consequence and Administrative Conference
	2nd Offense	Reassign consequence times two and Administrative Conference
	3rd Offense	1 Day In school suspension (ISSP) and Administrative Conference
	4th Offense	2 Days In school suspension (ISSP) and Administrative Conference
	5th Offense	1 Day Suspension out of school and Administrative Conference
		If a District administrator determines the student has a legitimate justification for he failure to Serve Assigned Consequences, that failure will be excused or the student will be required to make it up. District administrators will offer additional opportunities to complete the consequences when the failure to do so will lead to ISSP, unless the District administrator determines it is no longer reasonable to do so.
22	Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade< 2 ½ inches) (31)	Suspension out of school or ISSP and contact with parent/legal guardian.
23	Academic dishonesty/Plagiarism (44) Each occurrence	1st Offense: 1 Day In school suspension/Retake assignment under strict supervision to determine assignment grade/Dual Enrollment courses are subject to regulations of the college/university. 2nd Offense: 2 Days In school suspension and zero on assignment

CATEGORY C

	OFFENSE	CONSEQUENCES
1	Tardies (per semester) (19)	After 2nd, Administrative Conference
		After 4th, 1 After-School Detention and Administrative Conference
		After 6th, 1 After-School Detention and Administrative Conference
		After 8th, 2 After-School Detentions and Administrative Conference
		After 10th, 2 After-School Detentions and Administrative Conference
		After 12th, 3 After-School Detentions and Administrative Conference
		After 14th and every pair afterwards, 1 Day ISSP and contact with parent/legal guardian
2	Improper dress (43)	
	1st Offense	Administrative Conference
	2nd Offense	1 After-School Detention and Administrative Conference
	3rd Offense	1 After-School Detention and Administrative Conference
	4th Offense	2 After-School Detentions and Administrative Conference
	5th Offense	2 After-School Detentions and Administrative Conference
	6th Offense	3 After-School Detentions and Administrative Conference
	7th Offense	3 After-School Detentions and Administrative Conference
	8th Offense and each violation thereafter	1 Day ISSP and contact with parent/legal guardian
3	Unauthorized use of personal electronic communication devices (42)	
	1st Offense	For each offense--Confiscation for 1 official school day. Device can be picked up at designated time by parent or legal guardian.
	2nd Offense	Administrative Conference
	3rd Offense	1 After-School Detention and Administrative Conference
	4th Offense	1 After-School Detention and Administrative Conference
	5th Offense	2 After-School Detentions and Administrative Conference
	6th Offense	1 in school suspension (ISSP)
	7th Offense	2 in school suspension (ISSP)

CATEGORY D

No referrals from this category will be accepted without attached properly documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

All classroom behavior including, but not limited to the following:

1. Failure to follow teacher's directive(s)
2. Failure to follow assertive discipline classroom rules
3. Littering
4. Eating / Chewing gum in class
5. Lack of Instructional supplies and materials
6. Reporting to locker at unauthorized times
7. Failure to do punish-work
8. Sleeping in class
9. Repeat Offenders (per semester)

   1st Offense.....Classroom Intervention
   2nd Offense.....Classroom Intervention
   3rd Offense .....Contact Parent
   4th Offense .....Teacher-Parent Conference
   5th Offense .....1 After-School Detention and Administrative Conference
   6th Offense .....2 After-School Detentions and Administrative Conference
   7th Offense .....3 After-School Detentions and Administrative Conference

Grades 9-12 (The Principal/Designee has the authority to increase or decrease the penalty in discipline cases and/or remove disruptive students until the Superintendent's hearing depending upon the circumstances.) Please find the definitions for codes in parenthesis in Appendix A.

CATEGORY A

	OFFENSE	CONSEQUENCES
1	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form (07)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
2	Use of OTC medication in a manner other than prescribed or authorized (33)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
3	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the **Weapon Type** code (13)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
4	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller) (14)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
5	Discharge or use of weapon(s) prohibited by federal law (30)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
6	False Alarm/Bomb Threat (37)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
7	Assault and/or Battery and/or Threats (23)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
8	Sexual Harassment (48)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
9	Obscene behavior or Possession of (41) Obscene/Pornographic Material Consented Sexual Activity	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
10	Instigates or participates in fights while under school supervision (16) Does not include minor student altercations that can be quickly and safely broken up (1-on-1 2nd Offense) OR Group Fighting (1st Offense)	1-3 days suspension out of school and contact with parent/legal guardian Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
11	Uses or possesses alcoholic beverages (1st Offense) (9)	1-3 days suspension out of school and contact with parent/legal guardian
	2nd Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

	OFFENSE	CONSEQUENCES
12	Uses or possesses tobacco, lighter or vape (8)	
	1st Offense	1 Day suspension out of school and contact with parent/legal guardian
	2nd Offense	2 Days suspension out of school and contact with parent/legal guardian
	3rd Offense	3 Days suspension out of school and contact with parent/legal guardian
	4th Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
13	Public Indecency (1st Offense) (40)	3 days suspension out of school and contact with parent/legal guardian
14	Bullying (1st offense) (35)	1-3 days suspension out of school and contact with parent/legal guardian
	2nd Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
15	Burglary (28)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
16	Misappropriation with violence to the person (29)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
17	Makes an unfounded charge against authority (03)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
18	Criminal damage to property (27)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
19	Serious Bodily Injury (32)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
20	Possession of Body Armor (34)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)
21	Commits any other serious offense (21) that constitutes an imminent and substantial threat to physical safety or is criminal in nature including but not limited to: Murder (22) Rape and/or Sexual Battery (24) Kidnapping (25) Arson (26)	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school), Superintendent (system) and Sheriff's Office (legal)

