

**STUDENT CODE OF CONDUCT AND ATTENDANCE REGULATIONS  
ST. JOHN THE BAPTIST PARISH SCHOOL SYSTEM**

**POLICY NOTIFICATION**

It is the policy of St. John the Baptist Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, handicapping condition, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquires concerning application of this policy may be referred to: Dr. Leigh Ann Beard, Director of Title IX and Human Rights Coordinator.

**NOTIFICACION DE POLIZA**

En esta poliza de St. John the Baptist Parish School Board es proveer igual oportunidades sin rechazo de raza color, nacionalidad, sexo, edad, condicones de incapacitado o veterano en este programa educacional y de actividades. Esto incluye, pero no son limitadas, las admisiones, servicios educacionales, ayuda financiera y empleos. Si tiene alguna pregunta acerca de esta poliza de aplicacion puede referirse a: Dr. Leigh Ann Beard, Directora del Titulo IX y la coordinadora de los derechos humanos.

**DRUG FREE WORKPLACE**

All policies, regulations and procedures pertaining to substance abuse shall be in compliance with the Drug Free Workplace Act (DFWA) of 1988.

**FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18, or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that schools correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and

place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339, or contact the following:

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

## **RIGHTS OF NON-CUSTODIAL PARENTS IN THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The Family Educational Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to: 1) provide a parent access to the records that are directly related to the student; 2) provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; and 3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record. The definition of parent is found in the FERPA implementing regulation under 34 CFR 99.3. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. Section 99.4 gives an example of the rights of parents.

An educational agency or institution shall give full rights under the act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order or other legal paper that prohibits access to education record or removes that parent's right to have knowledge about his or her child's education. Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents. One can best understand the FERPA position on parents' rights by separating the concept of custody from the concept of rights that FERPA gives parents. Custody, as a legal concept, establishes where a child will live, and often, the duties of the person(s) with whom the child lives. The FERPA, on the other hand, simply establishes the parents' right of access to and control of education record related to the child. The Family Policy Compliance Office of the U.S. Department of Education developed the pamphlet.

**Here are the answers to questions frequently asked about the rights of non-custodial parents.**

**1. Does the FERPA require a school to keep a parent informed of the child's progress even though the parent is divorced and living some distance from the child?**

*No. The FERPA does not require schools to inform parents of student progress whether the parents are divorced or not.*

**2. Does the FERPA require a school to provide a parent copy of the record?**

*Generally, a school is not required to provide parents copies of the record. However, if the distance is great enough to make it impractical for the parent to visit the school to review the record, the school must make copies of the record and send them to the parent when that parent requests access to the record.*

**3. May a school charge for copies of records?**

*Yes. A school may charge a reasonable fee for copying.*

**4. Does the non-custodial parent have the right to be informed of and to attend teacher conferences?**

*The FERPA does not address conferences for the purpose of discussing student performance. Thus, a school has no obligation under this law to arrange a conference to accommodate the non-custodial parent. However, if records of conferences are maintained, the non-custodial parent has the right to see those records.*

**5. Must the school notify the non-custodial parent of his/her FERPA rights?**

*No. The school would be considered in compliance with the law if it notifies only the parent who has custody of the child.*

**6. Must the school provide the non-custodial parent the same general notices it provides the custodial parent?**

*No. General notices, lunch menus, PTA information, announcement of teacher conferences, school pictures, and other similar information, are not "education records" as defined by the FERPA. Therefore, schools are not legally required to provide them.*

## ATTENDANCE POLICY

The Board believes regular attendance in the school accompanied by the responsibility to study and participate in school activities is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend each class through the day. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the parish Supervisor of Child Welfare and Attendance, after consultation with the Principal and Superintendent.

### Elementary Students

Elementary pupils must be present a minimum of one hundred sixty-seven (167) days per year to be eligible to receive credit for the courses taken.

**\*Elementary students (K-8) students can miss no more than eleven (11) days per year and still be eligible to receive credit for courses taken.**

### High School Students

To receive Carnegie credit for a course, students must be present ninety-four (94) percent of the required time. High school students (because of 4x4 block design) must be present a minimum of eighty-five (85) days per semester to be eligible to receive 1 credit in each course for one semester or forty-two days (42) for a ½ semester course.

**\*High School students can miss no more than five (5) days per semester, three (3) days per ½ semester and still be eligible to receive credit for courses taken.**

## PERFECT ATTENDANCE AWARD ELIGIBILITY

**In order for a student to be considered for a perfect attendance certificate or award, the student must be in attendance every day, all day. The student may not sign in late or leave school early.**

## COMPULSORY ATTENDANCE LAW

Students who have attained the age of seven years shall attend a public or private day school or participate in an approved home study program until they reach the age of 18 years. Any child below the age of seven who legally enrolls in school shall also be subject to compulsory attendance.

Present law requires every parent (or certain other persons) having control or charge of any child from that child's seventh birthday until his 18<sup>th</sup> birthday to send the child to a public or private day school unless the child graduates from high school prior to his 18<sup>th</sup> birthday. (HB 648-ACT 927 of the 2010 Regular Session).

Whoever violates the provisions of this policy is subject to be fined not more than two hundred and fifty dollars (\$250) or imprisoned not more than thirty (30) days, or both as provided by law. The Supervisor of Child Welfare and Attendance, with the approval of the parish Superintendent of schools, shall file proceedings in court to enforce the provisions of this policy.

## AGE REQUIREMENTS

The age which a child may enter kindergarten of any public school at the beginning of the public school session shall be five years on or before September 30 of the calendar year in which the school year begins.

## EXTENUATING CIRCUMSTANCES, ATTENDANCE, TARDY

The Board recognizes the student's fundamental right to attend the public schools and places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program.

Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by the Child Welfare and Attendance office to the family or juvenile court of the parish or city as a truant child.

### Attendance

All schools shall keep daily records of attendance, verified by the teacher keeping such records, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or a duly authorized representative. All schools shall immediately report to the Supervisor of Child Welfare and Attendance, any unexplained, unexcused or illegal absence, or habitual tardiness.

WHOLE DAY ATTENDANCE – A student is considered to be in attendance for a whole day when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 50% (51%-100%) of student’s instructional day. All absences whether excused or unexcused shall be counted as an absence for attendance reporting purposes.

HALF-DAY ATTENDANCE – A student is considered to be in attendance for one-half day when he/she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student’s instructional day.

Tardy

Tardy shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day or arriving late to school after the school officially begins, but shall not include reporting late to class when transferring from one class to another during the school day.

**(Late to school or early check out)**

St. John Parish School Board, in an attempt to reduce the number of tardies to school, will implement a tardy policy. This policy is in line with the truancy intervention policy. Parents are required to cooperate with the teachers, counselors, and truancy officers throughout the school year. Truancy panel may be held at the school site or at the Child Welfare office. Truancy court will be under the 40<sup>th</sup> Judicial District Court jurisdiction.

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| 1 <sup>st</sup> tardy – acknowledgement               | 6 <sup>th</sup> tardy – referral to Truant Officer            |
| 2 <sup>nd</sup> tardy – acknowledgement               | 7 <sup>th</sup> tardy – parent conference with Truant Officer |
| 3 <sup>rd</sup> tardy – parent conference (phone)     | 8 <sup>th</sup> tardy – referral to Truancy Panel             |
| 4 <sup>th</sup> tardy – parent conference (counselor) | 9 <sup>th</sup> tardy – signed truancy agreement              |
| 5 <sup>th</sup> tardy – parent conference (principal) | 10 <sup>th</sup> tardy – referral to Truancy Court            |

Extenuating Circumstances

The only exception to the attendance regulation shall be enumerated extenuating circumstances that are verified by the school and the Supervisor of Child Welfare and Attendance. Extenuating circumstances may include the following:

1. extended personal physical or emotional illness in which a student is absent for three (3) or more consecutive school days as verified by a physician or nurse practitioner licensed in the state
2. extended hospital stay in which a student is absent three (3) or more consecutive school days as verified by a physician or dentist
3. extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state
4. extended contagious disease within a family in which a student is absent for three (3) or more consecutive school days as verified by a physician or dentist licensed in the state
5. observance of special and recognized holidays of the student’s own faith

The only other exception to the attendance regulations shall be absences that are verified by the principal or his/her designee as stated below:

1. prior school system approved travel for education
2. death in the family
3. natural catastrophe and or disaster

For any other extenuating circumstances, the student’s parents or legal guardian must make a formal appeal in accordance with the due process procedures.

**Students in danger of failing** due to excessive absences may be allowed to make up missed time in class session held outside the regular class time session.

**No extenuating circumstances will be granted after 10 days from the semester grading period or from the last day of school.** An extenuating circumstance form may be obtained by the principal or from the Child Welfare office.

**DROPOUT RECOVERY ACT 742**

A child between the ages of seventeen and eighteen may withdraw from school prior to graduation if both the following circumstances exist: **(Repealed by HB 648 @ 97)**.

Written consent is granted by the parent, tutor, or legal guardian.

An exit interview is conducted where the student and his parent, tutor, or legal guardian provide written acknowledgment that withdrawal from school shall likely reduce the student’s future earning potential and increase the student’s likelihood of being employed in the future. During such an exit interview, a student who is withdrawing from school shall be given information that has been prepared and supplied by the Louisiana Workforce Commission regarding training and employment opportunity programs, provided such information is available.

## HOMEBOUND INSTRUCTION

A student who is enrolled in regular or special education and who, as a result of health care treatment, physical illness, accident, or the treatment thereof, is temporarily unable to attend school (10 consecutive days), shall be provided instruction services in the home or hospital environment.

## STUDENT TRANSFER POLICY

No student who has been expelled from any public or non-public school within or outside the state of Louisiana for possession of a firearm, knife, or dangerous weapon or instrumentality customarily used or intended for probable use as a dangerous weapon, or for possession or possession with the intent to distribute, sell, give, or loan any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law shall be admitted to the St. John the Baptist Parish Public Schools until the student produces written documentation that he/she has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason(s) for the expulsion. The counseling or rehabilitation required in this section must comply with requirements set forth in Louisiana Revised Statutes 17:416.B at no additional cost to the school system.

**NOTE:** No student who has been expelled shall be admitted to any public school in any other parish or city system in the state except upon the review and approval of the school board of the school system to which he seeks admittance.

## POSITIVE BEHAVIOR SUPPORT

In keeping with the provisions of the Education/Juvenile Justice Partnership Act (Subpart C-1 of the Juvenile Justice Reform Act), St. John the Baptist Parish Public Schools are committed to the utilization of positive behavioral supports to address student discipline. Good behavior and discipline of students are essential prerequisites to academic learning, development of student character, and general and educational socialization of children. A positive behavior support (PBS) process utilizes an assessment based approach that emphasizes proactive, educative, and reinforcement-based strategies to build meaningful and lasting behavior.

The goal of PBS is academic and social success. This goal is accomplished through the development of universal expectations for all students, support plans for at risk students, and individualized programs for students with significant behavior challenges. The principal practices include, but are not limited to:

- Defining expectations
- Teaching expectations and social skills necessary for students to meet the expectations
- Implementing contextual changes to support meeting expectations
- Implementing strategies to increasing performance

## STUDENT OFFENSES AND DISCIPLINE

Students shall be required to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching/learning situations in all classes and activities in which they participate under the sponsorship of the school.

