



# Lafourche Parish Public Schools

## EDUCATING YOU ABOUT YOUR EDUCATION SYSTEM

### PARENT & STUDENT HANDBOOK

### 2006-2007

#### MISSION STATEMENT

To provide all students the opportunity to become fully functioning and contributing members of society.

LOUIS THIBODAUX, PRESIDENT

JO ANN MATTHEWS, SUPERINTENDENT

#### LAFOURCHE PARISH SCHOOL BOARD

P. O. Box 879

THIBODAUX, LOUISIANA 70302-0879

<http://lafourche.k12.la.us>

985-446-5631

Dear Parents, Students, Employees, and  
Friends of the Lafourche Parish School System:

We are making plans for a successful school year in the Lafourche Parish School System. The successes of the past bring greater challenges and expectations for the future. As we reflect back on our accomplishments and pursue our goals for the future, all who are a part of this community family should swell with pride as we commit this system to excellence in all that we do.

This handbook contains guidelines that give our system direction and focus as we strive to achieve our goals. The standards movement is without a doubt the major force in public education today. However, just as important is discipline in all of our schools. The impact on our young people in the area of building character within our school system will help grow our students and the community. In the area of caring, respect and good citizenship are the values upon which our country was founded.

I encourage our parents to appreciate this outstanding school system. We have a tremendously hard working staff, and with each passing year, teaching becomes more challenging. Those who commit their professional lives to teaching should be thanked and thanked often. I strongly encourage all parents and community leaders to become involved in this educational process. The support you give our staff as we move this system forward is appreciated. Our door is always open to receive any concerns you have, and our staff will appreciate your suggestions and recommendations.

"Reaching for Excellence"

Jo Ann Matthews  
Superintendent of Schools

#### STAFF

Jo Ann Matthews  
Superintendent

Gary Babin  
Assistant Superintendent

Louis Voiron  
Elementary Instruction

Chris Bowman  
Middle School Instruction

Blaine Degruise  
Secondary Instruction

Linda Dangerfield  
Special Education

Julie Bourgeois  
School Accountability

Francis Rodriguez  
Acting Personnel

Pam Folsie  
Title I  
Title II, IV, V

LT. Col. Arthur Rice  
JROTC

Lauren Fletcher  
Child Nutrition

Floyd Benoit  
Communications Specialist

Royce Doucet  
Transportation

Britt Ledet  
Data Processing/Technology

Don Gaudet  
Business Manager

Ray C. Bernard  
Child Welfare and Attendance

Frank Pasqua  
Child Welfare and Attendance

#### LAFOURCHE PARISH SCHOOL BOARD

Louis Thibodaux ..... President

Loretta Duplantis ..... Vice President

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District 12 ..... Jon Callais  
District 13 ..... Al Archer  
District 14 ..... Larry Pitre  
District 15 ..... Rebecca Duet

**Save this parent/student handbook until July, 2007**

## School Information for the 2006-2007 School Session

Name of School	Arrival Time	Departure Time	Principal	Phone
<b>ELEMENTARY SCHOOLS</b>				
Bayou Blue Elementary	8:15 A.M.	3:15 P.M.	John Danigole	879-4378
Bayou Boeuf Elementary	8:15 A.M.	3:15 P.M.	Kenn Robichaux	633-2352
Chackbay Elementary	8:15 A.M.	3:15 P.M.	Robby Lee	633-2348
Cut Off Elementary	8:15 A.M.	3:15 P.M.	Deborah Griffin	632-3116
Galliano Elementary	8:15 A.M.	3:15 P.M.	Ragan Lorraine	632-7211
Golden Meadow Lower	8:15 A.M.	3:15 P.M.	Linda Guidry	475-7385
Golden Meadow Upper	8:15 A.M.	3:15 P.M.	Ken Friedlander	475-7669
W.S. Lafargue Elementary	8:15 A.M.	3:15 P.M.	Arlene Adams	447-9292
Larose Lower Elementary	8:15 A.M.	3:15 P.M.	Rachel Crosby	693-3445
Larose Upper Elementary	8:15 A.M.	3:15 P.M.	Tammy Shaw	693-7597
Lockport Lower Elementary	8:15 A.M.	3:15 P.M.	Myra Ougel	532-2846
Lockport Upper Elementary	8:15 A.M.	3:15 P.M.	Ann Hodson-Foret	532-3223
Raceland Lower Elementary	8:15 A.M.	3:15 P.M.	Cynthia Eliser	537-6837
Raceland Upper Elementary	8:15 A.M.	3:15 P.M.	Bernita Deville	537-5142
St. Charles Elementary	8:15 A.M.	3:15 P.M.	Sandra Holloway	446-6862
South Thibodaux Elementary	8:15 A.M.	3:15 P.M.	Diane Smith	446-8471
Thibodaux Elementary	8:15 A.M.	3:15 P.M.	Brenda Gautreaux	446-6116

### SECONDARY— Middle Schools

Bayou Blue Middle	7:25 A.M.	2:25 P.M.	Sharon Dugas	537-6528
East Thibodaux Middle	7:25 A.M.	2:25 P.M.	Gerard Lotz	446-5616
Golden Meadow Middle	7:25 A.M.	2:25 P.M.	Lonnie Rousse	475-7314
Larose-Cut Off Middle	7:25 A.M.	2:25 P.M.	Matt Hodson	693-3273
Lockport Middle	7:25 A.M.	2:25 P.M.	Robert Rome	532-2597
Raceland Middle	7:25 A.M.	2:25 P.M.	Ann Danos	537-6528
Sixth Ward Middle	7:25 A.M.	2:25 P.M.	Marla Tabor	633-2449
West Thibodaux Middle	7:25 A.M.	2:25 P.M.	Edmond Adams	446-6889

### SECONDARY—Senior High

Central Lafourche High	7:25 A.M.	2:25 P.M.	Jimmy Ledet	532-3319
South Lafourche High	7:25 A.M.	2:25 P.M.	Mary Curole	632-5721
Thibodaux High	7:25 A.M.	2:25 P.M.	Shelba Harlan	447-4071

The Lafourche Parish School system is committed to the goal of providing quality education for every child in the district. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are their children's first teachers. Parents' support for their children and for the school is critical to their children's success at every step along the way. The Lafourche Parish School District intends to include parents in all aspects of the district's Title I Program. The goal is a strong school-home partnership that will help all students in the district succeed.

# Student Grooming and Dress

(revised 4 /31/2004)

File JCDB Student grooming and dress

Students will maintain their person and clothing in a modest, clean and orderly manner that reflects pride in self and school. These guidelines are designed to assist students in setting a standard for their personal appearance which should directly affect attitude and behavior and indirectly have a positive effect on the learning process.

The Lafourche Parish School Board herewith established the following guidelines on grooming and dress for students in Lafourche Parish:

ANY CONDITIONS OF GROOMING OR DRESS, AS JUDGED BY THE PRINCIPAL TO BE INAPPROPRIATE, WILL NOT BE ALLOWED. A TEACHER WILL BE ALLOWED TO RESTRICT MANNER OF DRESS WHEN IT PERTAINS TO THE HEALTH AND/OR SAFETY OF A STUDENT IN THAT TEACHER'S AREA.

## A. Grooming

1. Hair must be reasonably trimmed and combed. Vision must not be obstructed.
2. Only naturally occurring hair colors are allowed (black, brunette, auburn, or blonde – natural or dyed).
3. Full facial beards are not allowed. Reasonably trimmed mustaches that cover the upper lip and neatly trimmed facial hair are permitted.
4. Only a reasonable amount of makeup may be used for the face.
5. Tattoos/ body art will not be visible.

## B. Dress

1. Patches, symbols, writings, etc., which are vulgar or offensive will not be allowed. Words that advertise alcohol, cigarettes and drugs are prohibited.
2. Hats, caps, or hoods will not be worn inside the school buildings.
3. Unless prescribed by a doctor, dark glasses will not be worn in the school buildings.

## C. Uniform Policy Shirts

1. The parish uniform shall consist of a collared white oxford or broadcloth dress

shirt or polo/golf type shirt – either long, short, or ¾ sleeved.

2. Shirts must have at least one button and may have rounded collars. Lace or pockets on sleeves are not allowed.

3. Each school shall have the option of allowing students to wear up to two additional shirt colors consistent with their designated school colors.

4. Any shirt worn under the school uniform shall be a solid white undershirt or turtle neck.

5. Name tags are considered as part of the student uniform and shall be worn with the provided clips on the right collar of the uniform shirt. Temporary name tags will be issued to students in lieu of uniform violations.

6. The wearing of a logo is optional and shall be limited to an approved school logo located on the left pocket area.

7. Each school shall have one official school logo. The principal must approve school club or organization logos.  
Pants/Skirts/Shorts/Skorts

8. The uniform shall consist of khaki pants, skirts, or shorts/skorts (cotton or cotton blend). Pants and shorts must be of the traditional uniform style – no jeans or jean type pants, no baggy or oversized clothes, no pockets on lower legs, no sagging pants, or drawstrings shall be allowed. "Hip huggers" and "low riders" as well as tapered or flaired legs, cut or slit cuffs are not allowed. The only approved brands are:

- a. Basic Image
- b. Dickies
- c. French Toast
- d. Head of the Class
- e. School Apparel (A+)
- f. Simply Basic
- g. Sun River

9. Logos are not allowed.

10. Shorts, jumpers, and skorts are allowable for students in all grade levels provided that they are of the same fabric as the approved pants described in #7 above. Overalls are not allowed. Shorts, skirts, jumpers, and skorts must have a finished hem and shall not be more than four inches above the back crease of the knee. Shorts/skorts shall not be worn more than one inch below the knee.

11. Skirt slit (long or short skirt) must not extend higher than four inches above the back crease of the knee.

12. All pants, shorts, skirts, and skorts must be worn at the waistline with the shirt tucked in. If pants have belt loops, a blue, black, or brown belt must be worn. Belts shall have no metal studs, holes, grommets, or tips. Belt buckles may be metal, but not ornate.

## Socks/Shoes

13. Socks/stockings shall be visible above the shoe, and of a solid color (white, khaki, or school colors). Logos are not allowed on socks.

14. Shoes shall be of a style consisting of a closed back and front. Shoes must be tied or strapped as intended by design. Slippers, sandals, beach shoes, cleats, mules, slides and lighted shoes are not allowed.

## Wearing of Uniforms

15. ALL ITEMS OF CLOTHING MUST BE WORN AS INTENDED BY DESIGN.

## Seasonal Clothing

16. Pullover, long sleeve sweatshirts/sweaters, with ribbed collar, wrist, and waist, white or designated school color, possessing no labels, logos, print, or embroidery, except for the official school logo will be permitted. Sweatshirts/sweaters officially sanctioned by the school are acceptable.

## Jewelry

17. Earrings, not to exceed the size of a quarter, are allowed. Ornate or cumbersome jewelry is not permitted. Jewelry requiring body piercing, such as nose rings, eyebrow rings, lip rings, cheek rings, tongue rings, etc. is not permitted.

## Spirit/Activity Dress – Up Days

18. The designation of activity/spirit days, not to exceed one per week, is left up to the principal. Schools may also have spirit days where students are allowed to wear sanctioned school "tee – shirts." Students must, however, adhere to all other aspects of the uniform policy.

19. Students belonging to school sponsored clubs or organizations may be given permission by the principal to wear approved organizational attire for specific activity days. Students not participating in such activities shall wear the school uniform.

**\*\*Extenuating circumstances concerning cost or students with special needs will be addressed on a case by case basis. Parents should express these needs in writing to the school principal.**

# Parental Involvement Plan

## Statement of Philosophy

The philosophy of the Lafourche Parish Public School System is based on the underlying belief that a child's education is vitally affected by the quality and character of the relationship between home and school. The school system recognizes that parents are their children's first teachers and valuable partners in educating children. The school system is eager to combine the educational forces of home, school, and community to improve educational opportunities for all children.

## DEVELOPMENT AND REVIEW OF DISTRICT INVOLVEMENT POLICY

Section 1111(h)(2)(E)(6)

The Lafourche Parish Public School System has developed this parental involvement policy with the collaboration and input from parents of participating children. This policy serves as the basis for parental involvement and is an integral part of the consolidated application for federal programs. Each school year a meeting of a district parental advisory committee will be convened to review and update this policy. Members of this advisory committee will consist of representation of parents of students from the four subgroups (special education, ethnicity, poverty and LEP) identified in the No Child Left Behind Act of 2002 and participants in various programs conducted in this district.