CATEGORY B

	OFFENSE	CONSEQUENCES
1	Unauthorized use of Technology (42)	1 After-School Detentions and Administrative Conference. Confiscation and returned at principal's discretion. **The School is not responsible for merchandise not claimed by the end of the school year.**
2	Possession of Fireworks (10)	2 After-School Detentions and Administrative Conference
3	Is guilty of immoral or vicious practices (05)	2 After-School Detentions or one day suspension
4	Exhibits conduct or habits injurious to his/her associates (06)	2 After-School Detentions or one day suspension
5	Leaves classroom without permission (18) Cutting class	2 After-School Detentions and Administrative Conference
6	Cuts, defaces, or injures any part of public school buildings/vandalism (11)	Restitution, 2 After-School Detentions and Administrative Conference. Report incident to proper authority: Principal (school) and Superintendent (system)
7	Stealing (20)	Restitution, 1 Day Suspension and Administrative Conference
8	Forgery/Use of false medical excuses (38) False Report (49)	2 After-School Detentions and Administrative Conference
9	Flagrant Disrespect / Disrespect with vulgarity, verbal and/or aggressive behavior, etc. directed at school personnel (1st Offense) (2) 2nd Offense	1 – 3 days Suspension and Administrative Conference Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
10	Obscene Language (4) (Writes profane and/or obscene language or draws obscene pictures (12)	2 After-School Detentions and Administrative Conference
11	Verbal Confrontation among students (10) 1st Offense 2nd Offense 3rd Offense 4th Offense	1 After-School Detention or ISSP 1 Day suspension out of school and contact with parent/legal guardian 2 Days suspension out of school and contact with parent/legal guardian Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
12	Gambling (Shooting Dice, Pitching Coins, etc.) / Possession of Gambling Paraphernalia (39)	2 After-School Detentions and Administrative Conference
13	Willful Disobedience (01) that significantly disrupts the operation of the classroom, the school bus or another school activity and cannot be quickly remedied or de-escalated by a verbal correction fro faculty, staff or a bus driver	2 After-School Detentions and Administrative Conference
14	Misusing Internet (47)	2 After-School Detentions and Administrative Conference

	OFFENSE	CONSEQUENCES
15	Loitering on Campus (45)	
	a) On Campus after dismissal	1 Day ISSP
	b) Students with early release	1 Day ISSP
	c) Not in designated area	2 After-school Detentions and Administrative Conference
16	Throws missiles liable to injure others (15)	2 After-school Detentions and Administrative Conference
17	Disturbs the school or habitually violates any rule (10)	1 After-School Detention or ISSP
18	Leaving Campus without permission (1st Offense) (18)	1 Day ISSP and contact with parent/legal guardian
	2nd Offense	2 Days ISSP and contact with parent/legal guardian
	3rd Offense	3 Days ISSP and contact with parent/legal guardian
19	Violates traffic and safety regulations (17)	2 After School Detentions and Administrative Conference
20	Repeat Offenders in Category B (any combination of offenses)	
	2nd Offense	3 After-School Detentions and Administrative Conference
	3rd Offense	1 Day Suspension and contact with parent/legal guardian
	4th Offense	2 Days Suspension and contact with parent/legal guardian
	5th Offense	3 Days Suspension out of school and contact with parent/legal guardian
	6th Offense	Suspension out of school pending Expulsion Hearing. Report incident to proper authority; Principal (school) and Superintendent (system)
21	Failure to Serve Assigned Consequence/per incident (46)	
	1st Offense	Reassign consequence and Administrative Conference
	2nd Offense	Reassign consequence times two and Administrative Conference
	3rd Offense	1 Day In school suspension (ISSP) and Administrative Conference
	4th Offense	2 Days In school suspension (ISSP) and Administrative Conference
	5th Offense	1 Day Suspension out of school and Administrative Conference
		If a District administrator determines the student has a legitimate justification for the failure to Serve Assigned Consequences that failure will be excused or the student will be required to make it up
		District administrators will offer additional opportunities to complete the consequences when the failure to do so will lead to ISSP or a Suspension out of school, unless the District administrator determines it is no longer reasonable to do so
22	Sleeping in After School Detention (1st Offense)	2 Days After-School Detention and Administrative Conference
	2nd Offense	1 Day In school suspension (ISSP)
	3rd Offense	2 Days In school suspension (ISSP)
	4th Offense	1 Day Suspension out of school and contact with parent/legal guardian
	5th Offense	1 Day Suspension out of school and contact with parent guardian

	OFFENSE	CONSEQUENCES
23	Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches (31)	Suspension out of school or ISSP and contact with parent/legal guardian.
24	Academic dishonesty/Plagiarism (44) Each occurrence	1st Offense: 1 Day In school suspension/Retake assignment under strict supervision to determine assignment grade/Dual Enrollment courses are subject to regulations of the college/university 2nd Offense: 2 Days In school suspension and zero on assignment

CATEGORY C

	OFFENSE	CONSEQUENCES
1	Tardies (per semester) (19)	After 2nd, Administrative Conference After 4th, 1 After-School Detention and Administrative Conference After 6th, 1 After-School Detention and Administrative Conference After 8th, 2 After-School Detentions and Administrative Conference After 10th, 2 After-School Detentions and Administrative Conference After 12th, 3 After-School Detentions and Administrative Conference After 14th and every pair afterwards, 1 Day ISSP and contact with parent/legal guardian
2	Improper dress (43)	
	1st Offense	Administrative Conference
	2nd Offense	1 After-School Detention and Administrative Conference
	3rd Offense	1 After-School Detention and Administrative Conference
	4th Offense	2 After-School Detentions and Administrative Conference
	5th Offense	2 After-School Detentions and Administrative Conference
	6th Offense	3 After-School Detentions and Administrative Conference
	7th Offense	3 After-School Detentions and Administrative Conference
	8th Offense and each violation thereafter	1 Day ISSP and contact with parent/legal guardian
3	Unauthorized use of personal electronic communication devices (42)	
	1st Offense	For each offense--Confiscation for 1 official school day. Device can be picked up at designated time by parent or legal guardian.
	2nd Offense	Administrative Conference
	3rd Offense	1 After-School Detention and Administrative Conference
	4th Offense	1 After-School Detention and Administrative Conference
	5th Offense	2 After-School Detentions and Administrative Conference
	6th Offense	1 in school suspension (ISSP)
	7th Offense	2 in school suspension (ISSP)

CATEGORY D

No referrals from this category will be accepted without attached properly documentation of a) the previous violations that justify the referral and b) all required classroom interventions.