Every student is strictly held to orderly conduct in school, on the playground, and on the school bus, going to or returning from school. Additionally, every student shall adhere to this Code of Conduct during any school-sponsored activity whether conducted on or off of the school campus except when specifically excused by the principal or designee. The range of consequences shall be determined by the principal depending on the severity of the offense. School principals may suspend any pupil for violation of school board policy in accordance with the following guidelines. In order to ensure fair and consistent discipline practices, the following discipline guidelines shall be used in St. John the Baptist Parish Public Schools:

- Consequences adhere to discipline standards as prescribed by Louisiana State Law Revised Statute: 17:416 (Discipline of pupils; suspension, expulsion). **Only suspensions and expulsions can be appealed.**

## DEFINITIONS

- Assault** An attempt to commit an unprovoked physical attack on one person by another or intentionally placing another person under the reasonable apprehension of receiving a battery through a verbal attack. (Words alone may not be sufficient to constitute an assault.)
- Assault on a School Employee** An attempt to commit on a school employee a battery, the intentional placing of an employee in reasonable apprehension of receiving a battery or making statements threatening physical harm to a school employee. Assault on an employee is an assault committed when the offender has reasonable grounds to believe the victim is acting in the performance of his duties. Whoever commits the crime of assault on a school employee shall be fined not more than \$500 or imprisoned not less than 30 days nor more than 90 days, or both. (R.S. 14:38.2)

<b>Battery</b>	Any intentional act which results in harm to another person either by bodily injury or offensive touching.
<b>Battery of School Employee</b>	Battery committed without the consent of the victim when the offender has reasonable grounds to believe the victim is a school employee acting in the performance of employment duties – No student found guilty of committing a battery on a school employee shall be assigned to attend or shall attend the school to which the school employee battered by the pupil is assigned. A school system shall not be required to provide transportation.
<b>Bodily Harm</b>	Any injury in which medical attention was necessary (school nurse, EMT, etc.).
<b>Bullying</b>	Any intentional gesture, or written, verbal, or physical act that is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.
<b>Cyber bullying</b>	Tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting another using the Internet, interactive and digital technologies, or mobile phones.
<b>Conflict Resolution</b>	The act of determining the outcome of differences between two or more parties through mediation by a mediator.
<b>Contraband</b>	Any property which is unlawful to produce or possess.
<b>Corporal Punishment</b>	Any discipline involving a physical act (paddling, slapping, kneeling, etc.).
<b>Driving Is a Privilege Law</b>	The “Driving is a Privilege” Law, Act 736, authorizes suspension of drivers’ licenses of certain students. The principal shall notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of 14 and 18 who has been subjected to a disciplinary action of expulsion or suspension or assignment to an alternative educational setting from school for ten or more consecutive school days in accordance with policy for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery of any public elementary or secondary school faculty or staff. Upon receipt of written notification from the principal of any of the above-referenced disciplinary actions, the Department of Public Safety and Corrections shall take the following action with respect to the student: (a) if the student has a driver’s license, the department shall suspend the driver’s license for a period of one year or (b) if the student has not obtained a driver’s license or if he applies for a different driver’s license, the license obtained during the period of one year shall immediately be suspended for the duration of the one-year period.
<b>Drugs</b>	Illegal narcotic, drug, or other controlled substance, including prescription medication, non-prescription medications such as aspirin, cough syrup, Tylenol, etc.
<b>Extortion</b>	The obtaining of property from another induced by wrongful use of actual or threatened force, violence, or fear.
<b>Fighting</b>	Two or more students involved in an exchange of blows – Note: Since the school has responsible adults on duty whenever students are under the supervision of the school, St. John Parish Public Schools believes that fighting is unnecessary and inappropriate as a means of solving problems and will be handled as a serious offense. Using self-defense as a reason for engaging in fighting must be done so within this constraint.
<b>Forgery</b>	The altering of any writing of another without his/her authority so that it purports to be the act of another.
<b>Gambling</b>	The dealing, operating, carrying on, conducting, maintaining or exposing for pay, any game; making a bet.
<b>Gestures</b>	Movement of the body or limbs intended to express an idea or feeling.
<b>Group Fight</b>	Instances of 3 or more students fighting.
<b>Hateful Act</b>	Any derogatory gesture or act pertaining to religion, gender, race, ethnicity, or social status offensive to another.

<b>Hazing</b>	Any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.
<b>Indecent Behavior</b>	Behavior, which is offensive to common property; lewd or obscene behavior.
<b>Intimidation</b>	Putting in fear, extorting; unlawful coercion; threatening.
<b>Molesting</b>	To disturb, interfere with, or annoy. To subject to unwanted or improper sexual activity.
<b>Parental Conference</b>	A meeting for consultation or discussion. Documented phone conference; Documented face-to-face conference.
<b>Retaliation</b>	To do injury in return for injury; revenge.
<b>Riot</b>	A public disturbance involving an act of violence by one or more persons, part of an assemblage of three or more persons, which constitutes a clear and present danger of, or shall result in damage or injury to property or property of another person.
<b>Self-defense</b>	The right of an individual to protect oneself by using force upon another when it can be reasonably concluded that the use of force more probably than not was committed solely for the purpose of preventing forcible offense against oneself. A person who is the aggressor or who brings on difficulty cannot claim the right of self-defense. A student cannot claim the right of self-defense whenever help or flight is available. Responding to a verbal confrontation by using physical force is not acceptable and cannot be claimed as self-defense.
<b>Sexually Explicit</b>	Clearly sexual in nature.
<b>Terrorizing</b>	<p>Communication of information causing any person to be in fear of great bodily harm for his or another person's safety or causing serious disruption to the orderly function of the school (e.g. bomb threat, etc.) R. S. 14:40.1.</p> <p>A. Communication of false information of a bomb threat on school property, at a school-sponsored function, or in a firearm-free zone whether or not such threat involves fake explosive devices is intentional impartation or conveyance, or causing the impartation or conveyance by the use of the mail, computer, telephone, telegraph, word of mouth, or other means of communication (including but not limited to drawing, symbols, signs) or any such threat or false information knowing the same to be false.</p> <p>B. Whoever commits the crime of communication of false information of planned bombing on school property, at a school sponsored function, or in a firearm-free zone as defined in R.S.14.95.6 shall be imprisoned with or without hard labor for not more than 20 years. Upon commitment to the Department of Public Safety and Corrections after conviction for a crime committed on school property, at a school sponsored function or in a firearm-free zone, the department shall have the offender evaluated through appropriate examinations or tests conducted under the supervision of the department. Such evaluation shall be made within 30 days of the order of commitment.</p>
<b>Threatening</b>	Verbal or written language that threatens to harm another – Such language will be treated literally, whether or not there is intent to harm.
<b>Weapons other than firearms or knives</b>	Weapons other than statutory knives and firearms will be viewed under the standard of “dangerous instrumentality in manner used causes or may cause grave bodily harm.” (Not limited to: BB, paintball and pellet guns, etc.)
<b>Zero Tolerance</b>	To ensure the physical and psychological safety of all students and adults, the violence prevention program is in place in all high and middle schools. Detailed information on the Violence Prevention Program is sent home to parents each year.

## INFRACTIONS

Student Offenses	Grades K-3	Grades 4-6	Grades 7-12
Habitually Tardy (to class) (19)	Parental conference	1 <sup>st</sup> Offense – Student conference 2 <sup>nd</sup> Offense – Parental conference 3 <sup>rd</sup> Offense – Alternative to suspension	1 <sup>st</sup> Offense – Student conference 2 <sup>nd</sup> Offense – Parental conference 3 <sup>rd</sup> – 6 <sup>th</sup> Offense – Alternative to suspension 7 <sup>th</sup> Offense – In School Suspension
*Battery (06)	Alternative to suspension to Suspension with Recommendation for expulsion	Arrest (12 & older) Alternative to suspension to 4 days Suspension to Recommendation for expulsion	Arrest (12 & older) Alternative to suspension to 5 days Suspension to Recommendation for expulsion
*Battery of an employee (21)	Parental conference to Recommendation for expulsion, depending on severity	Arrest (12 & older) Suspension with a Recommendation of expulsion and immediate removal from campus by arrest. Employee must file charges with the Justice of the Peace. If charges are not filed, the charges will be dropped.	Arrest (12&older) Suspension with a Recommendation of expulsion and immediate removal from campus by arrest. Employee must file charges with the Justice of the Peace. If charges are not filed the charges will be dropped.
*Battery with bodily injury (21)	Recommendation for expulsion	Arrest (12 & older) Recommendation for expulsion	Arrest (12 & older) Recommendation for expulsion
*Bullying/Cyber bullying (05)	Parental conference to Recommendation for expulsion, depending on severity	1. Student-student(s) – From Alternative to suspension to Recommendation for expulsion 2. Student-employee - threatening any School Board employee – nine (9) days suspension with Recommendation for expulsion	1. Student-student(s) – From Alternative to Suspension to Recommendation for expulsion 2. Student-employee - threatening any School Board employee – nine (9) days suspension with Recommendation for expulsion
Classroom/Campus Disruption (10a)	Student conference to Suspension	From Student conference to Recommendation for expulsion	From Student conference to Recommendation for expulsion
Conduct injurious to others (06)	Parental conference to Suspension	Parental conference to Suspension	Parental conference to Suspension
Disrespect for Authority (02)	Student Conference to Recommendation for expulsion, depending on severity.	From Student conference to Recommendation for expulsion depending on severity.	From Student conference to Recommendation for expulsion, depending on severity.
Dress Code Violation Pages 14 - 16 (10b)	Parental conference to Suspension	1 <sup>st</sup> Offense – Student conference, change and comply 2 <sup>nd</sup> Offense – Alternative to suspension 3 <sup>rd</sup> Offense – Suspension	1 <sup>st</sup> Offense – Student conference, change and comply 2 <sup>nd</sup> Offense – Alternative to suspension 3 <sup>rd</sup> Offense – Suspension
Explicit music/printed material. (12)	Alternative to suspension to Recommendation for expulsion	From Alternative to suspension to Recommendation for expulsion	From Alternative to suspension to Recommendation for expulsion
False Charge Against Authority (03)	1 <sup>st</sup> Offense – Parental conference 2 <sup>nd</sup> Offense – Suspension to Recommendation for expulsion.	1 <sup>st</sup> Offense – Parental conference 2 <sup>nd</sup> Offense – Suspension to Recommendation for expulsion.	1 <sup>st</sup> Offense – Parental conference 2 <sup>nd</sup> Offense – Suspension to Recommendation for expulsion.
*Fighting Page 18 (16)	Parental conference to Recommendation for expulsion depending on severity	1 <sup>st</sup> Offense – 3 days Suspension 2 <sup>nd</sup> Offense – 4 days Suspension 3 <sup>rd</sup> Offense – Recommendation for expulsion	1 <sup>st</sup> Offense – 4 days Suspension 2 <sup>nd</sup> Offense – 5 days Suspension 3 <sup>rd</sup> Offense – Recommendation for expulsion
Fire Alarm/Safety devices (surveillance system) (17a)	1 <sup>st</sup> Offense – Alternative to suspension 2 <sup>nd</sup> Offense – 3 days suspension	Recommendation for expulsion	Recommendation for expulsion
Fireworks/Stink Bombs/Tear Gas/Pepper Spray/Fire extinguisher/combustible items or comparable items (possession or use) (17a)	1 <sup>st</sup> Offense – Alternative to suspension 2 <sup>nd</sup> Offense – 3 days suspension Recommend Counseling	Recommendation for expulsion	Recommendation for expulsion
*Forgery or Cheating (03)	Parental conference to Recommendation for expulsion, depending on severity	Alternative to suspension to Recommendation for expulsion	Alternative to suspension to Recommendation for expulsion
*Gambling (21)	Parental conference to Recommendation for expulsion, depending on severity	Alternative to suspension to Recommendation for expulsion	Alternative to suspension to Recommendation for expulsion
Guilty of Stealing (20)	Parental conference to Recommendation for expulsion, depending on severity.	Alternative to suspension or Suspension to Recommendation for expulsion. Student must make reimbursement	From Alternative to Suspension or Suspension with Recommendation for expulsion. Student must make reimbursement
*Hateful act/gesture pertaining to race, gender, ethnicity, religion, or social status (04)	Parental conference to Recommendation for expulsion, depending on severity	Alternative to suspension to Suspension to Recommendation for expulsion, depending on severity	Alternative to suspension to suspension to Suspension with Recommendation of Expulsion depending on severity
*Hazing (21)	Parental conference to Recommendation for expulsion, depending on severity	1. Student(s) – From Alternative to Suspension to Recommendation for expulsion 2. Student threatening any School Board employee – Recommendation for expulsion	1. Student(s) – From Alternative to Suspension to Recommendation for expulsion 2. Student threatening any School Board employee – Recommendation for expulsion
*Indecent Behavior/Molesting (21)	Recommend Counseling with a 3 days Suspension to Recommendation for expulsion.	Recommend Counseling with a 4 days Suspension to Recommendation for expulsion. (follow sexual harassment policy)	Recommend Counseling with a 5 days Suspension to Recommendation for expulsion (follow sexual harassment policy)
Instigating a Fight (16)	Parental conference to Suspension	1 <sup>st</sup> Offense – 3 days Suspension 2 <sup>nd</sup> Offense – 4 days Suspension 3 <sup>rd</sup> Offense – Recommendation for expulsion	1 <sup>st</sup> Offense – 4 days Suspension 2 <sup>nd</sup> Offense – 5 days Suspension 3 <sup>rd</sup> Offense – Recommendation for expulsion
Leaving campus w/o permission (18)	Parental conference to 3 days suspension, depending upon severity	1 <sup>st</sup> Offense – 3 days Suspension 2 <sup>nd</sup> Offense – 4 days Suspension	1 <sup>st</sup> Offense – 4 days Suspension 2 <sup>nd</sup> Offense – 5 days suspension