Each school in the district will develop its own parental involvement plan with input from parents of participating students. District level personnel will provide technical assistance and support to schools in the development and implementation of individual school parent involvement plans.

## PARENTS RIGHT TO KNOW

Section 1111(h) (2) (E) (6)

The Lafourche Parish Public School System will provide parents with the following:

### • TEACHER QUALIFICATIONS:

Parents will be notified at the beginning of each school year that they have the right to request information regarding their child's teacher's qualification and certifications. The Supervisor of Personnel will make this notification to parents through the Lafourche Parish School System's Parent-Student Handbook, which is published and distributed at the beginning of each school year and to new students and parents enrolling after the start of the school year.

The Supervisor of Personnel will notify parents or guardians of their child's teacher's qualifications and certification upon receipt of a written request by the parent or guardian.

### • NON-CERTIFIED TEACHERS:

Parents of students who are being taught by a non-certified teacher for a period of four consecutive weeks will be notified of that fact in writing through a letter sent by the school principal after conferring with the Supervisor of Personnel.

### • STUDENT ACHIEVEMENT LEVEL:

State assessment scores for individual students will be forwarded to parents or guardians either via student or mail once results are received from the Louisiana State Department of Education.

## PARENT NOTIFICATION: LEP STUDENTS Section 1112(g)

Upon registering in the Lafourche Parish Public School System, all students whose parents have indicated on the Home Language Survey that a language other than English is spoken in the home will be assessed by LEP teachers using the Language Assessment Scale.

1. Based on assessment results, parents will be informed in a manner in which they can understand of their child's eligibility in a language instructional educational program. The methods of informing parents may include a written letter in the parent's native language, a phone conversation through an interpreter, or a home visit. This information will include:

- student's assessment information;
- status of academic achievement;
- methods of instruction to be used in the program;
- how the program will help the child learn English;
- how the program will meet academic achievement;
- standards for a grade promotion and graduation;
- specific exit requirements from the program;
- expected rate of graduation for LEP high school students; and
- parents right to decline such language services.

2. At the completion of each school year, parents of LEP students will be notified in one of the methods previously noted of their child's progress in the language educational program.

3. Take-home activities will be provided to parents of LEP students as a means of assisting parents in working with their child to attain English proficiency and meet challenging state academic standards.

## SCHOOLS IN ACADEMIC ASSISTANCE/ SCHOOL IMPROVEMENT: Section 1116(b)(6)

Once a school has been identified as being in academic assistance/school improvement, the principal will send a letter to parents and conduct an informational meeting to address the following:

- what academic assistance/school improvement means;
- how the school compares in terms of academic achievement to other schools served by the district and state;
- the reason for the identification;
- an explanation of what the school, district, and state are doing to help the school address the academic problem;
- an explanation of how parents can become involved in addressing the academic issues that caused the school to enter corrective action;
- school choice and supplemental educational services, if applicable; and
- instructional programs:

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

## RESERVATION OF FUNDS: Section 1118(a)(3)

As directed by the No Child Left Behind Act of 2001, the Lafourche Parish Public School System's Title I budget has set aside in excess of its one percent allocation for the express purpose of providing parental involvement activities which promote family literacy and parenting skills in the parish's Title I schools. The district maintains financial records of expenditures of parental involvement in both the Title I schools and at the district level. This is carried out by means of budget allocations, requisitions, and justifications.

## SCHOOL PARENTAL INVOLVEMENT PLAN: Section 1118(b)

Each school in the district will develop its own parental involvement plan with input from parents of participating students. The parent involvement plan will apply to all parents of students identified in the subgroups listed in the No

Child Left Behind Act of 2002. Technical assistance and support will be provided by district level personnel to schools in the planning, implementation, and evaluation of the their plan.

#### **PLAN INVOLVEMENT POLICY:** Section 1118(c)

Parents serving on the School Improvement Team provide input on parental involvement plan and activities to be implemented at each school. Schools will provide agendas and sign-in sheets to the LEA to insure parents are involved in the process.

Each school's parent involvement plan will be presented at an Open House or Parent Information Night. At various times throughout the school year, parents and community members will be afforded the opportunity to review and comment on the school's parental involvement plan. Assistance will be provided to parents requiring transportation, childcare, and interpreters and any other identified needs.

Annually, the school improvement committee through a review and update of the plan will address any concerns and dissatisfactions expressed by parents or community members in regards to the school's parent involvement plan.

#### **HIGH STUDENT ACADEMIC ACHIEVEMENT** Section 1118(d)

##### **STUDENT/PARENT/TEACHER COMPACT:**

1. A student/parent/teacher compact is developed at each Title I school. At the beginning of each school year, the compact is signed by all stakeholders in order to build and develop a partnership to help children achieve the State's high academic standards.
2. The compact describes the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment. It also describes the way in which parents will be responsible for supporting their children's learning and ways parents may volunteer and participate in decisions relating to the education of their children.
3. Issues of open communication between parents and teachers are also addressed in the compact.

#### **BUILDING CAPACITY FOR INVOLVEMENT:** Section 1118(e)

##### **PARENTAL TRAINING:**

1. As previously indicated, each school conducts an annual orientation meeting (Open House) and periodic meetings during the year to inform parents of the State's

achievement standards, state and local academic assessments, and instructional programs provided in the district's schools.

2. The district, in collaboration with the schools, will provide materials and workshops to help parents work with their children to improve their children's academic achievement.

##### **TEACHER TRAINING:**

The Lafourche Parish School System conducts a New Teacher Induction for all new hires in the system at all grade levels. In the course of these sessions the topic of parental involvement is addressed through a component entitled "Strategies for Parental Involvement". Parent involvement is further addressed with new hires through the Mentoring Program for new teachers. Parental Involvement is addressed for veteran teachers during the annual orientation day at each school site. School administrators and guidance counselors address issues such as making parents feel welcome, conducting parent-teacher conferences, and strategies for parent participation in classroom activities. A packet of this information will be supplied to teachers and school staff. Copies of agendas and sign-in sheets of school personnel in attendance will be forwarded to the school district office as evidence of participation.

##### **COLLABORATION EFFORTS:**

The Lafourche Parish Public School System collaborates with principals, teachers, parents and students in providing parental involvement activities that encourage and support parents in full participation of the education of their children. The Title I Parental Involvement Facilitator conducts activities at the Title I schoolwide schools and parochial schools. The Title I Pre-school coordinator and Parental Involvement Facilitator provide parental involvement activities to the parents of preschool children in Title I, 8g, Head Start and Even Start early childhood programs. Collaboration between the LEA pre-school programs and Head Start is on going throughout the year in regards to recruiting.

##### **PARENT COMMUNICATIONS:**

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

Calendars/Newsletters  
Flyers  
Phone calls  
Newspaper articles and announcements/  
television announcements  
Conferences

District website posting  
District Parent/Student Handbook

##### **LITERACY TRAINING:**

The Lafourche Parish Public School System provides a parent literacy program utilizing district level funding, adult education funding and other funding sources when necessary.

##### **ACCOUNTABILITY** Section 1118(f)

The Lafourche Parish Public School System provides opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports. Reports are provided in various languages and interpreters are provided to communicate with parents when needed.

#### **LOUISIANA PARENT INFORMATION RESOURCES CENTER:** Section 1118(g)

The Lafourche Parish Public School System and its schools inform parents of the existence and purpose of the Louisiana Parent Information Center through newsletters, posters, web site postings and announcements at parent involvement activities.

## **School Bags**

Since the beginning of the **1993-94** school session, it is mandatory that all schoolbags (including book bags, backpacks, satchels, etc.) be constructed of a clear plastic or mesh material in order that the contents of the bag are clearly visible.

## **Visitors to the Schools**

All visitors to schools, including parents, shall be required to register. A sample of the parent/visitor sign-in form shall be included in the Appendix of the Lafourche Parish School Board Policy Manual (page A-108). The sign-in form shall be located in the principal's office of each school. Thereafter, all such visitors shall be welcomed in a cordial manner.

All salesmen and graduate research students shall be required to obtain written permission from the superintendent's office in order to visit a school.

Principals shall inform all employees of this policy so that they may assist in enforcement.

## **Student Identification Cards**

At the junior and senior high school levels, it is mandatory that each student has this identification card on his/her person during the school day and at all school functions.

Elementary and middle school principals may use their discretion whether they want to use these cards outside the normal use of the cafeteria.

## Health Services

State laws and policies of the Lafourche Parish School Board require that all children entering any public school for the first time shall, at the time of registration or entry into school, present satisfactory evidence of having been immunized against diphtheria, whooping cough, tetanus, poliomyelitis, and measles, or shall present evidence of any immunization program in progress.

School nurses provide the following additional services:

1. Vision Screening Grades K, 1, 3, 5, 7, 9 and 11.
2. Hearing Screening Grades K, 1, 3, 5, and 7.
3. Scoliosis Screening Grades 6 and 8.
4. Conference with parents, students, teachers and other health resource persons.
5. Breast self examination instruction as required by State Law in junior and senior high school.

## Medication in Schools

As a general principle, medications are not to be given at school. Students convalescing from an acute illness should remain home until the need for medication no longer exists.

When special circumstances exist for a health problem that requires medication to be administered during regular school hours, Lafourche Parish schools will follow the guidelines developed by the Department of Education Task Force on Administration of Medication and approved by the Board of Nursing (May 1994).

Medication shall not be administered to any student without authorization from parents/guardians and an order from a Louisiana licensed physician or dentist on Lafourche Parish School Board Medication Order forms provided for that purpose. These forms may be obtained from the school office.

Upon receipt of the Lafourche Medication Order forms, the school nurse will assess the health status of the specific child in the child's

educational setting and determine that, according to the legal standards of the respective licensed health professional when performing such procedure, the administration of medication can be safely performed by and delegated to someone who has received documented training with documented competence other than a licensed health professional.

A school nurse will review the physician's or dentist's order and the parent or guardian's request that the medication be administered and must determine that the administration of medication can be safely performed by and delegated to someone who has received documented training with documented competence other than a licensed health professional.

Medication shall be provided to the school by parent or guardian in a container that meets acceptable pharmaceutical standards and is properly labeled.

Except in life threatening situations, trained unlicensed school employees may not administer injectable medications. Only oral, inhaled, topical ointment for diaper rash, and emergency medications shall be administered at school by unlicensed personnel.

School medication orders shall be limited to medications which cannot be administered before or after school.

## Emergency Closings

When schools must be closed, when they must be opened later than usual, or when they must be closed early because of weather or other emergency conditions, an announcement will be made over **all Lafourche Parish area radio stations**. When schools are closed early, school bus transportation will be available for those students who are bused.

## Registration Requirements

Kindergarten through twelfth grade registration began on March 8, 2004 and continues through June 5, 2004. Registration will resume on August 2, 2004 at each public school in the parents' domicile area. Children must attend the school in the district where their parents or legal guardian lives. Proof of such residency must be presented at the time of registration. The Lafourche Parish School Board shall require children entering kindergarten for the first time at the beginning of the school session to be at least five (5) years of age on or before September 30<sup>th</sup> of the calendar year in which the school year begins. Kindergarten students entering after the school session has started must meet School Board entrance requirements. Students entering first grade for the first time at the beginning of the school session shall be six (6) years of age on or before September 30<sup>th</sup> of the calendar year in which the school year begins. In addition parents are to present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.

A child younger than the above may be permitted to enter school provided the child has been evaluated and identified as gifted in accordance with the regulations of the State Department of Education for such evaluation.

### WHAT IS NEEDED TO REGISTER A CHILD?

A. Immunization Record ("Baby Shots")

- Getting your child immunized should be a top priority – Parents are reminded that Louisiana law requires all children entering schools in the Lafourche School System are to present copies of their immunization records at the time of registration (baby shot record). This includes new students, those in pre-kindergarten, kindergarten, Special Education, and those entering grades 1 -12 in Lafourche Parish for the first time. R.S. 17:170 states that "all persons entering any school within the state for the first time shall present evidence of an immunization program in progress". This will be strictly enforced by the Lafourche Parish School System. Please note that no child seeking to enter any school in the school district shall be required to comply with the provisions of this mandate if the child for medical reasons, or a written dissent from the parents is presented.

Immunization Centers- The following Parish Health Units can assist parents with immunizations: Thibodaux – 2535 Veterans Blvd. 8 a.m. until 6 p.m. (447-0921). On Thursday by appointment only. Galliano Branch – 133 West 112<sup>th</sup> Street 8 a.m. until 3 p.m. (632-55687). On Friday by appointment only.