All classroom behavior including, but not limited to the following:

1. Failure to follow teacher's directive(s)
2. Failure to follow assertive discipline classroom rules
3. Littering
4. Eating / Chewing gum in class
5. Lack of Instructional supplies and materials
6. Reporting to locker at unauthorized times
7. Failure to do punish-work
8. Sleeping in class
9. Repeat Offenders (per semester)

1st Offense.....Classroom Intervention
2nd Offense.....Classroom Intervention
3rd Offense .....Contact Parent
4th Offense .....Teacher-Parent Conference
5th Offense .....1 After-School Detention and Administrative Conference
6th Offense .....2 After-School Detentions and Administrative Conference
7th Offense .....3 After-School Detentions and Administrative Conference

USE OF COMPUTERS, TECHNOLOGY, MEDIA AND THE INTERNET

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers, technology, and the Internet. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the St. James Parish School Board.

The St. James Parish School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000 for legitimate scientific or educational purposes approved by the Board.

The St. James Parish Public School Board shall request your consent or disapproval to the use of any spoken interviews, still photographs or video tape taken of your child/children by the School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the St. James Parish Public School System in newspapers, newsletters, brochures, billboards, websites, social media, promotional publications or television, radio and other media services.

The St. James Parish School Board is committed to protecting student's personally identifiable information when transferring such information to third parties, including the Louisiana Department of Education (LDOE), which utilizes the information for educational purposes. St. James Parish Schools have been working on meeting the requirements of Act 837 and 677 through re-visions and amendments to contracts with vendors and other third parties governing access to and use of such information.

On occasions, your child may be photographed, videotaped or interviewed for the use by the news media or by the St. James School Board for positive promotion and publicity. Along with this news media, a student's name may be posted.

ACCOUNTABILITY

Faculty, staff, and student use of School Board computers or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using a school computer or a computer network located on school property, or computers accessing the Internet shall be accountable for its use. Teacher or class files on the network shall be treated as District property subject to control and inspection by School Board personnel. Access codes or passwords shall be kept on file by the principal or his/her designee in case an inspection is warranted.

Exploration of the Internet is encouraged, but with rights and privileges come responsibility. Any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension or other appropriate disciplinary action. The St. James Parish School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

SECURITY

Teachers and personnel who have computers in their charge shall be responsible for their security. Computers must be secured such that students acting without the consent or supervision of a teacher or administrator cannot enter the system or the Internet.

Any user who knowingly allows another to use the ID assigned to him or her will immediately lose access privileges, and may be subject to further disciplinary action. Attempts to fraudulently log on to any network as a system administrator or another user shall result in immediate cancellation of user privileges and the offender may be subject to further disciplinary action. Any

user identified as a security risk, or having a history of problems with other computer systems, may be denied access to any computer or technology service.

USE OF THE INTERNET

Students, faculty, staff, or other authorized users may only use the Internet if the *Computer and Internet Usage Contract* has been properly signed, filed at the school or administrative site, and approved by appropriate School District personnel, and then only in accordance with School District regulations governing such usage.

INTERNET REGULATIONS

The St. James Parish School Board believes that there are appropriate regulations to maximize effective educational use of computers, technology and the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. No person shall be permitted to use the Internet unless a completed *Computer and Internet Usage Contract* has been submitted to the Superintendent or designee.
2. Users must demonstrate honest, integrity, and respect for others at all times. Appropriate manners and language shall be required.
3. No individual student shall be permitted to have an e-mail account. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.
4. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
5. Illegal activities, including copyright or contract violations shall not be permitted. Copying information from the district's technology systems and handing it in as original work also violates copyright laws and shall not be permitted.
6. The Internet may not be used for financial or commercial gain.
7. Nothing shall be done to disregard or circumvent the established safeguards with regard to the *Children's Internet Protection Act* and La. Rev. Stat. Ann. §17:100.7.
8. Threatening, profane, or abusive messages shall be forbidden.
9. No activities shall be allowed which may damage or interrupt equipment or any networking system.
10. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
11. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
12. Consumables (paper, ink, storage devices, bandwidth) and resources offered by the Internet and paid for by the Board may not be willfully wasted.
13. Installing or running a program which damages or places an excessive load on District technology shall be prohibited.
14. Tampering with, damaging, or modifying computers, computer systems, computer networks, school district system software, hardware, or wiring or taking any action to jeopardize or violate the school district's technology systems security shall be forbidden.
15. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
16. Invading the privacy of another user, or using their account, shall not be tolerated.
17. Posting personal messages without the author's consent shall be forbidden.

18. Sending or posting anonymous messages shall be forbidden.

19. Perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

20. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.

21. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher or supervisor when evidence of such is encountered on the Internet.

22. Any subscriptions to list servers, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.

23. When a security problem is detected, it shall be reported immediately to the teacher or supervisor. The problem shall not be demonstrated to other users.

24. The use of personal hardware (such as laptop computers, PDAS, MP3 players, IPODS) and software is prohibited. This does not include consumables such as CDs, flash/pen drives, or floppy discs.

25. Any other use of District technology which is illegal or in any way violates Board policy, local, state, or federal laws and statutes is strictly prohibited.

DEFINITIONS

In general, the *District's technology* includes hardware, software, video and subscription services. Specifically, the district's technology includes, but is not limited to: computers (and related equipment/attachments), monitors, printers, scanners, network devices, portable computers, digital cameras, flex cameras, video cameras, electronic microscopes, probes, global positioning systems, phones, PDAs, scan converters, projectors, amplifiers, TVs, VCRs, DVD players, MP3 players, uninterruptible power supplies, surge protectors, operating systems, applications, VHS video tapes, streaming video, DVD videos and services (local/subscription services).