Student Offenses	Grades K-3	Grades 4-6	Grades 7-12
Cuts class or Leaves class w/o permission (18)	Parental conference to 3 days suspension, depending on severity	1 <sup>st</sup> Offense – Parental conference and/or Alternative to suspension 2 <sup>nd</sup> Offense – Alternative to suspension 3 <sup>rd</sup> Offense – 3 days Suspension	1 <sup>st</sup> Offense – Parental conference and/or Alternative to suspension 2 <sup>nd</sup> Offense – Alternative to suspension 3 <sup>rd</sup> Offense – 3 days suspension
*Lewd or Sexually explicit Behavior (04,21)	Alternative to suspension to Recommendation for expulsion	Alternative to suspension to Recommendation for expulsion	Alternative to suspension to Recommendation for expulsion
Possess Weapon(s) Federal Law LA RS 17:416 Subsection C -2 (13)	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Possesses Weapon(s) (14)	Parental conference to Recommendation for expulsion, depending on severity	Recommendation for expulsion	Recommendation for expulsion
Possession/Use of Laser Pen (17b)	Alternative to suspension to Recommendation for expulsion. Pen will be confiscated.	Alternative to suspension to Recommendation for expulsion. Pen will be confiscated.	Alternative to suspension to Recommendation for expulsion. Pen will be confiscated.
Repeated Violation of School Rules (02)	Parental conference to Recommendation for expulsion, depending on severity	Parental conference to Recommendation for expulsion, depending on severity	Parental conference to Recommendation for expulsion, depending on severity
*Riot – Inciting or participating in a riot (17b)	Parental conference to Recommendation for expulsion, depending on severity	Recommendation for expulsion	Recommendation for expulsion
Sexual Harassment (05)	Recommend Counseling, Parental conference to Recommendation for expulsion, depending on severity	Recommend Counseling, Parental conference to Recommendation for expulsion, depending on severity	Recommend Counseling, Parental conference to Recommendation for expulsion, depending on severity
*Threatening/Intimidating (21)	Parental conference to Recommendation for expulsion, depending on severity	1. Student-student(s) – Alternative to suspension to Recommendation for expulsion 2. Student-employee – threatening any School Board employee Recommendation for expulsion	1. Student-student(s) – Alternative to suspension to Recommendation for expulsion 2. Student-employee – threatening any School Board employee Recommendation for expulsion
Throws Missiles (15)	Parental Conference to Suspension	Parental Conference to Recommendation for expulsion, depending on severity	Parental conference to Recommendation for expulsion, depending on severity
Unauthorized Items Usage and/or possession of cellular phones, DVD, iPods', MP3, PS2, cameras, walkie talkies, radios, CD players, tape players, CDs, electronic games, photographic equipment, earphones, and any other recording equipment, etc. <u>Are Prohibited</u> on school campus, property, busses and school related areas. (01)	K-8 1 <sup>st</sup> Offense – Devices will be confiscated and turned over to the school principal to be returned only to parent/guardian no earlier than the end of the school day. Repeated Offense – Same as above with Alternative to Suspension	K-8 1 <sup>st</sup> Offense – Devices will be confiscated and turned over to the school principal to be returned only to parent/guardian no earlier than the end of the school day. Repeated Offense – Same as above with Alternative to Suspension to Suspension	High School 1 <sup>st</sup> Offense – Documented Student Conference. Phone is returned to student at the end of the school day. 2 <sup>nd</sup> Offense – Parental Conference. Phone returned to parent at conference. 3 <sup>rd</sup> Offense – One (1) day In-School-Suspension. Phone returned to parent. Student loses phone privileges for the remainder of the school year. 4 <sup>th</sup> Offense – Phone is taken for the remainder of the school year. Possible recommendation for expulsion.
Unauthorized Possession/Use of Test (03)	Parental conference to Recommendation for expulsion, depending on severity	Alternative to suspension to Recommendation for expulsion	Alternative to suspension to Recommendation for expulsion
Unauthorized trading/selling of goods at school (01)	Parental conference to Alternative to suspension. Goods and money will be confiscated.	Parental conference to Suspension. Goods and money will be confiscated.	Parental conference to Suspension. Goods and money will be confiscated.
Use of Profane/Obscene Language or Gestures – Communicated to a school board employee/adult or about that employee/adult where it can be heard or seen by any employee (04)	Recommend Counseling. Alternative to suspension to Recommendation for expulsion	Recommend Counseling. Suspension to Recommendation for expulsion	Recommend Counseling. Suspension to Recommendation for expulsion
Use of Profane/Obscene Language or Gestures – Student to another student/general use (04)	Recommend Counseling. Parental conference to Suspension, depending on severity	Recommend Counseling. Parental conference to Suspension, depending on severity	Recommend Counseling. Parental conference to Suspension, depending on severity
Use/Possess Alcohol – Page 12 (09)	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Use/Possess Controlled Substances – Page 12 (07)	Recommendation for expulsion	Recommendation for expulsion	Recommendation for expulsion
Use/Possess Tobacco – (lighters, matches, rolling paper, roach clips or tobacco products, tobacco paraphernalia – Page 12 (08)	Parental conference to Suspension	1 <sup>st</sup> Offense – Parent Conference 2 <sup>nd</sup> Offense – Alternative to Suspension 3 <sup>rd</sup> Offense – 3 days Suspension	1 <sup>st</sup> Offense – Parent Conference 2 <sup>nd</sup> Offense – Alternative to Suspension 3 <sup>rd</sup> Offense – 3 days Suspension
Vandalism/Arson (11)	Parental conference to Recommendation for expulsion, depending on severity	Recommendation for expulsion, (not less than one school semester and may carryover to the next school year) Restitution of damages	Recommendation for expulsion, (not less than one school semester and may carryover to the next school year) Restitution of damages
Violates Traffic/Safety Regulations (17b)	1 <sup>st</sup> Offense – Alternative to Suspension to 3 days Suspension 2 <sup>nd</sup> Offense – Recommendation for expulsion	1 <sup>st</sup> Offense – Alternative to Suspension to 3 days Suspension 2 <sup>nd</sup> Offense – Recommendation for expulsion	1 <sup>st</sup> Offense – Alternative to Suspension to 3 days Suspension 2 <sup>nd</sup> Offense – Recommendation for expulsion
Violation of School Bag Policy – Page 16 (02)	1 <sup>st</sup> Offense – Confiscated/Parental Conference 2 <sup>nd</sup> Offense – Detention (Confiscated) 3 <sup>rd</sup> Offense – Alternative to Suspension or Suspension	1 <sup>st</sup> Offense – Confiscated/Parental Conference 2 <sup>nd</sup> Offense – Detention (Confiscated) 3 <sup>rd</sup> Offense – Alternative to Suspension or Suspension	1 <sup>st</sup> Offense – Confiscated/Parental Conference 2 <sup>nd</sup> Offense – Detention (Confiscated) 3 <sup>rd</sup> Offense – Alternative to Suspension or Suspension
Willful Disobedience (01)	1 <sup>st</sup> Offense – Student conference 2 <sup>nd</sup> Offense – Parental conference 3 <sup>rd</sup> Offense – Alternative to suspension to Suspension	1 <sup>st</sup> Offense – Student conference 2 <sup>nd</sup> Offense – Parental conference 3 <sup>rd</sup> Offense – Alternative to suspension to Suspension	1 <sup>st</sup> Offense – Student conference 2 <sup>nd</sup> Offense – Parental conference 3 <sup>rd</sup> Offense – Alternative to suspension to Suspension
Writes/Draws Obscenities (12)	Recommend counseling, Parental conference to Suspension	Recommend counseling, Parental conference to Recommendation for expulsion	Recommend counseling, Parental conference to Recommendation for expulsion

- An (\*) prior to offense indicates a definition is included in definitions below.
- K-3 shall range from parent conference to suspension or expulsion for repeated and/or serious offenses unless otherwise specified.

## IN-SCHOOL SUSPENSION PROGRAMS AT SCHOOLS

As an alternative to suspension, students in grades K-12 may be assigned to the school's In-School Suspension Program (ISSP). **NOTE:** If a student is recommended for expulsion, the principal may assign the student to the ISSP depending on the severity of the offense. Infractions, including, but not limited to, fighting resulting in an arrest, assault and battery, threatening an employee, profanity toward an employee, possession of a weapon or dangerous instrumentality, or possession and/or intent to distribute alcohol, or drugs will not be assigned to ISSP or these offenses will result in an out-of-school suspension and/or a recommendation for expulsion.

Each school will designate the time of the ISSP. Students assigned to the ISSP will be required to complete behavior packets which address the behavior(s) that led to the student's placement, in addition to class assignments and counseling sessions. An individual tracking sheet will be kept each time the student is assigned to the ISSP program. **Upon notification of assignment of an In-School Suspension, a student shall not be allowed to participate in any school-sponsored activity (during or after school hours, including athletics).**

Students must attend every day assigned to the ISSP unless they have been granted extenuating circumstances, which must be approved by the Child Welfare and Attendance Supervisor. The days that the child did not report will be considered as an Out of School suspension, the child will be marked absent, and he/she will not be eligible to make up any work or test(s) missed.

If a parent/guardian refuses ISSP assignment, the suspension shall be recorded as an Out-of-School Suspension.

**Any student serving an In-School Suspension (ISS) found anywhere on campus other than within the ISS Center is subject to further disciplinary action and possible arrest.**

In-School Suspension An administratively (principal or designee) imposed assignment of a student to the school's In-School Suspension Program for a period of time not to exceed nine (9) consecutive days unless authorized by Superintendent or his/her designee. **Upon notification of assignment of an In-School Suspension, a student shall not be allowed to participate in any school-sponsored activity (during or after school hours, including athletics).**

Out-of-School Suspension - An administratively (principal or designee) imposed assignment of a student to a non-school (home) location for a period of time not to exceed nine (9) days. **Upon notification of assignment of an Out-School Suspension, a student shall not be allowed to participate in any school-sponsored activity (during or after school hours, including athletics).**

- A student suspended (OSS/Expelled) found on campus is considered to be trespassing and subject to arrest.