## Honor Roll Recognition

### Grades 1-8

#### Principal's List

4.0 G.P.A.

#### Honor Roll List

3.5 to 3.99 G.P.A. ("A's" & "B's" only)

#### Faculty List

3.0 to 3.71 G.P.A. (No grade lower than "C")

### Senior High Schools 9-12

#### Principal's List

4.0 G.P.A. or greater (No grade lower than "C")

#### Honor Roll List

3.5 to 3.99 G.P.A. (No grade lower than "C")

#### Faculty List

3.0 to 3.49 (No grade lower than "C")

The honor roll recognition will be published in the following order:

1. Grade level
2. Students alphabetically
3. In the Lafourche Gazette and the Daily Comet

see **Registration**, p. 7

**Required schedule for immunization of infants and children**

Age:  
Birth.....HBV  
2 mos.....DTaP, IPV, Hib, HBV  
4 mos.....DTaP, IPV, Hib  
6 mos.....DTaP, Hib, HBV  
12-15 mos.....DTaP, OPV, Hib,MMR Var  
4 yrs old or prior to school entry ....DTP, OPV, MMR (Var if needed)  
11-12 yrs.....MMR, HBV, (Var if needed)

**B. Birth Certificates**

- All new registrants to the Lafourche Parish Public Schools are required to present a copy of their official birth record upon registration. Certified copies may be obtained in the following manner:

For all children born outside the State of Louisiana, applications should be mailed to the State Registrar of Vital Statistics, generally located in the capital city.

Ø For children born in Lafourche Parish or any other Louisiana Parish, applications should be made to the Office of Vital Records, Room 102, Louisiana State Office Building, 325 Loyola Avenue. This office is open from 8 a.m. to 4 p.m. weekdays, except holidays. There is a charge of \$9.00 for each certified Birth Card and \$15.00 for each certified copy of the Birth Certificate. Please include an additional state charge of \$.50 per transaction for mail orders. Applicants must also provide a copy of a state issued driver's license or picture I.D. and a certified money order made payable to the Office of Vital Records. Mail all documents to the Office of Vital Records, P.O. Box 60630, New Orleans, Louisiana 70160 or contact the Office of Vital Records at the Thibodaux Health Unit located at 2535 Veterans Blvd., Thibodaux (447-0921).

- When birth certificates and/or birth verification forms cannot be obtained at the time of registration, the child will be enrolled; however, after a period of **fifteen** school days, if the parent has not submitted the certified birth record, the child's name will be submitted to the Office of Child Welfare and Attendance for appropriate action.

**C. Social Security Card**

- To obtain information needed to apply for a Social Security card contact the Social Security Office in Terrebonne Parish at 423 Lafayette Street, Houma, Louisiana (872-1417) or you may call Social Security at 1-800-772-1213.

- Please remember that when a child is registered the Social Security number written on a piece of paper cannot be accepted. The Social Security number serves as a student identification number on all records.

- If a Social Security card is not available the student shall be assigned a state identification number.

**D. Proof of residence** – e.g., utility bill, copy of utility deposit, lease, purchase agreement, rent receipt, etc.

see **Registration**, p. 28

## Student Records, Privacy

An Open Letter to Parents of Students Enrolled in the Public Schools of Lafourche Parish and to certain eligible students

Dear Parents:

*Notification of Rights under Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Schools*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 4) The right to have any or all student Directory Information withheld. To request Directory Information be withheld a parent/guardian or eligible student shall have thirty days in which to notify the school as to which specific types of information about the student shall not be included as directory information.

Directory Information has been designated by the Lafourche Parish School Board to include the student's name, address, date of birth, grade level, official activities, height and weight for sports, schools presently enrolled, honors received and student photograph. Information classified as directory information may be disclosed to media sources, school web sites, nonprofit organizations, or private companies, etc.

Please note that the National Defense Authorization Act for fiscal year 2002 requires the Lafourche Parish School System to: a) give military recruiters the same access to secondary students as provided to postsecondary institutions or to prospective employers and b) provides students' names, addresses, and telephone listings to military recruiters, when requested unless a parent has opted out of providing such information.

- 5) The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. 1232h, requires the Lafourche Parish School Board to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information survey"): a) Political affiliations or beliefs of the student or student's parent; b) Mental or psychological problems of the student or student's family; c) Sex behavior or attitudes; d) Illegal, anti-social, self-incriminating, or demeaning behavior; e) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; f) Religious practices, affiliations, or beliefs of the student or parents; or g) Income, other than as required by law to determine program eligibility. This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.
- 6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

# Louisiana's Compulsory School Attendance Law

## La R.S. 17:221 A, D, E, H, & I

Every parent/guardian having charge of any child from that child's seventh birthday until his/her eighteenth birthday, shall send such child to a public or private school and assure the attendance of such child in regularly assigned classes during regular school hours. Any child below the age of seven who legally enrolls in school shall also be subject to these provisions.

Whoever violates the provisions of this Sub-section shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both.

Supervisors of child Welfare and attendance, with the approval of the parish superintendent of schools, shall file proceedings in court to enforce these provisions.

Each school shall attempt to provide verbal and if not written notification to the parent when that child has been absent from school for five school days in high school and for ten days in elementary.

A child between the ages of seventeen and eighteen may withdraw from school prior to graduation with the written consent of his parent/guardian.

Nothing in this Section shall prohibit any child from attending or seeking admission to a National Guard Youth Challenge Program in this state.

Nothing in this Section shall prohibit a child who is at least sixteen years of age and who meets criteria established by the State Board of Elementary and Secondary Education for enrolling in an adult education program that is approved by the board from enrolling in and attending such a program.

## La R.S. 17:224

Unadjustable or incorrigible children, who, through no fault of their parents/guardian, regularly disrupt the orderly processes of the school to which they have been assigned shall be considered delinquent and may be reported by the supervisors of Child Welfare and Attendance to the juvenile courts of the parish, and there to be dealt with in the manner prescribed by law.

Any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative program, or transfer to adult education if such student is:

- (1) Seventeen years of age or older with less than five units of credit
- (2) Eighteen years of age or older with less than ten units of credit
- (3) Nineteen years of age or older with less than fifteen units of credit.

### Board of Elementary and Secondary Education Attendance Policies Bulletin 741

Students shall be expected to be in attendance every student-activity day scheduled by the local school board.

In order to be eligible to receive grades, high school students shall be in attendance (present) a minimum of 81 days, or the equivalent, per semester or 162 days a school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of 160 days a school year. Schools operating on a 4X4 plan shall have a school session consisting of two

independent terms during which students can earn course credit. For half credit courses a student must be in attendance a minimum of forty and half (40 1/2) days per term or the equivalent. In order to earn full credit a student must be in attendance a minimum of eighty-one (81) days or the equivalent. Exception for the minimum attendance can be made only in the event of extended personal illness verified by a physician, or nurse practitioner, or dentist or if other extenuating circumstances exist and are approved by a Supervisor of Child Welfare and Attendance.

Students participating in school approved activities which necessitate them being away from school shall be considered to be present and shall be given the opportunity to make up the work.

The days absent for elementary and secondary school students shall include excused absences, temporarily excused absences, unexcused absences and suspensions.

Students shall be considered excused from school for personal illness verified by a physician, nurse practitioner, serious illness in the family, death in the family (not to exceed one week), or for recognized religious holidays of the student's own faith and shall be given the opportunity to make up work. Students shall be considered temporarily excused for personal illness verified in writing by a parent or guardian. Temporarily excused absences shall allow students to make-up work only.

Students shall not be excused for any absence other than those listed above, shall be given failing grades in those subjects for those days missed and shall not be given an opportunity to make up work.

Students shall not be excused from school to work on any job including agriculture and domestic service, even in their own homes or for their own parents.

Students missing school as a result of any suspension shall be counted as absent, shall be given failing grades for those days suspended, and shall not be given an opportunity to make up work.

### Student and Parent Responsibilities for Absences

Any student who is absent from school must submit a written note or excuse from a doctor, nurse practitioner or their parent/guardian stating the specific cause for absence and the date(s) of absence, otherwise, the absence will be recorded as unexcused. The parent/guardian must sign and date the written excuse. The student must present the excuse to his teacher or the appropriate assigned person. Based on the reasons submitted for the absence, the absence will be recorded as excused or remain as unexcused. A student who forges an excuse will be disciplined.

### Tardiness

The Louisiana Compulsory School Attendance Law regards tardiness as serious as being absent.

Habitual tardiness shall call for appropriate disciplinary action.

Excessive tardiness will be dealt with by the principal who may report case to the Supervisors of Child Welfare and Attendance to investigate, and/or file proceedings in court to enforce the attendance laws.

# Student Code of Conduct

It is the purpose of the Lafourche Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all pupils who attend these schools. Our schools must provide environments for students that are conducive to student success. Such environments are safe, preventive, predictable and provide a continuum of positive behavior support for all students. The school's primary goal is to educate, not to discipline; however, when the behavior of the individual pupil comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Individual teachers have the responsibility for order and control within their classroom and adjacent areas where it is necessary. All necessary referrals for disciplinary actions shall go to the principal or the administrative personnel designated by the principal.

According to state law, every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process.

Disciplinary action may include, but is not limited to:

- a. oral or written reprimands;
- b. referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management;
- c. written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal;
- d. other disciplinary measures approved by the principal and faculty of the school and in compliance with school board policy.

In accordance with LA. R.S. 17:416(A)(4) any teacher or other school employee is permitted to report to the appropriate principal/administrator any alleged pupil discipline violation on the School Behavior Report/School Bus Behavior Report form as provided by the State Department of Education. Copies of these forms are found in the Lafourche Parish School Board Policy Manual. The principal shall return a completed copy of this form to the teacher or other school employee who initiated the referral indicating corrective action taken within 48 hours (excluding non-work days) of the time it was submitted to the principal. In all cases where a pupil's discipline violation(s) is submitted to the school administration via a School Behavior Report/School Bus Behavior Report parents shall be notified of the specific act(s) of misconduct. When a student's act of misconduct results in out-of-school suspension, the parent/guardian shall be notified in writing by mail.

## School Wide Positive Behavior Support

SWPBS is a collaborative, assessment based approach to developing effective interventions that address the behavior of all students. This process of positive behavior support emphasizes the use of proactive based strategies and aims to build effective environments in which positive behavior is more prevalent than problem behavior. Student behavior is addressed on a school wide, classroom, and when needed individual student level by creating a sequence of behavior supports in which all school personnel participate. Features of SWPBS include establishing behavioral competence of students through instruction, creating clearly stated rules and expectations for all settings on the school campus, and establishing clearly stated consequences for misbehavior and clearly stated procedures for rewarding appropriate behavior. This process requires collaboration among administration, staff and students at the district and school wide levels to affect changes that influence positive student behavior and school climate.

## Suspensions and Expulsions

The Lafourche Parish School Board recognizes that removal from the school premises, whether by suspension or expulsion, is a severe sanction.

Because of the severity of the sanction of suspension or expulsion, the Board requires preventive intervention prior to consideration of these sanctions and the formal recording of all actions taken. Interventions may include referral to school counselors, referral to structured learning center, referrals to support staff, parent/family contact, referral to mental health services, etc.

All public schools in Lafourche Parish shall incorporate "in-school suspension" and "detention" into their school discipline programs.

The Board has also approved an alternative general education program called the P.A.S.S. program for suspended/expelled/excluded students as provided for in LA. R.S. 17:416.2. Students ten (10) years of age or over expelled/excluded from school shall remain under the supervision of the governing authority of the school system by attending the P.A.S.S. program unless otherwise assigned by the Superintendent and/or school board. The P.A.S.S. program is designed to offer variations of traditional instructional programs and strategies for the purpose of increasing the likelihood that pupils who are unmotivated or unsuccessful in traditional programs or who are disruptive in the traditional school environment remain in school and obtain a high school diploma.

Any regular education student displaying disruptive behavior resulting in a criminal arrest will be removed from the PASS site and serve the remaining PASS assignment at home.

A pupil by law may be recommended for expulsion upon committing any suspendable act that the principal considers a serious infraction. Any student after being suspended on three occasions during the same school year shall on committing the fourth such offense be expelled from all public schools of the parish until the beginning of the next school session.

Any pupil suspended out of school shall be counted as absent, shall be given failing grades for those days suspended and shall not be given an opportunity to make up work. Special education students may be suspended on a case by case basis contingent upon federal, state, and local policies.