Consumables include, but are not limited to: ink cartridges, mouse pads, paper, transparencies, cleaning supplies, diskettes, tapes, pen drives, zip disks, blank CDs, blank VHS tapes, and blank DVDs.

CONSEQUENCES OF MISUSE

Use of the Internet is a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use Board computers, technology, or access the Internet. Loss of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet. Consequences may include suspension or expulsion of students, or dismissal of employees.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in your messages to others. No "flaming."
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal your personal address or phone numbers for yourself, other students, or colleagues. This is for the students' safety.
- Note that electronic mail (E-Mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to appropriate authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users. This includes repeating the same message.
- All communications and information accessible via the network should be assumed to be private property.
- Cite your source. If you are using the ideas or works of others, give them credit.
- Do not invade the privacy of others, or access the network or files of any business, person, or agency with intent to steal, subvert, destroy, or view information that is not appropriate.
- Do not access information, which is considered dangerous, or potentially damaging, such as instructions on the preparation of illegal or dangerous mechanisms or activities.

Discipline Procedures & Due Process for Special Education Students

All children with disabilities committing any serious Category A offenses, such as possession of a dangerous weapon / object, fire arm, distribution / knowingly possessing illegal or controllable substances and exhibiting behaviors that have resulted in physical injury to the child or others, or the child issues a verbal and/or physical threat that will likely result in injury to the child or to others; shall be assigned to an alternative educational setting until a Manifestation Determination Review can be held to determine appropriate placement.

When considering and/or administering any form of discipline to a student with disabilities, Sections 530-37 of the Regulations for Implementation of Children with Exceptionalities Act (R.S. 17:1941 et. Seq.) must be followed.

I. **Prior to the disciplinary action,** the IEP Team should discuss the behavioral needs of an identified disabled student as part of the Individualized Education Program (IEP) development. This discussion should center on:

A. addressing or identifying any behavioral problem(s) of the student that interfere with the student's education or the education of others and

B. Developing a Behavioral Intervention Plan (BIP) for resolving the problem behavior(s) (this includes goals and objectives); and

C. Reviewing the effectiveness of any prior BIP. The IEP Team must be convened to review the program and/or placement of a student who has been identified as disabled under Louisiana Bulletin1508 as soon as possible if:

1. the student has 10 days in, or repetitive assignments to, a structured afterschool discipline program;
2. the student has engaged in several suspendible infractions or the student has engaged in an infraction that warrants assignment to an alternative educational setting;
3. the student has had 10 cumulative school days of absences in the same school due to one or more suspensions; or
4. the inappropriate behavior constitutes a review.

NOTE: If the student carries or possesses a weapon at school or at a school function, or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or this School Board, school personnel may order a change in placement of a student with a disability to an

appropriate alternative educational setting for the same amount of time a student without a disability would be subject to discipline, **but for not more than forty-five (45) days**.

Due Process

1. Prior to any suspension (9) nine days or less, the principal or his/her designee shall:

a. Make every reasonable effort to investigate all aspects of the discipline problem.

b. Advise the student in question of the particular misconduct and the basis of the accusation.

c. Provide the student an opportunity to explain (in writing or through dictation) his/her version of the situation.

d. Immediately remove from the school premises, without benefits of the above procedures, any student whose continued presence in the school poses an ongoing threat or disruption to the academic process. Necessary procedures shall follow as soon as practical.

e. Any parent or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. The decision of the Superintendent on the merits of the case, as well as the terms of the suspension, shall be final.

f. Prior to suspension, notice of the suspension and the reasons thereof shall be given to the parents or guardians of student suspended if the student is under 18 years of age. Initial notification may be in person or via telephone, but a written notice shall be mailed on the day of suspension, if possible but no later than two (2) days following the decision to suspend.

Suspension/In School: Student is temporarily removed from his/her usual classroom and moved to an alternative setting/program on the **same** campus for a minimum of one complete day, and no interruption of instructional/educational services occurs.

A student who violates a school rule which does not merit suspension or expulsion will be sent to the office by the teacher. The Principal will determine whether the student needs to cool off or be disciplined. The Principal may send the student to another classroom with other removed students. The classroom must be in the student's school. This is an in-school suspension (ISS).

- The student's regular teacher(s) will collaborate daily with his ISS teacher to ensure that the student has **an opportunity to advance in the general education curriculum**.
- His regular teacher(s) will provide the student's assignments which will be forwarded back to his regular teacher(s) when completed. The student will be given credit for the work he completes in the ISS classroom.
- The **student will participate with nondisabled children** to the extent provided in the student's IEP.
- Special Education students are expected to receive SPED services, as required by law. Therefore, **the student's IEP will be implemented during this period**.

The in-school suspension is not to be counted as a removal. If the student is suspended or expelled off-site, this would constitute a removal.

Due Process

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing students' conduct shall be distributed to students and posted in a conspicuous place.

In discipline cases, the principal or designee shall:

1. Advise the student in question of the particular misconduct and the basis for the accusation.

2. Provide the student with an opportunity to explain his/her version of the situation.

3. Immediately remove from the school premises, without benefit of the above procedures, any student whose continued presence in the school poses a danger to persons or property or an ongoing disruption to the academic process. The necessary procedure shall follow as soon as possible.

4. Prior to suspension, notice of the suspension and the reasons thereof shall be given to the parents or guardians of student suspended if the student is under 18 years of age. Initial notification may be in person or via telephone, but a written notice shall be mailed on the day of suspension, if possible, but no later than two (2) days following the decision to suspend.

5. If the parent or guardian wishes to appeal the suspension, he must, within five (5) days of notification of the suspension, submit written or personal request to the Superintendent or designee to review the matter; otherwise the decision shall stand. Note: The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may <u>not</u> be appealed to the School Board.