Alternatives to Suspension - In an effort to implement Positive Behavior Support and reduce the loss of instructional time due to out-of-school suspensions and expulsions, the following alternatives to suspension may be utilized by principals.

- |  |   |
|--|---|
| *parent contact or parental conference | *behavioral contracts                         |
| *check-in/check-out system             | *home/school communication system             |
| *loss of privilege                     | *schedule adjustments                         |
| *referral to the school counselor      | *referral to FINS                             |
| *after school detention                | *in-school detention                          |
| *bus suspension                        | *supervised community service (for vandalism) |
| *Saturday detention                    |   |

## SUSPENSION

The school principal, or his designee, has the right to enforce this disciplinary policy and to apply disciplinary action, including suspension for the commission of any discipline offense. The principal shall investigate all allegations of misconduct.

Prior to any suspension, the school principal/designee shall advise the student of the particular misconduct of which the student is accused and the specific reasons for such accusation. The student shall be given an opportunity at that time to explain the student's version of the incident or facts the school principal/designee.

If the principal/designee suspends the student, a reasonable effort must be made to contact the student's parent or guardian by telephone to notify them of the suspension, that the student will be or has been removed from class, and that the student will be kept under supervision until the close of the school day or the arrival of the parent or guardian. This responsibility shall not be delegated to a student.

The principal shall send a written notice of the suspension to the parent/guardian providing notice of the offense and the term of the suspension.

In the event the student disrupts the orderly operations of the school, the student may be immediately removed from the school premises and placed in the custody of the parents, next of kin, or law enforcement.

If the parent/guardian of the suspended student wishes to appeal the suspension decision, the parent/guardian shall within (3) three school days after the receipt of written notification of the suspension, submit a written request to the Superintendent to review the matter.

### **EXPULSION**

The removal of a student from all regular school settings/activities for a determined period up to 24 calendar months (depending on the offense committed) after a due process hearing. As per Revised Statute 17:416 (Act 556), if the expellable infraction is at the end of the school year, the term of the expulsion may carry over to the next school year. A principal may recommend a student, at any time, for expulsion if the offense is of such a serious nature as to deny other students their safety and/or the school's ability to conduct business in an orderly fashion.

#### **DUE PROCESS FOR EXPULSION**

1. A recommendation for expulsion is made by the principal. For IDEA and 504 eligible students, a manifestation determination or worksheet must be completed prior to administrative recommendations. This form along with the expulsion documents are forwarded to the Child Welfare and Attendance Department.
2. A hearing date, time and place will be set.
3. Notification of student's right to counsel will be given.
4. Notification to parent/guardian by mail will occur.
5. A hearing is conducted by the superintendent/designee.
6. A determination of whether to expel the student is made by the superintendent/designee.
7. The principal/designee shall be present at the expulsion hearing to present the case.
8. Until the hearing takes place, the student shall remain suspended out of school or placed in ISSP program.
9. The parent or guardian of the student may request in writing to the Superintendent that the school board review the findings of the Superintendent or his designee within five (5) working days after the decision to expel and the consequence determination has been made. Day 1 will start the next work day after the parent has been notified of the decision. Otherwise, the decision of the Superintendent's designee shall be final.
10. The board, in reviewing the case, may affirm, modify, or reverse the action previously taken.
11. If the board upholds the decision of the Superintendent, the parent or guardian of the student may, within 10 days, appeal to the district court for the parish in which the student's school is located.

**Expelled students must have clearance by the principal to be on campus for any reason.**

### **SUSPENSION WITH RECOMMENDATION FOR EXPULSION**

The following will be cause for a nine (9) day suspension with a recommendation to the Superintendent for expulsion. Unless contrary to the State Statutes, or otherwise directed by the Superintendent, the period of expulsion shall not be less than 90 school days and may carry over into the next school year. The following include, but are not limited to, actions which warrant a nine (9) day suspension with recommendation for expulsion.

- a. Intentionally causing or attempting to cause damage to school property or stealing or attempting to steal school property of any value. (A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of schools. If the property damaged is a school bus, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the Superintendent of schools).
- b. Intentionally causing or attempting to cause damage to private property or any fence pole, sidewalk, or building on the way to or from school, or stealing or attempting to steal private property on any public school premises.
- c. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
- d. Carrying or possessing a firearm, a knife (the blade of which equals or exceeds two inches in length) or any other dangerous instrumentality; or possessing, distributing, selling, giving or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form. The Principal shall immediately recommend the student for expulsion in accordance with Subsection C of RS 17:416.

#### Criteria for determination

- Any student, **sixteen years (16) of age or older**, found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event shall be expelled from school for a minimum period of **four (4) complete school semesters** and shall be referred to the District Attorney for appropriate action.
- Any student who is **under sixteen years (16) of age and in grades six through twelve (6-12)** found guilty of being in possession of a firearm on school property, on a bus, or in actual possession at a school-sponsored event, shall be expelled from school for a minimum period of **four (4) complete school semesters** and shall be referred to the District Attorney for appropriate action.
- Any student in **kindergarten through grade five (K-5)** found guilty of possession of a firearm on school property, on a bus, or in actual possession at a school-sponsored event, shall be expelled from school for a minimum period of **two (2) complete school semesters** and shall be referred to the District Attorney for appropriate action.
- Any student **sixteen years (16) of age or older**, found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic drug, or other controlled substance on school property, on a school bus, or at a school event, shall be expelled from school for a minimum of **four (4) complete school semesters**.
- Any student who is **under sixteen years (16) of age and in grades six through twelve (6-12)** found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic drug, or other substance on school property, on a school bus, or at a school event, shall be expelled from school for a minimum period of **two complete school semesters**.
- Any case involving a student in **kindergarten through grade five (5)** found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event, shall be expelled from school for a minimum period of **twelve calendar months** and shall be referred to the District Attorney for appropriate action.
- Any case involving a student in **kindergarten through grade five (5)** found guilty of possession of, or knowledge of an intentional distribution of or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school event, shall be recommended for action from the Superintendent.
- When a student in **kindergarten through grade five (5)** is found carrying or possessing a knife as described in this section, the principal may, but **shall not be required** to recommend the student for expulsion.
- If a student handles or transmits controlled substances, or any object that can be **reasonably considered to be used as a weapon**, that student shall be disciplined in the same manner as if they owned the item.
- If a student allows another student to put drugs/alcohol/firearms/knife/dangerous instruments in his/her locker and/or personal effects, that student shall be disciplined in the same manner as the student who owns the items.
- Within **nine (9) days** after a student is arrested for possession of, or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substances on school property, he/she shall be referred by the school principal or designee, for testing or screening by a qualified medical professional for evidence of abuse of alcohol, illegal narcotics drugs, or other controlled dangerous substances.

Driving Privileges Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten or more consecutive school days for committing certain infractions or who withdraws from school in violation of state law. The infractions are as follows: the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm, or an infraction involving assault or battery on a member of the school faculty or staff.

#### **SEARCHES – STUDENTS AND SCHOOL PROPERTY**

The parish school systems of the state are the exclusive owners of all public school buildings, desks, lockers and other areas of public school buildings or grounds set aside specifically for the personal use of the students. The principal and/or his/her designees may search any building, desk, locker, area, or grounds for any items which violate school board policy or other school regulations either randomly or specifically when he/she has a reasonable belief that the items sought will be found. School principals and/or designees may use metal detectors to search the person, handbag, briefcase, purse, school bag, or other object in the possession of any person on school property either randomly or specifically when he/she has reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

## **QUESTIONING BY SCHOOL PERSONNEL**

In order to provide a safe and secure environment for its students, faculty, and staff - while at the same time affording the administration the freedom necessary to effectively operate the school - the faculty, staff, and administration reserve the right to question students regarding activities on campus that they may have knowledge of and/or involvement. Students found to be involved shall be afforded all due process rights, including the right to explain both verbally and in writing, if practicable, before any disciplinary action is taken.

## **INTERROGATIONS (POLICE INVOLVEMENT)**

Any time questioning of a student by law enforcement authority occurs, the parent or guardian of the student must be present. If drugs are possessed, transferred, or sold on school property, immediate action will be taken to cooperate with law officials in the apprehension of the individual(s) responsible and in confiscation of the drugs. The student's school activities shall not be interrupted for police interrogation when the issue concerns activities unrelated to school time, school property, or official school-sponsored functions.

## **CORPORAL PUNISHMENT**

St. John the Baptist Parish School Board prohibits corporal punishment to students.  
St. John the Baptist Parish School Board prohibits any non-employee (including parents/guardian, relative) to engage in corporal punishment while on school property. Appropriate officials will be notified immediately.

## **CHILD ABUSE**

Any school employee having reasonable cause to believe that a student has been mentally, physically, or sexually abused shall report these facts to the appropriate authorities.

## **MEDICATION AND IMMUNIZATION**

### Medication

Medication shall not be administered to any student without a written order from a Louisiana, or adjacent state, licensed physician or dentist, and it shall include the following information:

- a. student's name
- b. name and signature of the physician or dentist
- c. physician/dentist's business address, office phone number, and emergency phone numbers
- d. frequency and time of the medication
- e. route and dosage of the medication
- f. written statement of the desired effects and the child specific potential of adverse effects

Containers must meet acceptable pharmaceutical standards and have original labels and information of the medication to be administered.

### Immunization

Each person entering any school within the state for the first time, at the time of registration or entry, shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to a schedule approved by the office of public health, or shall present evidence of an immunization program in progress. School nurses may exclude any student that fails to comply with the state's immunization policies.

**DISCIPLINARY SANCTIONS** – Disciplinary sanctions consistent with local, state, and federal law shall be imposed on students who violate these standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

- Possession of prescribed or over-the-counter medication: Parental conference to Suspension with a Recommendation of Expulsion.
- Possession of unauthorized, prescribed substance: Suspension to Suspension with a Recommendation of Expulsion
- Possession of someone else's prescribed medication: Suspension with Recommendation of Expulsion
- Possession with intent to distribute over-the-counter, or prescribed, or controlled substances: Suspension with Recommendation of Expulsion

## **DRUGS**

If a student allows another student to put drugs/alcohol in his/her locker and/or personal effects, that student shall be disciplined in the same manner as the student who owns the items.

When a principal/designee has probable cause to suspect a student of being in possession of alcohol, controlled dangerous substances, or any mood-altering chemicals, or is under the influence of alcohol, the principal shall make an immediate attempt (with documentation) to contact the parents or guardian, the Supervisor of Child Welfare and Attendance, law enforcement agency, and the Director of Safe and Drug Free Schools. Upon such violation, the student shall be recommended for expulsion.

Manufacture, distribution, and possession with intent to distribute alcoholic beverages, controlled dangerous substances, and/or any mood-altering chemicals:

When a principal/designee has probable cause to suspect that a student has manufactured, distributed, or possessed with intent to distribute alcoholic beverages or controlled dangerous substances, or any mood-altering chemicals, the principal/designee shall immediately contact the parents or guardian, the Supervisor of Child Welfare and Attendance, law enforcement agency, and the Director of Safe and Drug Free Schools. The student shall be recommended to the Superintendent for expulsion from school.