## Discipline of 504 Students:

504 students that commit an act(s) of misconduct are subject to disciplinary action if it is determined by a person knowledgeable about the student's disability and a person knowledgeable about the student that the act of misconduct is not a manifestation of his/her disability. A person knowledgeable about the student's disability and a person knowledgeable about the student shall determine if the student's act(s) of misconduct are "related" to the student's disability. This determination is to be documented on the Lafourche Parish School Board Discipline Worksheet for 504 Students (the form and the Guidelines for Implementation may be found in the Lafourche Parish School Board School Building Handbook.

**Lafourche Parish Discipline Procedures for Special Education Students with Disabilities** (Note: *Gifted and Talented students are treated as regular education students with regard to discipline, as they are not disabled.*)

No special education pupil shall be excluded from educational services for more than ten (10) days within the school year without prior consent from the Supervisor of Special Education or designee (Pupil Appraisal). The following disciplinary procedures shall be followed for special education students with disabilities that commit acts of misconduct resulting in a disciplinary action that excludes the student from instruction for more than ten (10) days within the school year:

### Step One:

The student commits an act of misconduct as identified in the Lafourche Parish School Board Student Code of Conduct.

### Step Two:

The school administrator is to call the School Psychologist or School Social Worker for their school. If they cannot reach either, the school administrator is to call the Pupil Appraisal Center and speak with an available School Psychologist or School Social Worker. Disciplinary action that may result in suspension out-of-school must be decided in consultation with a School Psychologist or

School Social Worker, No disciplinary action may be taken prior to a determination of relatedness.

### Step Three:

After the school administrator and the School Psychologist/School Social Worker have reviewed the student's act(s) of misconduct, IEP/BIP, behavioral record and any other appropriate data and have made a relatedness determination, the Documentation Form for Disciplinary Action is to be completed and signed by a person knowledgeable about the student, e.g., Special Education teacher, School Counselor, Assistant Principal and a person knowledgeable about the disability, e.g., School Psychologist or School Social Worker. The school keeps the pink copy and forwards the gold copy to the Child Welfare and Attendance Office. The white copy must always be returned to the Pupil Appraisal Center.

### Step Four:

There are two possible decisions:

- 1) The act of misconduct is not related to the student's disability.
- 2) The act of misconduct is related to the student's disability. No disciplinary action is to be taken when misconduct is related to the student's disability except for weapons violations and if the child knowingly possesses, uses, sells or solicits the sale of a controlled dangerous substance or has inflicted \*serious bodily injury upon another person.

### Step Five:

If a student's act(s) of misconduct is found to be not related to the student's disability and an intervention that continues the implementation of the student's IEP is made by the school administration and the IEP team.

Notify the parent(s)/guardian(s) of the infraction and inform them (written and verbal) of their rights and procedural safeguards (Educational Rights of Exceptional Students). The parent(s)/guardian(s) are to be notified by the school that they will need to participate in an IEP for the student and the site of the IEP and time of the IEP is determined upon notification.

### Step Six:

The IEP is reconvened at school the day of the infraction/disciplinary action or no later than the following day. The IEP addresses the temporary placement of the student in a general education setting to implement the student's IEP and provide supportive interventions to address the student's particular behavioral difficulty. A Behavioral Intervention Plan must be developed or an existing plan must be revised each time a student is placed in an alternative education program to address misconduct/discipline. The IEP process is used as a program to address student misconduct.

### Step Seven:

The parent(s)/guardian(s) are notified by the see **Suspension**, p. 10

## **Suspension**, continued from page 9

school that they will need to participate in an IEP for the student and the site of the IEP and time of the IEP is determined upon notification. The purpose of this reconvening of the student's IEP is to address issues of educational programming and appropriate interventions and/or positive behavioral supports for the student. Note: Positive Behavioral Supports are methods to bring together the parties essential to insure that all resources work together in support of a student with challenging behaviors. This is a necessary effort prior to any consideration of a move to a more restrictive educational environment.

Special Education students committing offenses worthy of expulsion shall be referred to the IEP team for consideration of appropriate program and placement. Should the parent exercise the option to have their child's case heard before the Lafourche Parish School Board's Expulsion Committee to review the accuracy of the facts and accusations they may do so by request to the IEP team and/or the Supervisors of Child Welfare and Attendance. In all cases, the Office of Child Welfare and Attendance is to receive advance notice of any 4<sup>th</sup> suspensions involving Special Education students.

Automatic referral to the Expulsion Committee shall be made in cases of firearms, drugs, battery of a teacher, sexual activity, serious property damage, and any other serious disciplinary offenses as determined by the school site administrator and/or the Superintendent or his designee.

### **Step Eight:**

Students that complete their PASS placement pursuant to their IEP are returned to their school. All work completed in PASS is to be graded (with credit awarded) by the sending school.

No special education pupil shall be excluded from educational services in an interim educational setting for more than ten (10) days without having first provided the parent with a copy of educational rights and procedural safeguards. The pupil's I.E.P. must be reconvened and a determination of relatedness must be made by appropriate staff and parent/guardian(s).

The provisions of these guidelines shall not be construed to conflict with any federal or state rules or regulations or other guidelines affecting special education students with disabilities as defined in LA. R.S. 17:1943, et seq.

## **Administrative Policy/Guidelines**

### **A. Goals:**

The goals of this policy are to be followed in the administration of disciplinary action. They are designed to:

1. provide the pupil with a program that includes ample opportunity for modification of behavior utilizing principles of effective teaching and strategies consistent with the school wide PBS process;
2. provide consistency in the administration of disciplinary actions, i.e., a fair program in that all pupils charged with the same level of misconduct will receive the same action;
3. provide pupils, parents, and school personnel, clearly stated, advance knowledge of the courses of action to be followed in handling disciplinary matters;
4. provide a discipline program that is sequential (moderate to most severe action).

### **B. Disciplinary Options:**

When a pupil is sent to the principal's office for exhibiting disruptive or inappropriate behavior the pupil shall not be readmitted until the principal or designee has implemented one or more of the following disciplinary options after the student is assured of his/her due process.

1. Administrative conference. The pupil's parent(s) may be notified of the results of the conference.
2. One or more of the following options:
  - a. Recess detention
  - b. In-school suspension
  - c. Detention/After school detention
  - d. Require completion of assigned regular and/or remedial school and homework
  - e. Referral to counseling (or educational program)
  - f. Require an administrative conference with the parent or guardian. Include the teacher in the conference upon the teacher's request.
  - g. Exclusion from extra curricular activities including but not limited to sports and field trips
  - h. Behavior Contracts
  - i. Referral to the School Building Level Committee
  - j. Refer to Office of Child Welfare and Attendance for action (Truancy/FINS)
  - k. Referral to Pupil Appraisal
  - l. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to law or board policy.
3. One day suspension out of school.
4. Two (2) days suspension out of school.
5. Only with the approval of the Office of Child Welfare and Attendance greater than two (2) but less than (10) days of out-of-school suspension. Additionally, one or more of the following interventions may be used:
  - a. Contact Crisis Intervention or School Building Level Committee (SBLC)
  - b. Require the parent and student to meet with the PASS administrator and/or

Supervisor of Child Welfare and Attendance, guidance counselor, school psychologist, or school social worker.

- c. Refer student with a minimum of two (2) suspensions as incorrigible to Child Welfare and Attendance for action (i.e. FINS, Juvenile Court).

6. Suspension and recommendation for expulsion.

NOTE: On a case-by-case basis, after a due process hearing, the school board may decide to increase the protection of its teachers and students by extraordinary means, which may include out-of-school expulsion as well as in-school expulsion.

### **C. Suspendable Acts:**

Listed below are acts of pupil misconduct which require disciplinary action and the appropriate disciplinary actions that **may** be taken for the first instance of any act of misconduct. **Repeated offenses** may require the next steps in sequence.

### **Misconduct and Disciplinary Options**

[Roman Numbers in parenthesis refer to sections of state law LA. R.S. 17:416A(3)(a)]

1. Leaves the classroom during class hours and/or class detention without permission (xv)  
Discipline Options 1, 2, 3 or 4
2. Is habitually tardy (3-5 tardies) to school and/or class  
Discipline Options 1 or 2
- 2a. Leaves the school premises without permission (xiv)  
Discipline Options 1, 2, 3 or 4
3. Hooky  
Discipline Options 1, 2, 3 or 4 for each subsequent instance: may refer to Child Welfare and Attendance
4. Smoking (vi) and/or possession of tobacco products, matches or lighters on school grounds or on any school buses  
Discipline Options 1, 2, 3 or 4  
Notify local law enforcement
5. Treats a teacher, substitute teacher, principal, substitute teacher, principal, superintendent, member or employee of the local school board with intentional disrespect (iii)  
Discipline Options 1, 2, 3 or 4
- 5a. Makes against any one of them (See #5) an unfounded charge (iii)  
Discipline Option 2, 3, 4, 5 or 6
- 5b. Is guilty of willful disobedience (i)  
Discipline Option 2, 3, 4, or 5
- 5c. Open and persistent defiance of authority

- of a teacher or administrator  
Discipline Options 4, 5 or 6
- 5d. Leaves, fails or refuses to participate in or comply fully with the rules of in-school suspension  
Discipline Option 3, 4 or 5
6. Minor altercation between pupils (Ex. pushing, slapping, scuffling, wrestling)  
Discipline Options 1 or 2
- 6a. Fighting-instigating or participating in fights under school supervision (xii).  
Discipline Option 3 or 4. (Note: If his/her actions are consistent with the definition of self defense the pupil provoked shall not be disciplined). Notify local law enforcement, V.I.P. referral.
- 6b. Planned, prearranged fight  
Discipline Option 4, 5 or 6  
Notify local law enforcement, V.I.P. referral
- 6c. Gang fighting, i.e., three or more pupils involved in the same fight  
Discipline Option 4, 5 or 6  
Notify local law enforcement, V.I.P. referral
- 6d. Assault or Battery of **school employee**  
Discipline Options 4, 5, or 6  
Notify local law enforcement, V.I.P. referral
- 6e. Assault on a pupil  
Discipline Options 3, 4 or 5  
Notify local law enforcement, V.I.P. referral
- 6f. Aggravated Assault - the use of a weapon in 6e above  
Discipline Option 6  
Notify local law enforcement, V.I.P. referral
- 6g. Battery on a pupil  
Discipline Options 4, 5 or 6  
Notify local law enforcement, V.I.P. referral
- 6h. Aggravated Battery - the use of a weapon in 6g above  
Discipline Option 6  
Notify local law enforcement, V.I.P. referral
- 6i. Intentional bodily injury to another person  
Discipline Options 4, 5 or 6  
Notify local law enforcement, V.I.P. referral
7. Throws objects liable to injure other persons on the school grounds or while on any school bus  
Discipline Options 1, 2, 3 or 4
8. Bomb threat  
Discipline Options 5 or 6. Notify local law enforcement.
9. Tampering with a fire alarm box or system  
Discipline Option 4
- 9a. Setting off a false fire alarm  
Discipline Options 5 or 6. Notify fire marshal and local law enforcement.
- 9b. Arson  
Discipline Option 6. Notify fire marshal and law enforcement agency. Acceptable provisions for \*restitution, repair or replacement of damaged property by the pupil's parent.
10. Persistent teasing, \*harassment, \*intimidation, bullying, etc.  
Discipline Options 1,2,3, 4, 5, or 6  
Local law enforcement may be notified
- 10a. Hazing  
Discipline Option 1, 2, 3, 4, 5 or 6  
Local law enforcement may be notified
11. Threat  
Discipline Options 1, 2, 3, 4, 5, or 6
12. Participations in \*gang activity at school  
Discipline Options 1, 2, 3, 4, 5 or 6
13. Terrorizing  
Discipline Option 6.  
Notify local law enforcement.
14. Extortion  
Discipline Options 2, 3, 4 or 5  
Local law enforcement may be notified.
15. Vandalism  
Discipline Options 1, 2, 3, 4, 5 or 6  
Acceptable provisions for restitution, repair or replacement of damaged property by the pupil's parent.
16. Writes graffiti on any school material, or on any public school premises, or on any fence pole, sidewalk, or building on the way to or from school or on any school bus.  
Discipline Options 1, 2, 3, 4, 5, or 6  
Acceptable provisions for restitution, repair or replacement of damaged school property by the pupil's parent.
17. Possession or use of weapons or explosive devices, the careless use of which might inflict harm or injury (Examples: knives (less than 2"), razors, box cutters, martial art devices, smoke bombs, blank pistols, ammunition, paint guns, etc.)  
Discipline Options 2, 3, 4, 5, or 6
- 17a. Is found carrying or possessing firearms (loaded or unloaded) or knives (blade equals or exceeds 2" and 2 1/2" or over for exceptional pupils).  
Grades K-12: Discipline Option 6; Notify local law enforcement.  
Exception: Pre K-5 pupil found possessing a knife, (blade equals or exceeds 2" and 2 1/2" or over for exceptional pupils) the administrator may but shall not be required to recommend the student for expulsion for students less than 11 years of age.
18. Use of, possession of, intentional distribution of (sells, gives, or loans) 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.  
Discipline Options 6. Notify local law enforcement. Refer student for drug testing/screening.
- 18a. Being under the influence of any type of habit forming or hallucinatory drug substances without a prescription from a doctor.  
Discipline Option 3, 4, 5 or 6
- 18b. Possession of Drug Paraphernalia  
Discipline Options 1, 2, 3, 4, 5, or 6  
Local law enforcement may be notified.
- 18c. Use of, possession of, intentional distribution (sells, gives, or loans) of any imitation (bunk) or prescription controlled substance  
Discipline Option 6  
Notify local law enforcement
19. Being under the influence of alcohol  
Discipline Option 3, 4, 5 or 6
- 19a. Possession and/or use of alcoholic beverages or selling and/or supplying alcoholic beverages on school premises/school buses or at a school activity  
Grades K-5: Discipline Option 4 or 5  
Grades 6-12: Discipline Option 4, 5 or 6  
Notify local law enforcement.  
NOTE: Pupils under 10 years of age shall be suspended from school for three days. Any or all of the following stipulations may be employed by the principal appropriate to the infraction:  
(1) The pupil seeks assistance from a certified community agency.  
(2) The pupil and at least one parent participate for at least three hours in an appropriate educational program outside the school setting.  
(3) The pupil participates in a structured support group upon returning to school.
20. Gambling  
Discipline Options 1, 2, 3, 4 or 5
21. Stealing - petty theft (less than \$300)  
Discipline Options 1, 2, 3, 4, 5 or 6  
Counseling to include parent conference, and/or acceptable provisions for restitution of stolen property by the pupil's parents. Local law enforcement may be notified.
- 21a. Any theft of money or public property of significant value  
Discipline Options 2, 3, 4, 5 or 6  
Notify local law enforcement. Acceptable provisions for restitution of stolen property by the pupil's parent(s).
22. Uses unchaste or profane language or