6. During the hearing, the student shall be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student and his/her parents to discuss the facts with the authorities involved and will enable the student to present the case in a more meaningful manner.

7. The student shall be permitted to examine any document or record the school will use at the hearing or which will aid in his/her defense.

8. The student shall be permitted to obtain legal counsel.

9. The student and his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts.

CHILD NUTRITION PROGRAM

The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. The program provides healthy, appetizing, low-cost or no-cost lunches and breakfasts to students each school day. The School Lunch and Breakfast Program is an integral part of the overall school day. The St. James Parish School Board and Child Nutrition Department asks parents to strongly support and encourage their student (s) to participate in the breakfast and lunch program.

Community Eligibility Program (CEP):
All enrolled students in the St. James Parish Public School System are eligible to receive breakfast and lunch at **NO CHARGE beginning the first day of school through the end of this school year only (2018-2019).** No further action is required of you. Your student (s) will be able to participate in these meal programs without having to pay for a reimbursable meal or submit a meal application. This institution is an equal opportunity provider.

Meal Payments:
School staff and central office personal are required to prepay or pay for their meal at the Point of Service. There is a designated charge for all staff and central office meals. There is NO CHARGING. Cash or check payments are accepted daily, weekly, monthly and annually. Staff is assigned an ID number and an account. Staff may also use “MySchoolBucks” to pay with a credit card for their meals on line. For this convenience there is a small fee. The link for “MySchoolBucks” is located on the district website. Follow the prompts to set up an account to make payments. Visitors and guest pay the At Cost Meal Price (the actual cost of the meal). They are required to prepay or pay at the Point of Service for their meals.

Extra Meals and Sales:
Only one meal per student is reimbursed; therefore, if a student chooses to eat a second meal, they will be charged the At Cost Meal Price. Extra sales of that day’s menu items and/or Smart Snacks may be bought after purchasing a reimbursable meal.

Field Trips:
The Child Nutrition Program shall be the provider of meals on approved field trips away from campus. The school’s Cafeteria Manager will provide bag lunches for all approved field trips when notified two weeks in advance.

For additional Child Nutrition Program information please contact:
Mrs. Gaynell Albert, Administrative Director, Student Services
Telephone: 225-258-4500
Email: galbert@stjames.k12.la.us

1. The Child Nutrition Program operates as an integral part of the overall school program. The agreement guarantees that every child has available a lunch which provides a minimum of 1/3 of the child’s daily nutritional needs and a breakfast which provides 1/5 of daily nutritional needs (Bulletin 1196, Section 1.05).

2. Student Meal Charges are as follows:

   Breakfast Program
   All Paying Elementary Students…….…..1.00
   All Paying High School Students……..1.25
   All Reduced Students…….. .30

   Lunch Program
   Elementary Paying Student 1.50
   High School Paying Student 2.00
   All Reduced Students .....……. .40

3. **NO MEAL CHARGING WILL BE ACCEPTED**. Meal payments are due on the first school day of the month or week. Parents have the option of prepaying meals on a weekly, monthly or yearly basis. Daily cash payments are accepted in grades 7-12 only; however, students spend less time in line if meals are prepaid. Those students not eligible for free meals must repay the full price or reduced price, if they qualify or bring a bag lunch. Federal regulations allow school administrators to deny meals to paying (full-price or reduced) students who have not prepaid. (Bulletin 1196, Section 3.19-02). If you would like to use "MySchoolBucks" to pay lunch fees, follow these direction: To begin, go to the St. James Parish School Board website. Under Quick Links, select MYSCHOOLBUCKS. You will be brought to the MySCHOOLBUCKS website. Click on Sign Up. Follow the prompts to set up your account. There is a small service fee to participate in MYSCHOOLBUCKS. My SCHOOLBUCKS provided customer support on their website as well.

4. The St. James Parish Public School System distributes applications for Free and Reduced Priced Meals to all students. Parents/guardians of eligible students are required to fill an Application for Free and Reduced Priced Meal benefits for each child of the household each school year.

5. The names of students eligible to receive free and reduced price meal benefits shall be kept confidential. Individual identification of students eligible for free or reduced price lunch/breakfast provided to the school, district, or State shall only be used to generate aggregate numbers (Bulletin 1196, Section 8.06-05).

6. Free and Reduced Priced Meal eligibility from the previous year expires 30 operating days from the opening day of the school year. Failure to submit an application for Free and Reduced Priced Meals, will result in the termination of meal benefits, thereby requiring full price payment for consumed meals.

7. All students enrolled in the St. James Parish Public School System are issued a numbered ID/meal card to participate in the school breakfast and lunch program.

8. Students must present the identification meal card as he/she passes the point of service in the cafeteria. Students in grades 4-12 will be held responsible for the use of their meal cards. Meals will be provided to primary students (PK-3) or for handicapped students who are unable to take full responsibility for meal card. The teacher will present their meal cards as the student passes the point of sale.

9. Replacement ID/meal cards will be available from the school office at a cost of $1.50 for grades 1-6 and $5.00 for grades 7-12.

10. The Child Nutrition Program shall be the primary provider of meals on approved field trips away from campus. School food service managers will provide bag lunches for all approved field trips when notified at least 2 weeks in advance.

11. The St. James Parish Public School System is reimbursed for only one meal per day per student. If a student chooses to eat twice, the “At Cost” price ($4.25) will be charged for the second full meal because neither commodity food nor reimbursement monies are received for that meal.

12. Extra servings of meal components are available to students after the purchase of an entire meal. Prices of these items will be posted in each cafeteria. An extra sale item must meet component requirements for the Child Nutrition Program or must be an item offered on the menu that day. Allowable exceptions are ice cream, yogurt, and milkshakes (Bulletin 1196, Section 4.17).