Possession of drug paraphernalia (e.g., rolling papers, roach clips, tones, bongs, etc.):

When a student is found to be in possession of materials used as drug paraphernalia, the principal/ designee shall confiscate all paraphernalia. The student is to be referred for counseling and further evaluation by a certified Drug Counseling Agency.

## **DRUG AND/OR ALCOHOL RELATED PROBLEM**

When a principal/designee has probable cause to suspect a student of having a drug and/or alcohol-related problem, the principal shall contact the Supervisor of Child Welfare and Attendance, the Director of Safe and Drug Free Schools/Hearing Officer, and parents or guardian. The parent/guardian shall be presented with the information giving rise to the suspicion and encouraged to seek an alcohol/drug abuse assessment and/or counseling for the student (at no cost to the school system). The Supervisor of Child Welfare and Attendance or Hearing Officer shall be responsible for notifying the parents of the location of a qualifying program. In order to be considered for early re-admittance, the student must successfully complete the state approved 12 week program.

If the student is found by the professional to be in need of treatment, and if the student agrees to cooperate in the recommended treatment as certified in writing by the medical professional, such documentation may be used to initiate reopening the student's case. The school board shall take into consideration the student's agreement to have successfully completed treatment as a positive factor in the final decision relative to any request for early re-entry. The rehabilitation or counseling required shall be provided by existing or new programs approved by the juvenile or family court having jurisdiction, if applicable, or by the school system, and shall be at no additional cost to the school system. As stated earlier, the Supervisor of Child Welfare and Attendance or the Director of Safe and Drug Free Schools will assist with the enrollment of the student in the approved program.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students have both the right and the responsibility to express school related concerns and grievances to the administration. Student government forums are appropriate methods by which students may voice group concerns. Individual grievances shall be conducted in accordance with policy. For the discussion and consideration of a grievance, any student or group of students, after working through the student government forum, may request a meeting time and place with the school principal. One faculty member of the student's choice may be present at such meetings. Such time and place will be designated as soon as possible after the request.

## Elementary/Middle School DRESS CODE POLICY

### Student Dress Code

Any apparel should be worn as designed. All students must conform to the official dress code guidelines below:

- Shirt - collared white or designated school color shirt or school spirit shirt.
- Pants/Shorts – navy or khaki. Shorts– no shorter than two inches above the top of the kneecap. (Girls may also wear shirts, skorts, and jumpers) As a guide, pants/shorts cannot be worn lower than 2” below the navel.

All schools have Mandatory School Uniforms. The principal will be the final word in interpreting the dress code.

Students shall adhere to the dress code as stipulated by the individual schools.

Absolutely no alterations intended to change school uniforms from their original design is allowed.

All students are required to wear uniforms. The administration may set rules and regulations concerning dress code for any and all special events during and after school hours.

### GUIDELINES TO DRESS FOR SUCCESS

- If pants have belt loops, a belt must be worn.
- Shirts must remain appropriately buttoned as determined by the administrator. Middle/high school students must wear shirts tucked in pants.
- Reasonably sized logos/labels which are not distracting are permitted.
- Pants, skirts, shorts, jumpers and skorts must be hemmed. Side slits above the knee are not permitted.
- Outerwear that does not open the length of the front by snapping, buttoning or zipping is not allowed. No head coverings are allowed inside the school building. Caps, bandannas, scarves, wave caps, sweat bands, etc. are prohibited. No curlers, combs, or picks will be worn in the hair. No glasses, other than prescription glasses, shall be worn. Items will be confiscated and returned only to a parent/guardian on request.
- White or school designated colored turtle-necks may be worn under a uniform shirt or jumper.
- Any prohibitive item, including clothing not meeting dress code, will be taken by school officials and returned to the parent or guardian.
- Transfer students will be given a reasonable time, not to exceed 1 week, to conform to dress code guidelines.
- Further rules and regulations concerning dress may be specified for special events, activities or field trips.
- Footwear must have soles and restraints for the entire foot. Backless shoes are not allowed.
- Special requirements will be placed on students in specific situations or classes for health and safety.
- Clothing and conduct that distract from and/or disrupt school operations and decorum are prohibited on the person and/or his/her belongings. This includes, but is not limited to:

⊗ Visible underwear, tank tops, halter tops	⊗ Bandannas, caps, hats, gloves, waist pouches, or hoods
⊗ See-through shorts/blouses	⊗ Slogans or advertising of alcohol, tobacco, or drugs
⊗ Bare shoulders, midriffs, sides and backs	⊗ Satanic cult or gang-related symbols or paraphernalia
⊗ Clothing with holes in them and frayed clothing	⊗ Profane, obscene, or sexually-oriented language
⊗ Jeans, wind pants, parachute pants, sweat pants, cargo pants/shorts and overalls	⊗ Ornate or cumbersome jewelry
⊗ Baggy, sagging or oversized clothes	⊗ Trench coats
⊗ Garments that are immodestly too small	⊗ Graffiti on school apparel, including, but not limited to school bags, purses, etc
⊗ Clothing that is shorter than two inches above the top of the kneecap	⊗ Sunglasses
	⊗ Leggings/biker shorts

1. Oversize pants are **not** allowed. Pants must be worn at the waist (No sagging). Underwear shall not be visible. If a student’s underwear is visible, the student will be placed in the in-school suspension center. The parent will be called for a parental conference.
2. No cell phone pockets are allowed on pants, shorts or skorts. (Including pockets that are sewn)
3. Personal hygiene and cleanliness of dress are required of all students.
4. Hair shall be neat, clean, well groomed and not a distraction.
5. Proper undergarments should be worn at all times and may not be visible.
6. Oversize/undersize shirts are **not** allowed. Shirts and blouses are to be buttoned except for the top button and must be tucked in pants.
7. Skirts, skorts and dresses should be of reasonable length. The length must be past the finger tips.

8. During non-uniform activity times, articles of clothing and/or accessories depicting alcoholic beverages, tobacco, drugs, weapons, or discrimination of any type (race, sex, age, etc.) shall not be worn. No articles of clothing and/or accessories shall be worn that contain obscene, profane, sex-related or gang-related words or pictures that are determined to be offensive. The administrator will make the determination of words or pictures. Clothing should be so constructed and worn in such a manner that it is not unduly revealing. Sleeveless shirts, halter-tops, tank tops, see-through garments, cut-off tops, midriff tops, slit skirts, pants with slits, sundresses, and other garments of this nature are not acceptable.
9. ID cards may be required at certain schools.
10. Visible tattoos which are lewd, gang-related, or cause a disruption or safety concern are prohibited. Tattoos are discouraged and can result in serious, life-long health problems and or limit future career options.

#### **Belt Buckles**

Belt buckles must be plain: no name, design, symbol, jeweled, blinking, spinners, or large in size is not allowed.

#### **Footwear**

Shoes that provide sanitary protection and safety for the feet must be worn at all times.

- Black, White or Combination Black/White shoes to be worn at all times.
- No sandals, slip on shoes, or slippers of any form will be accepted; feet must be totally enclosed/shoes with backs. Boots and ballerina slippers are not allowed.
- Solid Black or Solid White socks are to be worn at all times.
- Shoes must be fastened and/or tied at all times.

All regulations in the dress code listed will be enforced:

1. On the school grounds during, before, or after school hours, including school busses and designated bus stops.
2. On the school grounds at any other time when any school group is using school, on busses, and at designated bus stops.
3. Off the school grounds at any school sanctioned activity, function, or event, including busses and designated bus stops.

**The principal or his/her designee may authorize exceptions to the above when warranted for special activities.**

#### **Headgear**

Head coverings are not allowed in school buildings. Caps, bandannas, scarves, wave caps, sweat bands, etc. are prohibited. No curlers, combs, picks will be worn in the hair. No glasses, other than prescription glasses, shall be worn. Items will be confiscated and returned only to a parent/guardian on request.

#### **Jewelry**

Students are cautioned against wearing large excessive or expensive jewelry. If jewelry causes a distraction, disruption, or a safety concern it may be confiscated.

#### **Money**

Carrying large sums of money is discouraged and the school system will not assume responsibility for loss.

#### **Purse**

Oversize purses (as large as a school bag) are not allowed on campus and will be confiscated by an administrator and returned at the end of the day. The final determination on any purse will be made by the school principal.

1<sup>st</sup> offense – may be confiscated/see page 11

2<sup>nd</sup> offense – may be confiscated/see page 11

3<sup>rd</sup> offense – alternative to suspension

## **High School DRESS CODE POLICY**

#### STUDENT ID CARDS

- Student IDs must be visibly worn on the upper body at all times.

#### PANTS

- Navy, Khaki or Plaid (gold/white/black) long pants with belt. Capri pants will be allowed for girls. **Belt must not have adornments. Only regular belt buckles allowed – no added, oversized buckles allowed. Belts are preferably colored black, white, or khaki.**
- No cargo pants, flare-legged pants, jean-style pants, oversized pants, frayed hems or holes, and no large outside pockets will be allowed.
- **The length of the pants must be hemmed at least to the top of the shoe and must not drag the ground.**
- Pants should fit properly and be worn at the waist not more than two inches below the waist line and with a belt at all times
- **Any student with sagging pants and underwear showing will result in an immediate ISS.**

#### SHORTS

- Navy, or khaki shorts with belt and length to the knee.
- No cargo shorts, jean style shorts, oversized shorts, frayed hems or holes and no large outside pocket will be allowed.
- Pants should fit properly and be worn at the waist not more than two inches below the waist line and with a belt at all times

#### SKIRT

- Navy, khaki or black and gold/white/black plaid skirts must be at least knee length and must fit properly (not tight).

#### SHIRTS

- Navy, royal, white, black, or gold golf shirt with the school logo. Shirts cannot be oversized or too tight. No name brand logo shirts.
- The only button-down shirts allowed will be oxford shirts. The logo must be embroidered or ironed on the shirt. No airbrushing.
- Shirts must be buttoned and tucked in with a belt visible at all times.
- On days approved by the principal, students wearing sport/club shirt must wear it tucked in with uniform bottoms.
- ESJH Freshmen can only wear approved khaki freshman T-shirts.

#### UNDERSHIRTS

- **Undershirts must be (ESJH) black, white, gray, gold, (WSJH) black, white, gray, or navy.**
- **Undershirts must be tucked in and should not extend outside the uniform shirt.**

#### SHOES

- No sandals, slip on shoes, or slippers of any form will be accepted; feet must be totally enclosed/shoes with backs. Boots and ballerina slippers are not allowed. **Preferably black/white/or a combination of both.**

#### SCHOOL BAGS/ PURSES

- School bags must be see through or mesh.
- **Purses that fit a planner are OK; if textbook or larger, fits it is illegal.**

#### JACKETS/SWEATSHIRTS (ONLY IN COLD WEATHER)

- **Black jacket/black/gray/white/gold (or combination) sweatshirt/jacket; may have school logo.**
- **ESJH/WSJH jackets and sweatshirts are acceptable.**
- ESJH Freshmen must wear only approved Tan sweatshirt.
- **Jostens jackets are allowed for Juniors and Seniors depicting the graduation year.**

#### P.E. UNIFORMS

- All students taking Physical Education must have approved P.E. uniform.
- Students must be fully dressed in official school uniform before leaving the gym.

#### JEWELRY

- Excessive and/or large jewelry is not allowed. (Not larger than a quarter.)
- **Visible body piercing is not accepted (except for the ears and small nose stud).**

#### HEAD COVERINGS

- No type of cap/hat/bandanna or any other head covering is **acceptable in the buildings.**
- Pointy objects/elastic bands are not allowed in hair.

#### CELL PHONES

- K-8 campuses - cell phones are not allowed on campus. Cell Phone Clips are not allowed to be worn at school.
- High School Campuses – No usage during instructional times. Cell Phone Clips are not allowed to be worn at school.