see **Suspension**, p. 12

**Suspension**, continued from page 11

- gestures  
Discipline Options 1, 2, 3, 4 or 5
23. Molesting pupils and/or faculty  
Discipline Options 3, 4, 5, or 6, including counseling with parents and pupil and counseling with school psychologist and/or social worker. Notify local law enforcement.
- 23a. Is guilty of immoral or vicious practices or conduct or habits injurious to his associates (v)  
Discipline Options 1, 2, 3, 4, 5 or 6
- 23b. Sex offense/Sexual Misconduct  
Discipline Options 1, 2, 3, 4, 5 or 6
- 23c. Possession/Distribution of any obscene or pornographic material, which may include but not limited to pictures, videos, magazines, computerized materials, etc.  
Discipline Options 1, 2, 3, 4, 5 or 6
24. Fireworks on school property, on a school bus, or at a school event  
Discipline Option 1, 2, 3, 4, 5 or 6
- 24a. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage  
Discipline Option 6 and notify local law enforcement.
- 24b. Possession/Use of hoax device or replica of an explosive device, weapon, or firearm that would make another person believe that the device or replica is real.  
Discipline Option 2, 3, 4, 5 or 6
25. Disturbs the school and/or habitually violates any rule (vii)  
Discipline Options 4, 5, or 6
- 25a. Inciting other pupils to create a disturbance which disrupts the operation of the school  
Discipline Options 4, 5, or 6
26. Violates traffic and/or safety regulations (xiii)  
Discipline Options 1, 2, 3 or 4
27. Falsifying of signatures on notes, excuses or other school documents  
Discipline Options 2, 3, 4, 5 or 6
28. Violation of administrative policy i.e., possession without permission or use of electronic devices including but not limited to: beepers, walkman radios, radios, cyberpets, cassette players, cellular phones, or laser pointers.  
Discipline Options 1, 2, 3, 4, 5, or 6 and local law enforcement may be notified.
- 28a. Possession and or use of cellular phones on school campuses/school buses without permission
- Discipline Option 1, 2, 3, 4, 5, or 6 and local law enforcement may be notified.
29. Cheating  
Discipline Option 1 or 2  
Student will be given an E on graded materials.
30. Violation of mandatory uniform policy  
Grades K-5 Discipline Options 1 or 2  
Grades 6-12 Discipline Options:  
1st Offense: 1  
2nd Offense: 1 or 2  
Subsequent Offenses: 2, 3 or 4
31. Misuse of computers or other electronic media  
Discipline Options 1, 2, 3, 4, 5 or 6
32. Commits any other serious offense (xvii)  
Discipline Options: Parent conference.  
Disciplinary action determined by the principal appropriate to the infraction.  
Local law enforcement may be notified.
- The control of, use and operation of a cellular phone is placed with the school principal or his/her designee.

**GLOSSARY OF TERMS**

- activities aimed at improving the self-esteem of the pupil.
8. **Expulsion**—Removal of a student from all regular school settings for a period of not less than one (1) school semester with no provision for instructional services.
9. **Extortion**—to obtain something by pressure or intimidation.
10. **Fighting**—a physical altercation between pupils.
11. **Firearm**—any handgun, rifle, shotgun, or any other device than can expel a projectile by the action of an explosive or other propellant.
12. **Gang**—The Lafourche Parish School System shall consider a gang to be 3 or more students of any gender or mixed genders united by a generic name and having a formal/informal induction ceremony/activity. They possess an agreed upon signal i.e. tattoo or other similar non-verbal symbolic communicative factor(s). They participate or attempt to participate in disruptive activity(ies) in the school environment.
13. **Harassment, Intimidation, Bullying**—any intentional gesture or written, verbal or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear of harm to his life or person or damage to his property and is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.
14. **Hazing**—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.
15. **Homicide** (killed on campus) — murder and non-negligent manslaughter, killing of one human being by another, killing a person through negligence.
16. **Hooky**—unauthorized absence from a scheduled educational activity.
17. **Immoral**—not in conformity with accepted principles of right and wrong behavior; contrary to the moral code of the community.
18. **In-school Expulsion/Exclusion** — shall mean the student is temporarily removed

from his/her usual classroom placement to an alternative setting for a specified period of time with no interruption of instructional services.

19. **In-school suspension** – shall mean temporarily removing a pupil from his/her normal classroom setting but maintaining him/her under supervision within the school for a minimum of one COMPLETE school day with no interruption of instructional services. Pupils participating in in-school suspension **may** receive credit for work performed during the in-school suspension. However, any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.

20. **Kidnapping**—the unlawful seizure, transportation, and/or detention of a person against his/her will or of a minor without consent of his/her custodial parent(s)/guardian(s) or legal guardian.

21. **Molestation**—to annoy, disturb, or persecute especially with hostile intent or injurious effect and/or to make annoying sexual advances to; especially to force physical and usually sexual contact on.

22. **P.A.S.S.**—(Positive Action School Site) shall mean an alternative educational program for expelled/excluded students designed to continue the educational process in the general education curriculum at an alternative school site.

23. **PBS (Positive Behavior Supports)**—A school wide, classroom, or individual process of behavior supports that emphasizes the use of proactive, educative, and reinforcement based strategies to achieve meaningful and durable behavior and lifestyle outcomes.

24. **Possession**—physical control of prohibitive items as listed in the Lafourche Parish School Board Student Code of Conduct. Possession may be actual or constructive. **Actual Possession** is when the student has immediate access to the prohibitive item; **Constructive Possession** is when the student has control over the locations in which the prohibitive items are found (i.e., car, locker, book bag, etc.). School officials shall have discretion in imposing any disciplinary actions for constructive possession of a firearm or knife when stored in a motor vehicle and there is no evidence of intent to use it in a criminal manner.

25. **Restitution**—restoring or paying for damaged or stolen property.

26. **Self-Defense**—a reasonable and apparently necessary use of force to protect oneself from injury if physically assaulted.

27. **Serious Bodily Injury**—The term “serious bodily injury” means bodily injury which in-

volves:

- A. a substantial risk of death;
- B. extreme physical pain;
- C. protracted and obvious disfigurement; or
- D. protracted loss or impairment of the function of a bodily member, organ or mental faculty

28. **Sexual Battery** (includes attempted) - any sexual act directed against another person, forcibly and/or against the person's will or not forcible or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

29. **Sex Offense/Sexual Misconduct**—inappropriate bodily contact of a sexual nature.

30. **Significant Value**—A theft involving money or property with a value at or exceeding \$300.

31. **Suspension**—shall mean the student is temporarily prohibited from participating in his/her usual placement within school for at least one full day with no provision of instructional services.

32. **Terrorizing**—the intentional communication of information that the commission of a crime is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, thereby causing any person to be in sustained fear of his/her or another person's safety.

33. **Threat**—an expression of intent to do harm or act out violently against someone or something—can be spoken, written, or symbolic.

34. **Vandalism**—intentional cutting, defacing or otherwise damaging property owned by or contracted to the school board and/or others.

35. **V.I.P. (Violent Intervention Program)**—A zero tolerance program to help curb fighting and other serious bodily injuries on school campuses. Students who choose to participate will attend conflict resolution classes, be assigned ten (10) hours of community service and pay a twenty-five dollar fee through the District Attorney's Office.

36. **Weapon**—any instrument or substance (animate or inanimate, including gases), which may inflict bodily injury.

#### D. Due Process

No pupil otherwise eligible for attendance at the schools of this parish shall be suspended or expelled/excluded from school without **due process**.

Each pupil suspended by a school official shall be afforded an informal hearing as soon as

possible after the event causing the suspension with one exception. A pupil whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be “immediately” removed from the school premises without the benefit of an informal hearing; however, this necessary procedure shall follow as soon as is practicable. Any parent of a pupil suspended shall have the right to appeal to the superintendent of schools. The decision of the superintendent shall be final.

In each case of suspension or expulsion the school shall notify the parent/guardian by mail and telephone or home visit. However, in any case involving the expulsion recommendation of a pupil, the contact with the parent shall include a certified letter.

In the case of a suspension if the parent, tutor, or legal guardian of a pupil not emancipated by law willfully refuses to respond to the request for a conference by the principal, the principal may reinstate the suspended pupil on not more than one occasion each year. Thereafter, if the parent/guardian fails to attend the required conference within five days of mailing a letter or other contact with the parent, the principal may send a Request for Assistance form to the Office of Child Welfare and Attendance requesting referral to court through Families In Need of Services (FINS). Pending a conference with the parent the student may not be out of school more than three (3) days past the suspension period imposed by the principal. Special Education students may not be denied F.A.P.E. based upon the failure of the parent to comply with the request for a conference.

Upon the recommendation by a principal for the expulsion of any student, a formal hearing shall be conducted by an Expulsion Hearing Committee designated by the superintendent. Until such hearing takes place, the regular education pupil and the special education pupil will be assigned to the P.A.S.S. (Positive Action School Site) program. At such hearing, the pupil may be represented by any person of his choice.