13. Full-strength juice, milk, and bottled water may be sold to students and adults at any time during the school day.

14. Students found guilty of misusing a meal card (i.e., allowing another student to eat with a free/reduced eligible card) shall be required to reimburse the School Lunch Program for this/these meals prior to being allowed to resume the use of the Free/Reduced card. Students found guilty of such misuse of meal cards will be disciplined at the school Principal’s discretion.

TOBACCO USE

St. James Parish Schools is a tobacco free school system. As a tobacco-free school system, no tobacco use of any form will be allowed on district properties. Tobacco use will not be allowed outside of the facilities, in the parking lot or in vehicles. Students that do not adhere to these standards, will be asked to immediately cease tobacco use and will be held accountable for their actions by sanctions imposed as dictated in policy.

Family Educational Rights and Privacy Act (FERPA) Notice

The St James Parish School Board occasionally receives requests from individuals and/or businesses seeking students' names, addresses and other information.

The Family Educational Rights and Privacy Act of 1974 (FERPA) allows an educational agency or institution to disclose personally identifiable information from an education record of a student without the written consent of a patent or eligible student if the disclosure is information that has been designated as "directory information."

However, prior to disclosing "directory information" to the public, the educational agency or institution is required to give public notice to the parents of students and eligible students in attendance of (I) the types of personally identifiable information; (2) a parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and (3) the period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of the types of information about the student designated as directory information.

The St. James Parish School Board designates the following items as Directory Information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent / previous school attended and photograph.

Under the provision of FERPA, you have the right to refuse to let the St. James Parish School Board designate any or all of the types of information about the student designated as directory information. Should you not want any or all of those types of information about the student designated as directory information, you must notify the School Board in writing not later than two weeks after distribution of this notice. Otherwise, the St. James Parish School Board may disclose any of these items without prior written consent.

Insurance

The St. James Parish Public School System carries "General Liability" insurance to protect students in cases in which injuries occur as a result of System negligence on the part of an employee and/or the condition of a facility and/or grounds.

In most cases, children's injuries are the result of carelessness by the child, recess/play-related accidents, and non-hostile "horseplay" between/among children, etc. Expenses incurred from these types of injuries are the responsibility of the parent/guardian.

To ensure that students are adequately protected while at school, all parents/ guardians are encouraged to enroll their child/children in the "Student Accident Protection" insurance plan (sent home with your child at the beginning of the school year) depending upon the status of your child's existing insurance coverage.

Additional information may be requested from the school principal.

Physical Education Activities and Grading for Medically Excused Disabled Students (Accident or Illness)

When a student is temporarily disabled because of an accident, illness, or any medical reason that hinders him/her from participating in Physical Education physical activities, the following guidelines shall apply:

1. The student shall submit a doctor's excuse to the principal on the first school day upon the student's return to school. The doctor's notice to the principal shall specify whether the student can participate in physical education activities, whether the student can dress out for physical education activities, and the period of time the student is disabled. The principal shall forward a copy of the medical excuse to the teacher.

2. The teacher shall assign theoretical activities (approved by the principal) in the instructional unit being studied to compensate for physical activities and to continue the learning process for the student to have an opportunity to earn a maximum grade of "A" if the students disability prohibited the required physical activities in Physical Education class. The teacher shall establish a time frame (approved by the principal) in which the student is to complete assignments to change the grade of "I" to an academic grade.

3. The principal shall notify the student's parents/guardian in writing or via a parent-principal-teacher conference within five (5) school days of receipt of the medical excuse of the modified curriculum prepared by the student's teacher and the established time frame for the temporarily disabled student to attain an academic grade for each applicable six/nine weeks grading period.

4. The teacher shall assign an incomplete grade of "I" when the disabled student does not complete one or more assignments per each applicable nine weeks grading period. The principal shall notify the student's parent/guardian in writing within five (5) school days of all curricular modifications and pending academic grade status.

Visitor Authorization

To provide learning environments that are humane, just, and designed to promote excellence and to better maintain safety and good order at St. James Parish schools, no person shall go on public school grounds or in any public school building or other school facility as a visitor during school hours without authority of the principal/designee. (LRS 17:416.8)

All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc. shall be made aware of the purpose of the visit. If at all possible, all visits should be prearranged.

Principals are authorized to take the necessary steps in dealing with unauthorized visitors. Violators may be fined not more than two hundred fifty dollars or imprisoned not more than thirty days, or both.

Parents Rights To Know

Parents of students in the St. James Parish Public School System have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows parents to ask for certain information about their children's classroom teachers and requires the information to be given in a timely manner if requested. To receive this information, contact the school principal, www.teachlouisiana.net website, or Carol Webre, Administrative Director at 225-258-4500.

PUBLIC NOTICE OF NONDISCRIMINATION

The St. James 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); handicapping condition (Section 504 of the Rehabilitation Act of 1973) or age (Age Discrimination Act of 1975) in the establishment of educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact; Carol Webre, Vocational Education/Title IX; or Gaynell Albert, Section 504 Liaison; at (225) 258-4500 or by mail at 1876 West Main, Lutcher, LA 70071. .....

STATEMENT ON EXTRACURRICULAR ACTIVITIES

"It is the policy of the St. James Parish School Board that students of all races are encouraged to participate in all extracurricular activities offered at St. James or Lutcher High Schools and that no student shall be denied participation in extracurricular activities on the basis of race, color, national origin, sex, or disability. In furtherance of this policy, racially diverse panels of judges will be utilized whenever students are required to audition or tryout for extracurricular activities."

Louisiana Department of Education

Complaint Procedures

For

The Elementary and Secondary Education Act of 1965

If the St. James Parish School District's Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website address: http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-272 or contact the District's Supervisor of Federal Programs at 225-258-4515. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A Statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.
-

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.