#### SCHOOL COLORS

West St. John High - Navy & White- uniform colors

East St. John High – Khaki, Gold & Black – uniform colors

## TELECOMMUNICATION DEVICE AND/OR ELECTRONIC DEVICE GUIDELINES

### K-8

Cell phones or any other electronic communication devices are not allowed on campus.

*1<sup>st</sup> Offense – Devices will be confiscated and turned over to the principal to be returned only to parent/guardian no earlier than the end of the school day.*

*Repeated Offense – Same as above with Alternative to Suspension.*

### High School

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electronic mechanical paging device in any elementary, middle, or secondary school building or on the grounds during the instructional day or in any school bus used to transport public school students. A violation of these provisions shall be grounds for disciplinary action.

Cell phones and all other electronic telecommunication devices must be turned off, completely stowed away out of sight and not used during the instructional day or while riding a school bus, regardless whether authorized early releases from school, GEE remediation, tutoring, twilight school, etc. For the purpose of this policy, **the instructional day is defined as the time students arrive on campus in the morning until the time they are officially dismissed in the afternoon.** On field trips, electronic telecommunication devices may be possessed/used at the discretion of the principal or his/her designee.

***Stowing of Phones is defined as being placed in the student's locker, in his/her school bag, in a purse, or in a pants pocket. It is not allowed for phones to be left hanging on the outside of a pocket on a clip or cell phone holster.***

- Refusal to relinquish the phone/device will be viewed as a blatant disrespect for authority and may result in a recommendation for expulsion. The phone/device must be relinquished according to district procedure prior to student's reinstatement to school.
- All confiscated electronic telecommunication devices shall be returned to the student/parent/guardian following a conference with a school administrator. The parent/guardian must sign a release form provided by the school.
- Students are not to use and operate cell phones during scheduled school events (fire drills, assemblies, or other school evacuations) or during times of testing and other student evaluations.
- The school and its employees are in no way responsible for any theft or damage of electronic telecommunication devices while on school grounds. The school is not obligated to investigate the loss or damage of any cellular phone.

## SCHOOL BAG POLICY

Clear school bags shall be required for all students in all grades who attend public schools or ride public school busses in St. John the Baptist Parish. All school bags must be clear plastic or "see through" mesh. The final determination on any mesh bags will be made by the school principal. Illegal bags are to be confiscated and parents will be notified.

1<sup>st</sup> Offense – Confiscated/Parental Conference

2<sup>nd</sup> Offense – Detentions (Confiscated)

3<sup>rd</sup> Offense – Alternative to Suspension or Suspension

Purses, school bags, lunch boxes, pencil cases, enclosed binders, etc. are subject to search during random searches and during searches with probable cause. Purses are not to be used as book bags. No gang-related graffiti/words or pictures are allowed on purses, school bags, lunch boxes, pencil cases, and enclosed binders.

## SCHOOL BUS REGULATIONS

Behavior while riding the school bus is part of the overall learning process and student's and drivers' safety is of utmost importance. All East St. John High and West St. John High students must wear school IDs when riding the school bus. A bus is considered an extension of the school; all disciplinary codes will apply.

### Students must:

1. Enter and leave the bus in an orderly fashion and in accordance with instructions.
2. Remain quiet enough not to distract the driver.
3. Be seated and remain seated while the bus is in motion.

4. Obey and respect the orders of the regular or substitute bus driver.
5. Be on time; the bus cannot wait for those who are not on time.
6. Depart the bus and pass in front of the bus while the bus remains parked and not behind it. The driver shall see that the way is clear before the student is permitted to cross the road.
7. Not throw objects in the bus or out of windows.
8. Not extend arms or other parts of the body out of the windows.
9. Not be permitted to eat or drink while aboard a bus, unless permission is given.
10. Be required to have written permission from their parents to get off at a different stop. The written permission must be given to the principal for approval.

**STUDENTS SHALL OBSERVE THE FOLLOWING:**

1. Be at their assigned loading zone on time.
2. Exercise extreme caution in getting to and from their assigned bus stop.
3. Look in both directions before stepping from their assigned bus stop.
4. Look in both directions before crossing any highway or street.
5. Do not play on or near the street while waiting for the bus to arrive.
6. Stay well off the roadway until the bus comes to a complete stop and the bus driver indicates that it is safe to board the bus.
7. Wait until the bus comes to a complete stop before trying to load or unload.
8. Use the handrail while getting on or off the bus.
9. Do not bring unauthorized articles on the bus.
10. No spitting on the floor of the bus.
11. Do not throw waste paper or other rubbish on the floor of the bus.
12. Do not mark or otherwise deface the bus.
13. Avoid unnecessary conversation with the driver.
14. Refrain from the use of profane language and/or obscene gestures.
15. Talk in normal tone. Do not shout.
16. Keep arms, head and legs inside the bus at all times.
17. Do not horseplay or fight on the bus.
18. Do not leave the bus without the driver's consent, except at home or at school and through the front door, except in an emergency.
19. Report any damages to the bus driver at once.
20. Be courteous to and follow the instructions of the bus driver.

Should any student violate any of these regulations, it shall be the duty of the bus driver to notify the principal. Violation of bus regulations may also result in in-school suspension or regular suspension from school. Written notice of the action of the principal shall be furnished to the parent and the transportation supervisor.

Violations of bus policy shall result in any of the following depending on the severity of the offense:

1. Parental Conference with loss of bus privilege.
2. Parental Conference with In-School-Suspension or Suspension and loss of bus privileges.
3. Regular suspension from school and loss of bus privileges.
4. In-School-Suspension with a recommendation of expulsion and loss of bus privileges.
5. Out-of-School Suspension with a recommendation of expulsion

Should someone other than the bus driver, such as school employees or other appointed persons, be responsible for students on the bus, the above rules will still be enforced and must be obeyed.

Any students fighting while the school bus is in route, who when refusing to stop upon the bus drivers directive, causes the driver to pull off the road and make a 911 call, will be arrested at the scene. The bus driver will provide the students with a written due process opportunity. This should be done only in extreme cases and as a last resort to protect the safety of other students.

**SEXUAL HARASSMENT OF AND BY STUDENTS**

The St. John Parish School Board prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school sponsored activities. Sexual harassment is inappropriate and offensive. Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of any student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.

3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance or of creating an intimidating, hostile or offensive educational or work environment for a student or school district employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits, services, honors, programs or activities available at or through the school.

It is recognized that instances occur within the school system involving students and personalities and these matters are handled informally. However, if a student believes such instance requires a remedy or that there is a basis for a complaint, the student shall immediately report this information to the principal or file a report with the assistant principal in charge of school discipline. Procedures would then be followed and appropriate action taken, if necessary.

### **BULLYING POLICY**

Students are prohibited from conduct of bullying which has the purpose of unreasonably interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment. Incidents of students suspected of bullying will be fully investigated. Any student found to have committed a bullying act shall be subject to disciplinary action according to the Code of Student Conduct after the following steps have been completed.

1. Any student or student's parent who has a complaint of bullying against another student shall immediately report the incident to any teacher, counselor, or administrator at the school site.
2. Any teacher, counselor, or administrator who has received a report, either verbally or in writing, from any student or employee, must forward the complaint to the principal or designee.
3. A principal or designee must interview all involved persons within 2 school days of the complaint or within a reasonable extension of time for good cause.
4. A principal or designee must notify the complainant's family and the family of the accused student of recommendations, resolutions, and outcomes of the investigation, in writing, within 3 school days of the investigation procedures.
5. No disciplinary action can occur until both families have attended this mandatory meeting.
6. If the complainant or accused is in disagreement with the decision, a formal complaint must be initiated within 5 school days of the administrator's written decision.

### **PARENTAL RESPONSIBILITY UNDER THE NEW SCHOOL DISCIPLINE LAW**

A law (R.S. 17:416 – Senate Bill No. 76 of the Third Extraordinary Session, 1994) relating to School Discipline was passed during the 1994 special session of the Louisiana Legislature. Parents have specific responsibilities in accordance with this new law:

- In the following circumstances, parents/guardians are **required** to attend a conference with the teacher and/or other school employee.
- If the student is removed from a teacher's classroom because of being extremely disruptive, or disrespectful towards the teacher, or disrupts the same classroom on three occasions.
  - A student who has been suspended or expelled from school. (At a time called by the Principal)

Any parent or legal guardian who **willfully refuses** to attend a conference which is scheduled because of his or her child's misbehavior must be reported to the appropriate court exercising juvenile jurisdiction. The courts may then decide what action is appropriate for the student and the parent or guardian.

**When a student is placed on parental conference or suspended from school, he/she cannot receive credit for school work missed.** Parents or guardians must make every effort to correct student behavior before it becomes serious enough to require a parent conference or suspension.

School principals may give parents/guardians the option of alternatives to suspension in some cases. Such alternatives include school detentions and the In-School Suspension Program. Parents should consider these alternatives because if suspensions are avoided, the student can continue to receive credit for his/her work and is not recorded as absent.

Parents are to review the Code of Student Discipline with their child and be sure that they are aware of what is expected of them. A parent who loses, misplaces or does not receive a Code of Student Discipline Handbook should contact the child's teacher or the principal and request a copy of this most important booklet.

Parents and teachers are encouraged to work together as a team to solve problems and to ensure that each child gets the most out of school. Everyone concerned will benefit from a productive, safe, school environment.

## **FIGHTING and ARREST POLICY**

**Part A. Fighting** According to School Board policy, principals/designees have the discretion on a case-by-case basis to contact the St. John Sheriff's office and press charges for disturbing the peace by fighting in public whenever students are involved in a fight causing battery or attempting to cause a battery with a dangerous instrument as a weapon. In all cases, students twelve and up who fight and cause bodily injury, participate in a group/gang fight, or refuse to stop, and all students 18 years and older may be arrested. **Moreover, all students 12 years and older who fight a second time shall be arrested, provided the procedures set forth below apply.**

### **Procedures for arrest under the "Arrest Policy" for fighting on campus:**

1. A teacher, administrator, or other school board employee must witness the fight.
2. The teacher, administrator, or other school board employee must give a written statement to the principal of the school that he/she witnessed the fight and identify the student or students.
3. The principal shall afford students their due process.
4. The principal shall call the Sheriff's Office to have the student(s) detained and transported to the Sheriff's Office.
5. The principal, teacher or other school board employee shall file charges against the student(s) for disturbing the peace and inform the Sheriff's Office that they intend to file charges.
6. The principal shall contact the parent to inform them that their son/daughter has been involved in a fight and that he/she is in the custody of the Sheriff's Office.
7. Students arrested will be released to their parents after being charged with disturbing the peace by fighting in public. This is in addition to any other disciplinary action imposed by the school administration.

**Part B. Fighting in general** If in the judgment of the school administration, arrest is not necessary, parents of students who fight are required to pick up their child **within one hour** of the altercation. This is a legal requirement that must be met. Otherwise, the child shall be arrested, removed from the campus, and the parent shall be required to pick up the child at the Sheriff's Office, provided steps 1-7, Part A are followed. Additionally, parents that fail to comply may be subject to arrest, if found negligent, with criminal charges being filed pursuant to the provisions of R.S. 92.1, 17:416, and the Children's Code 730. A Family In Need of Services (FINS) referral will be filed with the 40<sup>th</sup> Judicial District Court as well.

**Part C. Fighting on the school bus** Any students fighting while the school bus is in route, who when refusing to stop upon the bus drivers directive, causes the driver to pull off the road and make a 911 call, will be arrested at the scene. The bus driver will provide the students with a written due process opportunity.