#### E Sequence of Suspensions

Assignment of middle/secondary (grades 6-12) suspended students to PASS will occur on the 2nd suspendable offense. The sequence below will be followed whenever a middle/secondary student is suspended:

1<sup>st</sup> suspension – Administrator's options:  
In-school suspension (counts as out of school suspension) or out of school suspension (1 or 2 days)

2<sup>nd</sup> suspension – assignment to \*PASS (2 days)

3<sup>rd</sup> suspension – Suspension out of school (3 to 9 days depending on the offense)

4<sup>th</sup> suspension – Recommendation for expulsion/exclusion

see *Suspension*, p. 18

# Minimum Requirements for High School Graduation

(Effective beginning 2003-2004 and thereafter for incoming freshman)

## ENGLISH 4 units

Shall be English I, II, and III, in consecutive order; and English IV or Business English

## MATHEMATICS 3 units

Shall be Algebra I and one of the following options

(1) Algebra II and Geometry, or (2) Algebra II or Geometry and one of the following: Advanced Mathematics, Calculus, Consumer Mathematics, Business Mathematics, or Integrated Algebra/Geometry (for incoming freshman 1990-91 and thereafter)

## SCIENCE 3 units

Shall be Biology and two of the following:

General Science or Physical Science, but not both, Earth Science, Chemistry, Physics, Aerospace Science, Environmental Science, Principles of Technology, Biology II, or Vocational Agriculture I and II for one unit of required science credit for incoming freshman 1989-90 thereafter

## SOCIAL STUDIES 3 units

Shall be American History; 1/2 unit of Civics and 1/2 unit of Free Enterprise; and one of the following:

World History, World Geography, or Western Civilization

## HEALTH EDUCATION 1/2 unit

## PHYSICAL EDUCATION 1 1/2 units

Shall be Health and Physical Education I or Health and Physical Education II plus 1/2 unit of Comprehensive Health, or Adapted Physical Education for eligible special education students.

NOTE: The substitution of R.O.T.C. is permissible. A maximum of 4 units may be used towards graduation.

## COMPUTER TECHNOLOGY COURSE 1 unit

## ELECTIVES 7 units

## TOTAL 23 units

## GRADUATION EXIT EXAMINATION

Beginning with the graduating class of 2003-2004 and all graduating classes thereafter, students must take all four components of the GEE (Graduation Exit Examination). Students take the English-language arts and mathematics components as sophomores and the science and social studies components as juniors. In addition to meeting the minimum graduation requirements students must pass the English-language arts and mathematics components and either the science or social studies components in order to obtain a diploma.

# System of Grading and Reporting

The Lafourche Parish School Board's SYSTEM OF GRADING AND REPORTING shall provide for reporting average grades after every quarter or nine-weeks period for all schools following a traditional schedule. For schools following a non-traditional schedule, grade reports shall be issued to parents/guardians at the end of each marking period. Marking periods typically occur at twenty-two day intervals. All reports shall include a record of attendance and a record of grade-placement for the succeeding school year.

## Kindergarten, First, Second and Third Grades

Students will be provided with both large and small group instruction which will allow each individual student to progress toward mastery of specific benchmark objectives that are grade appropriate. Teachers in grades kindergarten will report student progress at the end of each nine weeks period using the following codes. Students in grades 1-3 will receive a letter grade.

**M** denotes meets required objectives.  
**P** denotes practice needed to meet required objectives.

## Grades 1 - 12

### Grade Scale for Grades 1-12, Regular Courses

The following grade scale is adopted as a standard of numerical equivalents to letter grades and quality-point values:

Mark	Quality Points	Standard	Achievement Code
A	4	100-95%	Superior
B	3	94-89%	Good, above average
C	2	88-80%	Average
D	1	79-70%	Below average, barely passing
F	0	69% or below	Failing
S	—	—	Satisfactory
N	—	—	Needs improvement
U	—	—	Unsatisfactory
I	—	—	Incomplete work

### Method of Obtaining Nine-Weeks Grade for Grades 1 - 5

## ELEMENTARY SCHOOLS (Grades 3-4)

At least six independent grades (including, but not limited to, teacher made tests [equal to a test grade], student projects, story retellings, performance assessments, unit assessments, section tests, portfolio assessments, average of all quiz grades, average of all homework

assignments, etc.) in each subject during each marking period shall account for 100% of the grade for that period.

## MIDDLE SCHOOLS (Grades 6-8)

At least six independent grades (including, but not limited to, teacher made tests [equal to a test grade], student projects, performance assessments, unit assessments, section tests, portfolio assessments, average of all quiz grades, average of all homework assignments, etc.) in each subject during each marking period shall account for 100% of the grading period.

### Rules Used When Averaging Nine-Weeks Grades (Grades 1-8)

If the quality points average more than one, and the fraction is 1/2 or more, the letter grade earned shall be the higher of the two grades.

Any quality point average less than 1.0 shall be a grade of F.

### Method of Determining Final Grade for Schools Following a Traditional Schedule (Grades 1-8)

The final grade for the school year shall be computed by taking the quality-point values of the letter grades of the four nine weeks, adding them, and dividing by four to get the quality-point average. If the quality points average more than one and the fraction is 1/2 or more, the letter grade given shall be the higher of the two grades.

If the quality-point value is 3/4 the final grade shall be "D" provided the last nine-weeks grade is not "F".

## SECONDARY SCHOOLS (Grades 9-12)

### Method of a teacher obtaining quarterly grades

At least six independent assessments of student performance (including but not limited to teacher made tests, student projects, performance assessments, standardized end-of-chapter test, section tests, portfolio assessments, quizzes, home assignments, etc.) shall be administered in each subject area during each marking period.

If the quality points average is more than one, and the fraction is 1/2 or, the letter grade earned shall be the higher of the two grades. Any quality point average less than 1.0 shall be a grade of "F."

**Example:** Teacher grades for one marking period:

Week 1 test	B	3
Week 2 test	C	2
Daily quiz average	C	2
Week 3 test	D	1
Daily participation	B	3
Homework	C	2
		13/6 = 2.2

C - Marking Period Grade

All quarterly exams shall be constructed to measure the scope of learner competencies covered within two marking periods, thus the quarterly exams shall be defined as “cumulative.” Quarterly exams shall be administered at the second, fourth, sixth, and eighth marking periods.

A student will be “exempt” from the quarterly exam in a course for any of the following reasons:

A student earned an “A” for each of the two marking periods of that quarter.

A 9th grade student who scores mastery or advanced in the subject total in a subject are of the iLEAP may be exempt from the quarterly exams administered at the eighth marking period for that subject area. This exemption is dependent upon the receipt of data from the State Department of Education.

A student that scores mastery or advanced on the GEE will be exempt from the quarterly exam administered at the eighth marking period for that subject area. This exemption is dependent upon the receipt of data from the State Department of Education.

A student may earn an exam exemption for attendance in the two marking periods of that quarter in that course providing that he/she be physically present in the class for the entire time period of that class each day it is in session, exclusive of school related activities. For the purpose of this policy, in-school suspension does not count as present in the class.

A student that meets exemption criteria may elect to take the quarterly exam.

### Computer Generated Unit Credit and Final Grade Averaging (Secondary)

One-half unit courses shall complete at the end of two marking periods (one quarter of study). For one-half unit courses, the quality-point value of two marking periods and the associated quarterly exam are totaled, and then divided by three. The resulting quality-point value is converted to its letter symbol and posted as the final grade. If the quality points average more than one and the fraction is ½ or more, the letter grade given shall be the higher of the two grades. Any quality point average less than 1.0 shall be a grade of “F.”

A quarterly average will be computed for honor roll purposes, but not for determining the final grade.

One-unit courses complete at the end of four marking periods, two quarters of study. For one-unit courses, the quality-point value of the four marking periods and the two associated quarterly exams are totaled, and

then divided by six. The resulting quality point value is converted to its letter symbol and posted as the final grade. Any quality point average less than 1.0 shall be a grade of “F.”

Assignment of credit-value to a final grade shall require that either the last marking period or the associated quarterly exam be successfully completed. Succinctly, a minimum mark of “D” shall be attained on the last marking period or the associated quarterly exam. A student who fails both shall lose a minimum of one-half unit of credit value.

A student may earn ½ unit or more for partial completion of an entire course. In order to earn full credit a student must repeat the entire course.

### Credit Recovery

Students may petition for credit recovery in a core curriculum course not successfully completed due to extenuating circumstances, as defined by the principal.

To petition for credit recovery in a course attempted in the fall semester, the student must submit a written request to the principal or his designee within 5 school days of the issuance of the fall semester report card. To petition for credit recovery in a course attempted in the spring semester, the student must submit a written request to the principal or his designee within 5 working days of the issuance of the spring semester report card.

### Requirements to Repeat a Carnegie Unit Course

A student may repeat previously passed TOPS core courses. To repeat a course passed in the fall semester the student must submit a written request to the principal or designee within 5 school days of the issuance of the fourth marking period report card. To repeat a course passed in the spring semester the student must submit a written request to the principal or designee within 5 working days from the issuance of the eighth marking period report card. The higher grade of the repeated course shall be reported on the student’s transcript. A student shall receive Carnegie credit for the course with the higher grade earned. The Carnegie credit for the course with the lower grade shall be removed from the student’s records.

A student may repeat any previously failed course.

Example 1: English I will only be offered as an entire course. A student that has ½ unit in English I must repeat the entire course to earn the full credit.

Example 2: Family Consumer Science I will only be offered as an entire course. A student that has ½ unit in Family Consumer Science I must repeat the entire course to earn the full credit.

### Exiting a Course Prior to Completion

A student, who elects to exit or terminate a Carnegie unit course 6 or more days after the start of the course, shall receive a grade of “F” for the course.

### Honors Classes

Honors classes are allowed and encouraged and shall be established only after the supervisory staff evaluates and recommends a proposed class to the superintendent. Honors classes shall be uniform and standard throughout the parish. Students shall be encouraged but not compelled to enroll in honors classes.

### Criteria For Enrollment in Honors Courses

Students must have an overall grade point average of 3.0 or better, or a 3.0 average in the subject area to be enrolled.

Students must have written permission from parent(s) or guardian(s).

### Exit Criteria

A student may transfer out of an honors class at mid-term after a parent conference and only with the principal’s approval. The student’s parents or guardians must approve of the transfer and understand that once the transfer has occurred, it will not be reversed during that school session.

### Grade Scale, Honors Courses

Effective with the 1997-98 entering freshmen and thereafter, the following grade scale shall be used for honors courses:

Mark	Quality Points	Standard	Achievement Code
A	4	100-92%	Superior
B	3	91-84%	Good, above average
C	2	83-76%	Average
D	1	75-70%	Below average, barely passing
F	0	69% or below	Failing
S	—	—	Satisfactory
N	—	—	Needs improvement
U	—	—	Unsatisfactory
I	—	—	Incomplete work

## RETENTION FOR GRADES K-12

### General Rules

It is not recommended that a kindergarten student be retained since enrollment in kindergarten is not mandatory.

A student in Kindergarten may be retained with adequate documentation indicating a lack of performance and a consensus among the parent, teacher, principal, and SBLC. A single standardized test score, such as the DIAL-3, shall not be the sole determining factor for retention in kindergarten.

Retention of a student in grades 1-12 in Lafourche Parish shall be based upon the student's failure to meet the criteria for promotion established by the school board pupil progression plan. Students who fail to meet the promotion criteria shall be retained based upon the recommendation of the School Building Level Committee.

In grades K-4, a student may be retained one time based on academic performance.

In grades 5-8, a student may be retained one time based on academic performance.

A student, in grades 1-8, may be retained who fails two or more major subjects or who fails one major subject and two or more minor subjects.

### In grades 1-3

A student in grades 1-3 must pass reading to be considered for promotion. Prior to the retention of a student in grades 1-3, the teacher must document that the student, having received appropriate instruction on all of the grade appropriate benchmarks, failed to achieve 70% subject mastery of the material taught in the reading curriculum despite documented intervention, modifications and individualization of instruction.

In grades 4th and 8th, students must pass the LEAP test in compliance with state policy to be promoted.

**The following process is outlined regarding the retention of students with passing grades.**

Any parent requesting that their child be retained in a grade that the child successfully completed based upon the Pupil Progression Plan must make that request in writing outlining compelling reasons why the child should be retained. This request must be forwarded to the Superintendent for consideration and action.

Request will be reviewed by the appropriate member(s) of the supervisory staff for a recommendation to the Superintendent.

Parents will be notified by mail of the decision of the staff member or members and the Superintendent.

The decision of the superintendent shall be final.

## Preschool Programs

Title I and 8(g) fund twenty-four developmentally appropriate preschool classes at the thirteen lower elementary schools in the district. Preschool application week is held every spring followed by screening of the applicants. Acceptance into preschool is determined by screening scores identifying those children most in need of services.

Application Week for the 2007-2008 school year will be March 5-9, 2007 at the school in the district of their residence. Children applying for preschool services must be four years old by September 30, 2007. Parents should be prepared to furnish the child's birth certificate, social security card, immunization record, and proof of residence.

Screening will take place April 19<sup>th</sup> & 20<sup>th</sup>, 2007.