APPENDIX E – PRIMARY INFRACTION/REASON CODE DEFINITIONS

Code Value	Infraction	Definition
01	**Willful disobedience**	**Deliberate** choice to break a rule or disobey a directive given by a person in authority
02	**Treats an authority with disrespect**	**Talking back, mocking, gesturing.** Any act which demonstrates a disregard or interference with authority or supervising personnel
03	**Makes an unfounded charge against authority**	**Accusing** a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence.; **False statements or representations** about individuals or identifiable groups of individuals that harm the **reputation** of the individuals or the group by demeaning them or deterring others from associating or dealing with them
04	**Uses profane and/or obscene language**	**Vulgar** verbal messages, words or gestures that include swearing, or name calling
05	**Exhibits immoral behavior or vicious practices**	Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component; Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms
06	**Exhibits conduct or habits injurious to his/her associates**	Any intentional but not malicious act that causes injury, damage, or pain to another
07	**Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form**	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles
08	**Uses or possesses tobacco or lighter**	The **possession, use, purchase, intent to distribute, concealment, distribution or sale** of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles
09	**Uses or possesses alcoholic beverages**	The **possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol** products on school grounds, at school-sponsored events, or on school transportations vehicles
10	**Disturbs the school or habitually violates any rule**	Behavior causing **major** disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to **sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior**
11	**Cuts, defaces, or injures any part of public school buildings/vandalism**	**Damage, destruction, or defacement of property** belonging to the school or others
12	**Writes profane and/or obscene language or draws obscene pictures**	**Writes or draws pictures, words, or images** considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	**Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code.** *Use of code 13 requires additional submission of the Weapon Type code.	Possessing weapon designed to expel a projectile by action of an explosive; See any object described under "Weapon Type code" in SIS User Guide **Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.*
14	**Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (*Excludes pocket knives with a blade length of less than 2 ½ inches, refer to code 31 for blades 2 ½ inches or smaller)***	Possesses firearms, knives or blades > 2 ½ inches which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space) **Use of this code requires *Other Weapon Code* per SIS User Guide.*

15	**Throws missiles liable to injure others**	**Throws** any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance; **Use of this code requires *Other Weapon Code* per SIS User Guide.*
16	**Instigates or participates in fights while under school supervision**	A **hostile confrontation** with physical contact **involving two or more** individuals
17	**Violates traffic and safety regulations**	To break any law that pertains to the **obstruction and flow of traffic** and/or safety regulations
18	**Leaves school premises or classroom without permission**	**Leaving** the school campus and/or assigned classroom or location without permission and/or failure to return to school/class
19	**Is habitually tardy and/or absent**	**Reporting late** to school or class when the day/period begins without permission
20	**Takes another person's property without permission.**	**Taking** or obtaining the **property of another** without permission or knowledge of the owner without violence
21	**Commits any other serious offense**	Any serious, harmful incident not covered by any other of these codes
22	**Murder ***	Unlawful killing of another human being. Victim Record (093) is Required
23	**Assault and/or Battery ***	Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situations where a staff member is intervening in a fight or other disruptive activity Victim Record (093) is Required
24	**Rape and/or Sexual Battery**	**Forced attempted or actual** anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object
25	**Kidnapping ***	**Intentional, forcible seizing and carrying** of any person from one place to another without his consent Victim Record (093) is Required
26	**Arson**	**Intentional damaging** by any explosive substance or **setting fire** to any property of another, without the consent of the owner
27	**Criminal damage to property**	Intentional damage **by any means other than fire or explosion** to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations)
28	**Burglary**	The **unauthorized entering** of any school structure, vehicle or property, movable or immovable, with the **intent to commit a felony or any theft** therein
29	**Misappropriation with violence to the person**	**Taking something** of value using force, intimidation or weapons
30	**Discharge or use of weapon(s) prohibited by federal law**	**Discharge or use of weapon** described under "Weapon Type code" in SIS User Guide **Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.*
31	**Possesses pocket knife with a blade length of less than 2 ½ inches, (includes box cutters with a blade < 2 ½ inches)**	Possesses pocket knife or blade cutter with a blade length < 2 ½ inches, refer to code 14 for blades greater than 2 ½ inches **Use of this code requires *Other Weapon Code* per SIS User Guide.*
32	**Serious bodily injury ***	An injury that involves a **substantial risk of death**; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty
33	**Use of OTC medication in a manner other than prescribed or authorized**	The possession and/or distribution of any **over-the-counter medicine** whether prescribed or not without permission from school officials
34	**Possession of Body Armor**	Possession, including the **wearing of any type of gear that protects** the person from attack by another

35	**Bullying ***	**Unwanted and repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student Victim Record (093) is Required
36	**Cyber bullying ***	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, which is carried out through any **use of technology;** Cyber bullying can occur on or off school property. Victim Record (093) is Required
37	**False Alarm/Bomb Threat**	**Initiating a warning** of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher
38	**Forgery**	To **use, make, or reproduce** another's signature
39	**Gambling**	**Wagering money or property**
40	**Public Indecency**	**Exposure** of body parts such as genital/buttocks areas and female breasts in view of public
41	**Obscene behavior or Possession of Obscene/Pornographic Material**	Engaging in **behavior of a sexual nature** including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.)
42	**Unauthorized use of Technology**	Use of pager/cellular telephone (texting, talking), camera or video device or other **communication devices** during the school day
43	**Improper dress**	Out of **dress code or** ID violation Note: Pursuant to R.S. 17:416(J)(1), students in grades Pre-K through 5th grade shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies (willful disobedience).
44	**Academic dishonesty**	**Cheating** that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception
45	**Trespassing Violation**	**Unauthorized entering** onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave; This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion.
46	**Failure to Serve Assigned Consequence**	**Failure to serve** Detention, Time Out Room, Saturday School, Suspension or other assigned consequences
47	**Misusing Internet**	**Violating** the district Internet Use Policy
48	**Sexual Harassment**	Intimidation, bullying or coercion of a sexual nature
49	**False Report**	The filing of a **false report**, verbally and/or in writing, by a student regarding another student that was known to be untrue at the time it was submitted.