School administrators will make every effort to determine cases of self-defense before any student is arrested. Students reasonably concluded to be acting in self-defense may not be disciplined. When a student causes a battery against another person who does not retaliate, the student causing the battery will be arrested under this policy provided that the seven procedures are followed. Instances of no retaliation/self defense will be dealt with on a case-by-case basis. School administrators will make every effort to determine cases of self-defense before any student is arrested. Students concluded to be reasonably acting in self-defense may not be disciplined. The parents of students involved in a fight will be notified in all cases.

## **DEFERRAL PROGRAM**

Under School Board policy, every student who is arrested for fighting the **first time only** may be eligible for the Deferral Program. In a cooperative spirit, the school administration, the District Attorney's Office and the Juvenile Judges have developed a Deferral Program for some first time offenders. A student arrested for a fight will be required to attend a Conflict Resolution class/Anger Management or CHARM classes, if female, with at least one parent, and the student must pay either \$50.00 for the class, or perform at least ten (10) hours of community service at his/her school within 30 days from the date of the fight. Failure to comply with these requirements shall result in the student and/or his/her parent being referred to the District Attorney's Office for prosecution. Students who successfully complete the Deferral Program will **AVOID PROSECUTION.**

**Bodily harm is defined as any injury in which medical attention was necessary (school nurse, EMT, etc.). All battery arrests will also result in mandated conflict resolution/Anger Management or CHARM classes, but the Deferral Program will not be offered.** All students who fight, whether arrested or not, must complete a conflict resolution session. Students who fight shall participate in a formal, documented mediation session with a school counselor to have their conflict resolved prior to return to class. The parent shall bring the child to school after the suspension for fighting is completed. If arrested, students must also attend a Conflict Resolution/Anger Management or CHARM classes with their parents, as well as complete the (10) ten hours of community service.

### **CAMPUS/STUDENT SAFETY**

Principals **at all schools** may use their discretion to call the St. John Sheriff's Office whenever the security or safety of their campus or students is endangered.

Any violations of criminal laws, state or federal, committed on school property shall be prosecuted as provided by law. Principals shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Principals are to detain students and confiscate drugs or weapons.

### **GUN FREE SCHOOL ACT**

Each state receiving Federal funds shall have in effect a state law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school under the jurisdiction of local educational agencies in the state, except that such state law shall allow the chief administering officer of such local educational agency to modify such expulsion requirement for a student on a case-by-case basis.

### **PRO-CHILD ACT**

The Pro Child Act requires that smoking not be permitted in any indoor facility, or in some cases a portion of a facility, used routinely or regularly for the provision of certain types of "children's services" to persons under the age of 18, if the services are funded by specified Federal programs either directly or through state or local governments. Act 815 requires schools in Louisiana with grades Pre-K through 12<sup>th</sup> must prohibit smoking on school property, including buildings, grounds, (outdoors and off campus school activities) and buses. Policies of this sort are generally referred to as 100% smoke-free policies.

### **RESPECT ORDINANCE (R. S. 17:416.12)**

Students in St. John the Baptist Parish Schools are required to show respect at all times. Courtesy in addressing adults and peers is taught, encouraged, and expected at all times.

When any St. John Parish public school student is speaking with any public school system employee while on school property or at a school sponsored event, such student shall address and respond to such public school system employee by using the respectful terms "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir" as appropriate or "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)" as appropriate. Each such title is to be followed by the surname.

## INTERNET USAGE POLICY FOR STUDENT CODE OF DISCIPLINE

All students enrolled in and attending St. John the Baptist Parish School System are provided with Internet accessibility at the respective school sites. For your child's protection, the School Board is providing a filtering system that prohibits students from gaining access to inappropriate Internet sites. Inappropriate web-sites that are filtered and banned from student and faculty usage include the following:

1. Pornographic material sites (both text and graphic)
2. Hate related sites, gambling/gaming related sites
3. Sites that promote gang activities.

Although the filtering system is extremely effective in blocking access to inappropriate web sites, it does not block every site on the Internet due to the fact that new sites are added everyday on the worldwide web. The district does download filters several times weekly, all the updated filtering blocks that are made available through the district-subscribed service.

The district has the ability to track and monitor sites that have been accessed by students and faculty as well as those sites of which entry was unsuccessful due to being blocked by the filtering system. Students and faculty are to access the Internet for educational usage only. In order for students to have Internet access privileges at his/her respective school site, the school board requires that both the parent and student sign the student code of discipline handbook. By signing the handbook, both the parent and student agree that the student will use the Internet in a responsible manner for educational gain and agree that the student will not attempt to access any inappropriate website. Failure to abide by this agreement will result in the student being disciplined in accordance with the guidelines within the Code of Student Conduct. Every school has on file a complete copy of the district approved Internet usage agreement. Per parental request, a full copy of the Internet usage policy will be sent home with the student for parental review.

### GENERAL STATEMENT OF PURPOSE

It is the policy of St. John the Baptist Parish School Board to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. Any student who accesses the network must adhere to the established purpose and rules of the network or risk cancellation of privileges.

### GENERAL DESCRIPTION

St. John the Baptist Parish School Net is an electronic network, which accesses the Internet. The Internet is an electronic super highway connecting thousands of computer networks, schools, and people all over the world. The vast resources and opportunities, which the Internet brings to teachers and students, make this technology a powerful and innovative teaching and learning tool. Students and teachers with accounts have access to:

1. Electronic mail (e-mail) communication with people around the world.
2. Information and news from a variety of sources and research institutions.
3. Public domain and shareware software of all types.
4. Discussion groups on a wide variety of topics.
5. Access to many university libraries, the Library of Congress, and many more resources.

### USER AGREEMENT

The purpose of this document is to inform you of the rules and procedures for using St. John the Baptist Parish School Net. Read the following carefully before signing where indicated. This is a legally binding contract and must be signed before you will be given an access account. If any student violates any of these provisions his/her account may be terminated by the system administrators.

#### 1 Purpose

The purpose of the Internet is to support research and education in and among academic institutions within the U.S., by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of St. John the Baptist Parish School District. Use of other networks must also be in compliance with the rules of that network.

#### 2 General Rules

##### a. General Access and Use

1. Use of the St. John the Baptist Parish School Net is reserved for teachers, students, and administrators in St. John the Baptist Parish public schools. All use of the St. John the Baptist Parish School Net shall be consistent with the mission and purpose of the network. Successful operation of the network requires that its users regard School Net as a shared resource and cooperate to form a community of diverse interests with the common purpose of advancing education in St. John the Baptist Parish. It is therefore imperative that users conduct themselves in a responsible, ethical, and polite manner while using the network.

Failure to adhere to the general rules will result in appropriate disciplinary action as required by the St. John the Baptist Parish Student Code Of Conduct Handbook. In addition, the system administrators may suspend or revoke the offender's use of the system. Information about any illegal activity will be reported to the appropriate law enforcement agency.

**b. Usage – Acceptable Uses**

1. Using the account by the authorized owner for the authorized purpose.
2. Using the equipment and system in a manner that respects the rights of others.
3. Downloading and uploading of educational freeware/shareware.
4. Adhering to quotas for disk space on the system.
5. Deleting messages according to system guidelines.
6. Subscribing only to authorized list services.
7. Using established expectations and practices.
8. Accessing the Internet only with permission and in the presence of a classroom teacher or site administrator.
9. Exhibiting exemplary behavior on the network as a representative of your school and community.

**c. Usage – Unacceptable Uses**

1. Using profanity, obscenity, or other language, which may be offensive to another user.
2. Reposting personal communications without the author's prior consent.
3. Downloading and uploading of pirated or illegal software in violation of copyright law or discussion of such items.
4. Using the network for financial gain or for any commercial or illegal activity.
5. Using the network for personal and private business.
6. Using the network for product advertisement or political lobbying.
7. Uploading or creating computer viruses, which are considered criminal activity under state and federal law.
8. Destroying or modifying data or committing any form of vandalism.
9. Developing programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
10. Sending hate mail or chain letters, harassment using discriminatory remarks and other antisocial behavior.
11. Attempting to access or accessing or processing pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network.
12. Using fake names or pseudonyms.
13. Internet relay-chat as well as instant messaging, is strictly prohibited.
14. Using school equipment to dial into other networks or bulletin board systems (BBS), local or remote that has not been approved by the teacher.
15. Transmitting of any material in violation of state or federal law.

St. John the Baptist Parish Public School District provides the most effective Internet Content Filtering solutions that blocks those sites deemed inappropriate in order to meet federal CIPA guidelines.

\*Addendum to St. John the Baptist Parish School District Acceptable Usage Policy\* Effective October 2001  
CIPA (Children's Internet Protection Act) INTERNET SAFETY POLICY St. John the Baptist Parish School District  
To make the use of the Internet/World Wide Web a safe and educational experience for all students in St. John the Baptist Parish Schools, the district has implemented the following:

- Highly effective Internet Content Filtering software is installed on all networks throughout the school district that blocks access to all types of pornography, obscenity (visual and written), hate groups, chat rooms, Instant Messaging, gambling, and any sites deemed harmful to students.
- Activities that involve Internet usage by students will be carefully monitored at all times by classroom teachers and school site administrators to ensure that activities are appropriate, and provide wholesome educational experiences. Student usage of the Internet is prohibited without the presence of a teacher or site administrator(s).
- Network security procedures that prohibit students and employees from "hacking" and other unauthorized access have been implemented through network firewalls, and restrictive user network profiles.
- No unauthorized disclosure or dissemination of personal identification information of any student attending St. John the Baptist Parish Schools will be allowed through the World Wide Web and the St. John the Baptist Parish School District network.
- Under no circumstances will Internet content filtering software become disabled from the St. John the Baptist Parish School's network.

**d. Copyrighted Material**

Copyrighted material must not be placed on any system connected to St. John the Baptist Parish School Net without the copyright owner's permission. Under federal copyright law (P.L. 94-553), an author, composer, or programmer has the exclusive right to publish, record, exhibit, translate, or reproduce by any means (including electronic transmission) his/her work. Permission to download files or documents must be specified in the document, on the system, or must be obtained directly from the owner. Violation of the copyright law is a Federal offense and violation can result in a fine or imprisonment or both. Ignorance of the law is not an acceptable excuse in a court of law.

### 3 Cancellation

The use of St. John the Baptist Parish School Net is a **PRIVILEGE**, not a right, and inappropriate use will result in a cancellation of the privilege. The Technology Coordinator will deem what is inappropriate use, and the decision is final. The Technology Coordinator may close any account at any time as circumstances may warrant. This includes, but is not limited to, an account that is not used for an extended period of time or an account whose owner is no longer a student in a St. John the Baptist Parish Public School. In addition, an administrator or teacher in a school may request the system administrators to deny, revoke, or suspend specific user accounts.

### 4 Netiquette (Network Etiquette)

The use of an account on St. John the Baptist Parish School Net requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

**BE POLITE** - Do not send abusive messages to ANYONE.

**USE APPROPRIATE LANGUAGE** - In all messages, do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

**RESPECT PRIVACY** - Learn proper codes of conduct in electronic communication. In newsgroups, giving out personal information is inappropriate. When using e-mail extreme caution must always be taken in revealing any information of a personal nature. Giving out personal information about another person, including home address or phone number, is strictly prohibited.

**RESPECT ACCESS RIGHTS OF OTHERS** - Do not use the network in a way that disrupts the use of the network by others. Abide by the time limits set by your school. Adhere to disk space allotment set by the Technology Facilitator.

### 5 Security

Security on any computer system is a high priority, especially when the system involves many users. The following security items are applicable to everyone.