Learning reports are issued for preschool children three times per year. Parents will receive these reports on the following:

Fall	September 14, 2006
Winter	January 25, 2007
Spring	May 24, 2007

## Migrant Education

Migrant children are children who move with their families in pursuit of short-duration agricultural or fishing work. They are children and youth aged 3 through 21, inclusive, who have moved across school district lines within the past three years, either with a parent or a guardian seeking temporary or seasonal employment in an agricultural or fishing activity, or on their own in pursuit of such work. Agricultural activity includes not only the cultivation and harvesting of crops, but also food processing, dairy, poultry or livestock work; the cultivation and harvesting of trees; and work on fish farms, so long as the work is temporary or seasonal.

The Louisiana Migrant Education Program was established to help migrant children succeed in school no matter when or where they are enrolled. The state is divided into 11 Local Operating Agencies (LOAs) serving parishes in their region. Each LOA has a director, recruiters, advocates, and a data specialist. The recruiters identify and verify eligibility of the students and/or families to receive services that range from academic to social services provided within the communities. The advocates are responsible for conducting home visits and matching students with service providers.

Lafourche Parish is the Local Operating Agency (LOA) for Region IX/Region IV. Region IX/Region IV consists of the following parishes: Assumption, Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, St. James, St. John the Baptist, West Baton Rouge, and West Feliciana. There are approximately 1000 students in Region IX/Region IV with Lafourche (250) and Terrebonne (600) having the largest population.

The purpose of the program is to design programs to help migratory children overcome educational disruption, cultural, language barriers, social isolation, and other factors that inhibit the ability of such children to do well in school.

The 2006-2007 tentative allocation is \$434,651.00.

## Kindergarten Screening

A child entering kindergarten in Louisiana will be given a screening test before beginning classes. Under state law, an estimated 78,000 kindergarten students throughout the state will be administered a readiness test as part of the Louisiana Educational Assessment Program.

In Lafourche Parish, approximately 1,100 students will take the Dial-3. This is not an academic test, but measures motor skills, social and emotional development, and will include hearing and vision screening.

This screen will not be used to determine whether or not a child will enter kindergarten or pre-kindergarten. It will, however, detect deficiencies early instead of waiting until the child exhibits problems later during the year. The teachers will also receive clues on how to help any child who has problems, such as vision or hearing difficulties. In Lafourche Parish, the screening instrument will be scheduled for individual students from August 9-15. Appointments will be scheduled by the schools each half hour during those days. A parent is asked to accompany the child and answer a very short questionnaire. After the testing is completed, the parents will be furnished with a copy of the screen.

Regular classes will begin on August 16, 2006, for female kindergarten children only. On August 17, 2006, all male kindergarten children will report to school. All kindergarten students will report together on August 18, 2006.

## Sex Education

The objective is to comply with Act 480 of the 1979 Louisiana Legislature, which permits instruction in sex education within existing courses of study, and which is permitted on a local school board option basis with parental permission required.

Instruction in sex education shall be provided to all students in grades 7-12 in the parish public schools. Such instruction and subject matter shall be integrated into the existing course of study. Any child may be excused from receiving this instruction at the option and discretion of his parent or guardian.

All instruction shall be identified and designated "Sex Education." Sex education shall mean the dissemination of factual biological or pathological information that is related to the human reproduction system and may include the study of venereal disease, pregnancy, childbirth, puberty, menstruation, and menopause. Sex education shall not include religious beliefs, values, customs, practices in human sexuality nor the subjective moral and ethical judgments of the instructor or other persons.

Students shall not be tested, quizzed or surveyed about their personal or family beliefs or practices in sex, morality, or religion, and no program shall counsel or advocate abortion.

# Sexual Harassment

## I. Introduction

A. Sexual harassment is a form of misconduct which undermines the integrity of the Lafourche Parish School Board's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and may process a complaint pursuant to this policy.

### B. Definitions:

Sexual harassment may include but is not limited to:

- (1) sexually-oriented verbal "kidding" or abuse;
- (2) subtle pressure for sexual activity;
- (3) sexual contact as defined by statutes;
- (4) demand of sexual favors, accompanied by implied or overt promises of preferential treatment, or threats concerning an individual's employment or academic status;
- (5) establishing an atmosphere that has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive work or learning environment. The harassment must be severe and pervasive, including overt sexual acts, lewd comments and gestures. The harassment may be gender specific, but nonsexual in nature.

### C. Nature of Conduct

The critical element of sexual harassment claims is the unwelcome nature of the challenged conduct. When welcome is disputed, the investigator must determine whether the complainant's conduct is consistent or inconsistent with the assertion that the sexual conduct was unwelcome. The investigator must focus on objective evidence rather than the complainant's subjective, uncommunicated feelings. In *Meritor Savings Bank v. Vinson*, the United States Supreme Court held that the complainant "by her conduct" must indicate to the alleged aggressor that the advance is unwelcome. The Appellate Courts have held that a complainant may use verbal signals or body language in conveying disapproval.

## II. The Investigative Process

A. Lafourche Parish School Board appoints the Assistant Superintendent as the Central Office Coordinator of all sexual

harassment complaints. Additionally, each region shall have a central office supervisor empowered to receive any sexual harassment complaint. The complaint shall be written on a form indicating the following data:

- (1) the name of the complainant;
- (2) the position of the complainant;
- (3) the date of the complaint;
- (4) the name of the alleged harasser;
- (5) the date and place of the incident or incidents;
- (6) a description of the misconduct;
- (7) the accused;
- (8) the names of any witnesses;
- (9) evidence of harassment, i.e., letters, photos;
- (10) if there were delays of more than six months in reporting this, a possible reason for the delay.

B. In the event that a supervisor is himself/herself an offender of this policy, then the complainant shall file this form with the Central Office Coordinator or the Superintendent's Designee, as the case may be. The word supervisor in this context is defined as anyone having authority over another.

C. Upon receiving the written complaint, the investigator shall investigate within ten working days and complete a full report to the Central Office Sexual Harassment Coordinator on that date.

D. The Central Office Sexual Harassment Coordinator shall evaluate the report and set a meeting within five days with the supervisor of personnel in order to determine what type of due process procedures are required depending on the facts of the case. After the meeting, the supervisor of personnel has ten days within which to implement the due process required as the case may indicate. Pursuant to the due process proceeding, the supervisor of personnel has ten days to make a recommendation to the superintendent on whether or not sanctions are appropriate, and, if so, what type.

E. Sanctions shall include, but not be limited to, transfers, reductions in pay, demotions from administrative positions, or termination. Students shall be subject to suspension and/or expulsion and the procedures of R. S. 17:416.

## III. Retaliations

It is strictly forbidden for any employee having authority over another to use any form of retaliation against a complainant. Retaliation shall include, but not be limited to, needless harsh words in public, unjust assignment to menial tasks, ridiculing a complainant in public, etc.

If one is found guilty of retaliation, then one is subject to the severest penalties under the Louisiana Teacher Tenure Laws, as well

as penalties that may be issued by the Office of Civil Rights in Washington, D.C.

Adverse student conduct against another student because of reporting sexual harassment shall be viewed in the light of conduct prohibited by R. S. 17:416.

## IV. Victims of Sexual Harassment

This policy shall apply to employees against employees, employees against students, students against other students, students against employees, and non-employees against employees or students.

## GRIEVANCE PROCEEDINGS

- Initial Investigator
- Principal of School
- Title IX/VII Coordinator
- Supervisor of Personnel
- Superintendent of Schools
- School Board

## DRUG-FREE ZONES/ FIREARM FREE ZONES

The Lafourche Parish School Board has designated an area within 1000 feet of any property used for school purposes by any school or on a school bus as DRUG – FREE and FIREARM – FREE ZONES. It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances or possess a firearm as defined by statute within these zones. Penalties incurred will be consistent with LA R.S. 14:95.6, 14:403.1, 17:154, 17:402, 17:403, 17:404, 17:405, 17:416.

## Student Insurance

Low rate group accident insurance will be made available to all students. Parents will be informed of this insurance annually and urged to purchase it for their children.

The board shall not assume liability for accidents to students. All parents of students engaging in interscholastic sports shall be required to fill out a form which states that the school or board will not assume liability for accidents or injuries to students.

**All students who participate in organized school sponsored athletics must carry student accident insurance or sign a board waiver.**

## SPECIAL EDUCATION

Special Education is a supportive branch of general education that allows a school system to offer a full continuum of educational services to all children. Lafourche Parish serves exceptional children ages 0-22 years with a full range of educational services. Children are screened and evaluated for eligibility to receive special education services while receiving educational support in the regular classroom.

Highly qualified teams including psychologists, assessment teachers, social workers, audiologists and/or other disciplines, conduct the evaluations.

If it is determined in that evaluative process that a child has an impairment or condition that adversely affects educational performance, then the child is classified and becomes eligible to receive special education services. By law, children may be classified as:

Autistic	Learning Disabled
Behavior Disordered	Mental Disability
Deaf-Blind	Multihandicapped
Emotionally Disturbed	Orthopedically
Gifted/Talented	Handicapped
Handicapped Infant	Other Health Impaired
Hearing Impaired	Speech Impaired
	Visually Impaired

An Individual Education Plan (I.E.P.) is written for each special education student annually. This is a decision-making process. Committee members, including parents, meet to write goals and objectives for that year. Decisions are made on the type of service that best fits the students' needs now and in the future.

Of maximum consideration during this decision-making meeting is the least restrictive environment. All students need opportunities to interact with non-exceptional peers. Lafourche Parish has taken a very positive stand in making regular public school available to all students. Special education students are presently participating in regular campus activities. Regular campus activities may be full-time or part-time classroom attendance inclusive of lunch, recess, clubs, library, bus rides, and assemblies. The amount of time students spend in these activities is designated on the I.E.P.

Students with disabilities have a right to a public education provided at public expense. These rights are guaranteed and delineated in Public Law I.D.E.A. 101-476 (federal regulations) and Bulletin 1706 (state regulations). It is their civil right to be instructed in Lafourche public schools. As educators, who are dedicated to providing quality education to all students, we support and promote opportunities for social interaction between all handicapped and nonhandicapped children, especially students with severe handicaps because for so long they have been denied.

## PROGRAM SERVICES

Special education services represent special educational techniques provided in the general education curriculum to meet the individual needs of students with diagnosed learning difficulties. The general education curriculum is the foundation for all instruction offered to special education students regardless of disability.

After these I.E.P. decisions are made, the teachers must make some choices regarding method of ongoing assessment and method of instruction.

Special education instructors must find a way to monitor the student's progress in the regular education curriculum. The curriculum may be modified and/or the method and techniques of instruction may differ from traditional instruction, but ultimately the goal is for the student to earn a high school diploma.

Students with handicapping conditions are instructed in specific academic areas. Academic areas of need may include reading, math, and/or language. Needs are diagnosed and recommended by the evaluation team on an individual basis. Direct instruction in area of need is generally the result.

Lafourche Parish also provides services to infants (ages 0-2) who are diagnosed Handicapped Infants. Parent participation, as well as early stimulation and intervention, are the keys to making this program work. Children (ages 3-5) who are in need of early intervention services may receive these services in school-based classrooms, home, daycare centers or head start classes. Classes have para professionals who work with teachers to provide instruction in small groups. Often these students are included in kindergarten or other age appropriate programs.

Students who are physically impaired may qualify to receive adapted physical education (A.P.E.) services. Using adaptive equipment or by P.E. curriculum modification, students with motor difficulties participate in P.E. classes.

Because communication is so basic to school success, we offer speech therapy as a related service. Related services are those services needed in order to succeed in basic educational services. Transportation to school on lift buses is a related service. Physical therapy is a related service concerned with difficulties in gross motor areas such as walking. Occupational therapy is a related service concerned with difficulties in fine motor areas such as eating or writing.

Rounding off the continuum of services is gifted education. Itinerant teachers address the special curricular needs of gifted students.

Special education strives to compliment the quality level of tradition in the Lafourche Parish public school system. Through the collaboration of special and regular education, all students with special needs receive quality and individualized programming.

Special education students in Lafourche Parish benefit from a broad range of educational programs and instructional strategies. Teachers and staff work to insure the best possible match between student need and the educational services provided. Students with different levels of ability are, to the greatest extent possible, educated with other students of same or similar age.

**Suspension**, continued from page 13

The following sequences will be followed whenever an elementary student (age 10 up to 5<sup>th</sup> grade) commits a suspendable act:

1<sup>st</sup> suspension – Assignment to PASS or out of school suspension (1 or 2 days)

2<sup>nd</sup> suspension – Assignment to \*PASS (2 days)

3<sup>rd</sup> suspension – Suspension out of school (3-9 days depending on the offense)

4<sup>th</sup> suspension – Recommendation for Expulsion

NOTE: On a case by case basis elementary students under the age of 10 may be assigned to PASS upon the review by the Office of Child Welfare and Attendance.