*Victim records are required for Primary Reason Codes 22, 23, 25, 32, 35, and 36.

:

ST. JAMES PARISH PUBLIC SCHOOL SYSTEM

2018-2019 SCHOOL CALENDAR

$200 DAYS		Wednesday, August 1 – Monday, August 6, 2018
Administrative Days	Full-Days (All School Personnel)	Tuesday-Wednesday August 7-8, 2018
First Day for Students	Full-Day	Thursday, August 9, 2018
Labor Day		Monday, September 3, 2018
Fall Break		Monday-Tuesday October 15-16, 2018
Thanksgiving Holidays		Monday, November 19, 2018 - Friday, November 23, 2018
Administrative Day	Full-Day (All School Personnel)	Friday, December 21, 2018
Christmas Holidays		Friday, December 21, 2018 - Tuesday, January 8, 2019
Administrative Days	Full-Day (All School Personnel)	Thursday, January 3, 2019 Friday, January 4, 2019 Monday, January 7, 2019
$200 DAY		Tuesday, January 8, 2019
Students return to school		Wednesday, January 9, 2019
Martin Luther King Holiday		Monday, January 21, 2019
Mardi Gras Holidays		Monday, March 4, 2019 - Friday, March 8, 2019
Easter Holidays		Monday, April 15, 2019 – Monday, April 22, 2019
High School Senior Awards Night	SJHS/LHS - 6:00 p.m.	Wednesday. May 15, 2019
High School Graduation	SJHS 6:00 p.m./LHS 8:00 p.m.	Friday, May 17, 2019
8TH Grade Pinning Ceremony	SJHS/LHS - 8:00 a.m.	Wednesday, May 22, 2019
Early Dismissal	District	Thursday, May 23 2019
Last Day for Students/Early Dismissal	District	Friday, May 24, 2019
Memorial Day		Monday, May 27, 2019
Administrative Day	Full-Day (All School Personnel)	Tuesday, May 28, 2019
Administrative Day/Last Day	All School Personnel	Wednesday, May 29, 2019

SCHOOL PHONE NUMBERS

Fifth Ward Elementary ..... (225) 258-4680
Gramercy Elementary ..... (225) 258-4800
Lutcher Elementary ..... (225) 258-5400
Lutcher High ..... (225) 258-5300
Paulina Elementary ..... (225) 258-4700
St. James High ..... (225) 258-4900
Sixth Ward Elementary ..... (225) 258-4640
Vacherie Elementary ..... (225) 258-5250
Alternative Center ..... (225) 258-4570
Career and Technology Center ..... (225) 258-4571
Science and Math Academy ..... (225) 258-4601
Virtual Academy ..... (225) 258-4558

SCHOOL BOARD OFFICE

(225) 258-4500

Extension Numbers

4503 Albert, Gaynell (ADMINISTRATIVE DIRECTOR)
4505 Ambrose, Jaye
4512 Bank, Arianna
4513 Becnel Danette
4532 Boudwin, Rickie
4562 Bush, Will
4501 Cancienne, P. Edward (SUPERINTENDENT)
4542 Chopin, Colby
4518 Cook, Kelly
4521 Dershak, Teresa
4508 Detillier, Anne (ADMINISTRATIVE DIRECTOR)
4523 Duronslet, Anita
4537 Edwards, Mary
4509 Folchetti, Rachelle
4569 Foster, Betty
4568 Hartley, Renee
4510 Hymel, Mary Beth
4519 Joseph, Cynthia
4559 Labat, Simone
4560 Landry, Vivian
4514 LeBlanc, Ricky
4516 Lee, Rhonda
4526 Long, DeEtta
4561 Lovette, Sherien
4525 Luerson, Carrie
4542 Mitchell, James
4520 Mitchell, Jim (ADMINISTRATIVE DIRECTOR)
4551 Mitchell, Sheila
4522 Montz, Ashley
4550 Nogess, Neshelle
4552 Roberts, Melinda
4511 Robichaux, Sabra
4527 Roper, Remy
4531 St. Pierre, Tammy
4553 Scott, Anissa
4534 Steib, Vondra
4502 Thomassee, Jessica
4528 Washington, Tiwanaha
4556 Williams, Kasha
4504 Webre, Carol (ADMINISTRATIVE DIRECTOR)

STUDENT POLICY MANUAL

STATEMENT OF COMPLIANCE

The undersigned student (Grades PK-12) and undersigned parents/guardians do hereby acknowledge and agree to adhere to the student code of conduct that includes all rules and regulations that govern St. James Parish Public Schools.

As a student, I have read and understand the contents of this student policy manual.

_____ ___/___/__
Student Date

As a parent/guardian, I have read and understand the contents of this student policy manual.

_____ __/___/__ _____ __/___/__
Parent (or Guardian) Date Parent (or Guardian) Date

_____ _____ _____ _____
Home Telephone Number Work Telephone Number Home Telephone Number Work Telephone Number

_____
Current Physical and Mailing Addresses

The Student Policy Manual can be found on St. James Parish School's Website – www.stjames.k12.la.us.

Please check the appropriate box below:

I **do want** a hard copy of the Student Policy Manual _____

I **do not want** a hard copy of the Student Policy Manual ____

Media Consent and Release

The St. James Parish Public School Board shall request your consent to the use of any spoken interviews, still photographs or video tape taken of your child by the School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the St. James Parish Public School System in newspapers, newsletters, brochures, billboards, websites, social media, promotional publications or television, radio and other media services. I also consent to the Board's use of my child's name on electronic/digital media or print media.

_____**Yes, I, _____,** (Parent/Guardian Name) **will allow** my child to be identified by the news media or School Board for positive promotion or publicity.

_____**No, I, _____,** (Parent/Guardian Name**) will not allow** my child to be identified by the news media or School Board for positive promotion or publicity.

Please **detach this page and return to your child's homeroom teacher on or before Friday, August 17, 2018.**