- If you can identify a security problem you must notify a system administrator. Do not demonstrate the problem to other users.
- Do not use another individual's account.
- Attempts to login to the system as any other user will result in cancellation of your user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SJPSB School Net.
- For your protection the district will adhere to the practice of no unauthorized disclosure, use, and dissemination of personal information regarding students (minors). The district has in place Internet content filters for protection of accessing harmful sites.

### 6 Vandalism

Vandalism will result in cancellation of privileges, and in suspension or expulsion as outlined in the St. John the Baptist Parish Student Code Of Conduct. This includes, but is not limited to, the unloading or creation of computer viruses.

### 7 Disclaimers

- Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. 2510 et seq.), notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- The St. John the Baptist Parish School System reserves the right to log network use and to monitor fileserver space utilization by users and assumes no responsibility or liability for files deleted due to violation of fileserver space allotments.
- The St. John the Baptist Parish School System reserves the right to remove a user account on the network.
- St. John the Baptist Parish School Net assumes no responsibility or liability for any phone charges including but not limited to, long distance charges, per minute surcharges and/or equipment or line costs you may incur while accessing School Net.
- St. John the Baptist Parish School Net will not be responsible for any damages you may suffer. This includes the loss of data resulting from delays, nondeliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk. Any computer connected to a network should have anti-virus software installed. School Net specifically denies any responsibility for the accuracy or quality of information obtained through its services. School Net makes no warranties either expressed or implied with regard to software obtained from this system.
- St. John the Baptist Parish School Net reserves the right to change its rules at any time.

## **ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS POLICY**

The Electronic Communications Between Employees and Students Policy, (Rev. Stat. Ann. §14:40.3, 17:81, 17:239) adopted by our school board on October 15, 2009, was generated in response to a state law that requires schools to keep a written log of contacts with students at their school when using electronic means such as cell phones, text messaging or other electronic media. Please note that the legislation is intended to promote appropriate interactions between students and school employees. This law specifically states that any electronic communication between employees and students must pertain to school-related information and/or educational purposes.

Any electronic communication between employees and students must be:

- Professional
- Acceptable in content
- Limited to information that is school and/or educational related
- Conducted on the St. John website or with St. John School Board issued devices
- Reported by employee to their principal at the first available opportunity, any student-initiated communication that may be construed as inappropriate

This policy is not intended to limit the use of technology as an effective teaching tool. St. John the Baptist Parish School Board shall continue to use:

- OnCourse
- School Websites
- EdConnect
- Employee email addresses

Electronic Communications include:

- Cell phones
- Voice or text-based telecommunication devices
- Computers
- Internet
- Fascimile machines
- Pagers
- Video recorders
- Internet-based-social networks (MySpace, YouTube, Facebook, etc.)

At the beginning of each year, each employee, student, and parent must be notified of this policy. Parents have a right to request that his/her child not be contacted through electronic communication unless the purpose of the communication is directly related to the child's educational services.

Any violation of this policy shall be:

- Documented on the Employee Electronic Communication Reporting Form
- Investigated by the employee's supervisor
- Provided to Director of Human Resources

## PARENTAL INVOLVEMENT PROGRAM

The St. John the Baptist Parish School Board supports the involvement of parents and community in the education of their children. Developing strong parental and community partnerships with teachers, principals, and staff is the Board's goal. The School Board is committed to providing quality education for every child in the district. The child benefits when the school and home partners promote high expectations for children. Since parents are first teachers, it is important that they remain as teachers through support roles for the duration of their child's education.

Through a district-wide Parent and Community Advisory Council consisting of community members and parents of students at all levels from preschool (Head Start) through high school, activities will be developed collaboratively along with school system personnel. Activities will address, but not be limited to, academics, homework, at home family discussions, school functions, television programming, and parents in the schools. The activities/programs will be researched and implemented based upon data of involved strategies.

To foster and build parental involvement, St. John Schools will hold annual meetings, in both the Fall and the Spring, to convey information and afford parents the opportunity to be involved in any and all aspects of that program. Parents and the community will be notified of these meetings through fliers, community events, newspaper notices, and public service announcements. At these meetings, parents will be informed of the National Educational Goals, state and local assessments, and the local pupil progression plan. Also, they will be able to make recommendations on applications and plans at both the central office and school level.

In an effort to match programs and activities with the needs of community, parents, and children, the St. John School System shall distribute surveys and questionnaires yearly. Surveys will ask parents to identify the issues preventing them from participating in district-sponsored activities/events. After identified, these barriers to participation will be addressed to foster better parent involvement. From the information gathered through the needs of the assessments, workshops, training sessions, and other programs and activities shall be developed to match the expressed needs.

At the end of every workshop activity, as well as the end of the year, an evaluation of the content and effectiveness will be conducted. This evaluation shall include an assessment of how much parental involvement increased at the district and school levels, and identify barriers to parental involvement that exist. The purpose for parental and community involvement is to achieve and promote student success.

Ref: Improving America's School Act of 1994, board minutes, 04-19-01.

## SCHOOL MEAL PROGRAM GUIDELINES

### **Applications for Free and Reduced Price Meals**

Free and Reduced Applications are given to students the first day of school and/or at school registration. Applications are to be completed **ONE PER HOUSEHOLD** and returned to school by the oldest school age child in the household. In order to insure that each student in the household receives the correct meal benefits, each student must be listed on the household application. The application must be correctly completed and signed by the adult household member. Failure to return a correctly completed application can result in the denial of free or reduced price meals to the student. Students are only allowed to eat on the previous years' approval status up to the first thirty days of the new school year. If a new application is not submitted and approved, the student will pay full price for school meals. As a reminder, Free and Reduced Applications may be submitted anytime during the year when the household experiences a change in size and/or income.

### **School Meal Payment Policies ALL SCHOOL MEALS MUST BE PAID IN ADVANCE—NO CHARGING IS ALLOWED.**

This policy is for everyone—students, teachers, staff and visitors. No charging will be allowed. Prepayment for meals by the day, week, month or year is required. It is the parent's responsibility to provide money for meals at school, a bag lunch or to seek free or reduced price benefits. Parents seeking free or reduced price meals are responsible for all meal payments until the application is approved. If a student has no money in their meal account, a reimbursable meal will not be served to the student. The cafeteria manager may be contacted regarding the student's account balance.

### **NSF Checks**

If one (1) non-sufficient fund check is received for one household, only cash or money order will be accepted for payment of meals thereafter. To insure that all checks for meal payments clear the bank prior to the end of school, no checks will be accepted after Friday of the first week in May.

### **Refunds**

The computer software used by school food service at each school tracks meal payments and meal purchases. Cash payments and check amounts and numbers are recorded. At the end of the school year, account balances will automatically carry forward to the next school year. If a student is moving out of the school system or a refund is desired at the end of the school year, a written request including name and correct mailing address must be given to the manager. A refund check will be mailed within 30 days.

### **Special Diet Requests**

The school nurse will need to be contacted to receive a DIET PRESCRIPTION REQUEST for MEALS at SCHOOL form. When the form is returned correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions will be made. Until such determination is made, parents may be required to send their child's meals to school. Diet prescription requests must be made each school year.

### **NCLB REQUIREMENTS**

The St. John the Baptist Parish School Board is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom.

According to the *No Child Left Behind Act*, you have the right to request and receive information about the professional qualifications of your child's teacher(s). Specifically you may request:

- Whether the teacher has met State qualifications and licensing criteria for the grades and subjects taught;
- Whether the teacher is teaching under emergency or provisional status through which the State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher and the field of certification or degree; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not "Highly Qualified."

### **PARENT ACKNOWLEDGEMENT**

Students must know what conduct is appropriate and what is forbidden. Therefore, this code and any additional rules governing student discipline shall be distributed to students and their parent(s)/guardian(s). Student(s) and parent(s)/guardian(s) shall sign this code in the places provided herein and return the signed sheet to the Principal as testimony that they have read, understood, and are willing to abide by its content. Failure to return the signed form will result in a parental/guardian conference and/or referral to Families In Need of Services (FINS).

**PARENTS & STUDENTS MUST READ AND SIGN BOTH SIDES OF THIS PAGE.**

**STUDENT CODE OF CONDUCT AND ATTENDANCE REGULATIONS**

**St. John the Baptist Parish School System**

**ACKNOWLEDGEMENT**

The undersigned student and parent(s)/guardian(s) hereby acknowledge that they have received, read, understand and are committed to following the Student Code of Conduct and Attendance Regulations of St. John the Baptist Parish School System, as adopted and amended by the St. John the Baptist Parish School Board.

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Student**

\_\_\_\_\_  
**Date**

I hereby affirm that the current contact numbers listed below are correct. I further acknowledge that it is my legal responsibility to notify the school **within 24 hours** of a change of my personal telephone number(s), emergency contact numbers, and a change of either my mailing and/or physical address. I understand that failure to notify the school of any changes would be considered negligence on my part and may lead to legal action being taken by the school system, including but not limited to a Family In Need of Services (FINS) referral with the 40<sup>th</sup> Judicial District Court.

**Please print:**

**Name of Student:** \_\_\_\_\_

**Current Home Phone Number:** \_\_\_\_\_

**Current Emergency Contact Numbers:** \_\_\_\_\_

**Current Mailing Address:** \_\_\_\_\_

**Current Physical Address:** \_\_\_\_\_



**STUDENT RESPONSIBILITY CONTRACT**

I understand and will abide by the terms and conditions for an account on the St. John the Baptist Parish School Net. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

**STUDENT NAME (PRINT)** \_\_\_\_\_

**STUDENT'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PARENT OR GUARDIAN NETWORK RESPONSIBILITY CONTRACT**

**NOTE: If user is under the age of 18, a parent or guardian must also read and sign this agreement. Please note that a condensed version of this plan is placed within the Student Code of Discipline and Handbook, and by signing the handbook, you are agreeing to the terms of this contract.**

As the parent or guardian of this student, I have read the terms and conditions for St. John the Baptist Parish School Net. I understand that this access is designed for educational purposes, and the St. John the Baptist Parish School System has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the school system to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent or Guardian (Print)** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**ELECTRONIC COMMUNICATIONS POLICY**

I acknowledge that I have read, understand, and will abide by the Electronic Communications Between Employees and Students Policy.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Parent or Guardian (Print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date





# District Media Release Form

**OPTIONAL**

Parents:

Return this form signed by

**Friday, August 20, 2010,  
ONLY if you DO NOT WANT**

your child to appear in any of the marketing projects listed below.

St. John the Baptist Parish Public Schools utilizes the benefits of modern media and technology. Your child's image may appear in **videos, television programs, commercials, websites, audiotapes, pictures, brochures and/or newspapers.**

**Also, periodically your son/daughter may be asked to participate in district, state, and/or national surveys for the specific purpose of collecting data and completing district, state, and national need assessments.**

**Be it known, that by NOT returning this document with a signature, you jointly and generally forever release, discharge, acquit and forgive the St. John the Baptist Parish School Board and its employees from any and all claims, actions, suits, agreements, liabilities and proceedings of every nature and description both at law and in equity arising from the use of the undersigned's image in any public medium.**

This release shall be binding upon and inure to the benefit of the partners, their successors, assigns and personal representatives. Basically, you as parent/guardian of a student enrolled in the St. John the Baptist Parish Public School System, objects to our using your child in videos, television programs, commercials, web sites, audiotapes, pictures, brochures and/or newspapers for marketing purposes.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

Student's Name: \_\_\_\_\_  
(Please Print)

Signature of Parent  
or Legal Guardian \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

St. John the Baptist Parish Public Schools - 118 West 10th St. - Reserve, LA 70084 - (985) 536-1106 - www.stjohn.k12.la.us