Any student (elementary or secondary) assigned to P.A.S.S. who commits an act resulting in his/her arrest may receive additional disciplinary sanctions as prescribed in the Student Code of Conduct.

PASS placement shall be contingent upon the availability of space for students.

### F. Removal of pupils from the classroom by the teacher

When a pupil's behavior prevents the orderly instruction of other pupils, or poses an immediate threat to the safety or physical well-being of any pupil or teacher, or when a pupil exhibits disrespectful behavior toward the teacher such as using foul or abusive language directed at a teacher or threatening a teacher, the teacher may have the pupil immediately removed from the classroom and placed in the custody of the principal or his/her designee. A pupil removed from the classroom pursuant to this Subparagraph shall not receive credit for schoolwork missed. However, pupils participating in in-school suspension may receive credit for work performed during in-school suspension.

The teacher may require that the parent/guardian of the pupil have a conference with the teacher in the presence of the principal or his/her designee before the pupil is readmitted. Upon the third removal from the same classroom for the above cited reasons, the teacher and the principal shall discuss the disruptive behavior patterns of the pupil and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. If appropriate, a referral of the matter may be made to an appropriate building level committee. In addition, upon the third removal a conference between the teacher or other appropriate school employee and the pupil's parent/guardian shall be required prior to the pupil being readmitted.

### G. Return of pupils to the classroom after teacher's removal

A pupil in kindergarten through grade 6 removed from a class shall not be permitted to return to the class for at least thirty minutes unless

agreed to by the teacher initiating the disciplinary action. A pupil in grades 7-12 removed from the class will not be permitted to return to the class during the same class period unless agreed to by the teacher initiating the disciplinary action. Additionally, the pupil shall not be readmitted to the class until the principal has implemented one or more of the disciplinary measures outlined in Discipline Options 1 through 6 or any other disciplinary measure with the concurrence of the teacher or the building level committee pursuant to the law and board policy.

If disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting. Whenever a pupil has been found guilty at a school suspension/expulsion hearing of committing an assault or a battery on any school employee, that pupil shall not be assigned to attend or shall attend the school in which the school employee battered by the pupil is assigned. The Lafourche Parish School Board shall not be required to provide transportation to any pupil reassigned. The only exception shall be if the Lafourche Parish School system has no other school of suitable grade level for the pupil to attend or in the case of an exceptional student has no other school with suitable services to implement the I.E.P.

#### **H. Loss of Activity Privileges and Notification to Law Enforcement**

Pupils may be suspended from participation in or being present at school extracurricular activities. Only the principal or person designated by the principal may suspend a pupil from participation in extracurricular activities. When under suspension from school or assigned to P.A.S.S., a pupil shall not participate in or be present at any school activity(ies) sponsored by the school. The pupil is not allowed on any Lafourche Parish School campus without the permission of the school administration.

Nothing in this policy is intended to limit a teacher's authority to require a pupil to leave a particular extracurricular activity when the teacher has evidence that the pupil's behavior has been in violation of Board policies or school rules regarding pupil conduct. A report of misconduct of such a pupil and the action taken by the teacher shall be reported to the appropriate school administrator at the earliest possible opportunity, preferably not later than the beginning of the next school day.

Parent(s) shall be advised when notification is made to local law enforcement.

#### **I. Felonies**

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult would have constituted a felony may be cause for an expulsion of the student for a period of time as determined by the Lafourche Parish School Board. Any student that commits a felony on campus and is convicted shall be subject to a due process hearing and may be removed from school without education ser-

vices, consistent with federal guidelines regarding F.A.P.E.

#### **J. Disciplinary Infractions During Summer/After School Hours (R.S. 17:416.1)**

Considering the obligation of the Lafourche Parish School Board to the education of all children, the Lafourche Parish School Board's disciplinary rules will apply to criminal, quasi criminal and civil disturbances performed by students during the summer months, or times during when students are not under the direct supervision of the school authority (example: after school hours, weekends, holidays, emergency days) as follows:

1. any act where there is a connection to the learning environment as determined by the hearing officer.
2. any act that in the opinion of the hearing officer would constitute a health and safety factor.
3. any act whether criminal, quasi criminal or a civil violation that would cause the hearing officer, after listening to all of the facts to deem it a threat or a heinous repudiation to the Lafourche Parish School System.

#### **K. Harassment, Intimidation and Bullying**

Any student, school employee, or school volunteer who in good faith reports an incident of harassment, intimidation or bullying shall be immune from a right of action for damages arising from any failure to remedy the reported incident.

#### **L. Maintenance of Discipline Records**

Pupil's discipline records shall be maintained in the administrative office file of the school attended by the pupil for the current school year. Occurrence data may be kept by the school board central office for more than one year.

#### **M. V.I.P. (Violent Intervention Program)**

Violence and fighting are disruptive to a school climate and causes students to feel physically and psychologically vulnerable. The Lafourche Parish School Board in cooperation with representatives of the Lafourche Parish Sheriff's Office, the Lafourche Parish District Attorney's Office, and Judges with the 17th Judicial District Court developed a pre-trial prevention program designed to educate students in dealing with future conflicts. The VIP program is to be utilized when a student is charged with an act of assault, battery, excessive use of force, fighting, and/or serious bodily injury on a public school campus or designated campus area (e.g., bus, bus-stop, field trip, etc.). The school administrator shall contact the sheriff or police department to charge the student with an act of assault, battery, and/or fighting. The school administrator shall also complete the VIP Incident Form and forward a copy to the District Attorney's Office and the Child Welfare and Attendance Office. The District Attorney's office will determine if a student is eligible to participate in the VIP program. The District Attorney and the Child Welfare and Attendance Supervi-

sor will make the arrangements to have the student complete the program in a timely manner. Students assigned to the VIP program agree to attend a two hour after school training, complete ten hours of community service in their respective school, and pay a fee (\$25.00) to defray the cost of the program.

If a student chooses not to participate in the VIP program or is unsuccessful in completing the program, the student will be referred by the District Attorney's office to Juvenile Court.

#### **N. Assignments/Transfers of Unadjustable or Incurable Children (Act 1034 of 1992/R.S. 17:224)**

Notwithstanding the provisions of R.S. 17:416 to the contrary, any student who exhibits disruptive behavior, an incurable attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is:

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

#### **O. Driving is a Privilege (Act 732/House Bill 1686 of 2003)**

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 (10) or more consecutive school days for committing certain infractions or who withdraws from school under certain circumstances. The infractions listed below are the only suspendable/expellable offenses:

- Sale/Possession of drugs, alcohol, or other illegal substance
- Possession of a firearm
- An infraction involving assault or battery on a member of the school faculty or staff

The principal must notify the Department of Public Safety and Corrections and the Office of Motor Vehicles of any student between the ages of 14 and 18 who has been subjected to a disciplinary infraction described above, so that the process of suspension of driving privileges of a student may occur. The suspension will not exceed the student's 18<sup>th</sup> birthday. A hardship license may be requested by the student to drive to and from school, work, a drug or alcohol treatment counseling program or a mental health treatment program when no other transportation is available. If after six (6) months of suspension the student displays exemplary behavior, the principal may send a signed letter on official school letterhead stating this and the suspension of the student's license will end.

#### **P. School Bus Conduct**

The driver of a school bus shall be in authority with regard to pupil behavior in or about the vehicle, which he/she operates. He/she shall report disorderly or unmanageable pupil conduct to the principal of the school in which the pupil is enrolled see **Suspension**, p. 31

## Pupil Appraisal Services

Students enrolled in regular education programs as well as those in special education, their parents, teachers, and administrators are served by the professional staff of the Pupil Appraisal Center. The staff of Pupil Appraisal is composed of School Psychologists, School Social Workers, Educational Diagnosticians and graduate students supervised as interns in these disciplines. In addition, a group of professional counselors and itinerant teachers known as the DPI (Discrete Planned Intervention) Team works with certain students, their parents, teachers, and administrators.

The function of this staff is two-fold in providing service to the school community:

First, it provides the professionally trained specialists required by federal and state law to assess (test) and determine the educational need of any child whose parents and teachers suspect may require specialized educational services because of various conditions. Thus, students who may be suspected of either a delay/disability or those who may be considered gifted/talented are evaluated by the professionals on the Pupil Appraisal Staff in order to determine whether or not such individuals qualify for specialized services according to the law. A pupil appraisal team of professionals from varied disciplines is assigned to each school to provide these formal evaluations and recommendations for those students referred for this process through the action of the School Building Level Committee.

Second, pupil appraisal staff are available to both special education students and students in the regular education program for professional counseling, consultation, and coaching on matters related to their individualized needs within the educational program. Naturally, the students' parents, teachers, and the school's administrative staff receive the collateral assistance of the pupil appraisal team on an as needed basis in such cases. Frequently the Courts will request or require pupil appraisal's efforts to intervene in matters involving a child's school performance and/or behavior. Additionally, students who are in crisis as a result of school or, at times, home-related problems may be seen by a pupil appraisal professional. In a similar fashion, certain special need students may be seen on a weekly basis by pupil appraisal staff for counseling/coaching to help them make the most of their school experience and to cope with their learning problems. +

There are specific circumstances when pupil appraisal services are important.

**Crisis Situations:** There are times when a child or a teacher may be faced with death or some type of life-threatening illness. In those situations, for example, the death of a child or parent, the pupil appraisal crisis team will be assigned to provide emergency counseling and support to all those in the school community who may be involved.

**Threat of Suicide or Harm to Others:** While these situations in the past were somewhat rare, currently, there are frequent occasions when a child may reveal to a teacher or administrator an intention to do harm to him/herself or someone else. In those situations the principal or guidance counselor may request the assistance of the pupil appraisal licensed/certified staff to contact the parents and assess the seriousness of the threat or to link the child and his/her family to the community mental health unit for acute care.

**Behavior Problems/Concerns in the School:** Frequently the school administration or staff will call upon the expertise of the pupil appraisal staff person assigned to their school for assistance in dealing with behavior problems which show potential for having a negative impact upon an individual, group or the whole school community. Depending upon the precise circumstances, the professional guidance and consultation of a licensed psychologist or social worker can be of significant assistance to the school staff in dealing with such problems as gang behaviors, effects of drug/alcohol abuse, self-injurious behaviors, etc.

**Special Education Students Referred for Disciplinary Action:** Pupil appraisal staff are required by federal law and local guidelines to participate in determining disciplinary matters involving special education students. Expertly versed in the specific conditions and exceptionalities of these students, pupil appraisal staff are mandated consultants to the disciplinarian in dealing with the suspension or expulsion of a special education student. Changes in the school placement of such students also require the involvement of the pupil appraisal staff.

## School Based Mental Health Services

Focus of mental health services to students: School, Classroom, Group, Family, Individual. Integrated systems approach to mental health intervention.

### Discrete Planned Intervention

Serves: Special Education Students  
Location: School, home and other locations  
Providers: Certified school psychologists, school psychologist interns & other professional staff  
Services: Counseling, social skills training, behavior intervention & parent consultation

### Support & Related Services

Serves: Special & regular education students  
Location: School  
Providers: Certified school psychologist, licensed psychologist, board certified social worker and licensed professional counselors  
Services: Counseling, behavior interventions and assessment

### Structured Learning Centers

Serves: Special and regular education students  
Location: Elementary/middle/secondary schools  
Providers: School psychologist interns and teachers

Services: Counseling, social skills training, behavior intervention, parent & teacher consultation and transition

### Day Treatment Program

Serves: .....students (ages 8–12)  
Location: Two sites—W.S. Lafargue and Lockport Upper Elementary  
Providers: Teacher, paraprofessional, certified school psychologist, licensed psychologist and other professional staff as needed  
Services: Therapeutic educational environment

### School Based Psychiatric Services

Serves: Special education students and at-risk students  
Location: Lafourche schools and pupil appraisal center  
Providers: Psychiatrist from Tulane Medical School and residents in psychiatry  
Services: Psychiatric diagnosis, interdisciplinary staffing & treatment planning

### Discharge/School Re-entry Planning

Serves: Special and regular education students  
Location: School and the discharging facility  
Providers: Certified school psychologist, licensed psychologist, board certified social worker and licensed professional counselors  
Services: Collaboratively plans for student's return from a facility

### Transition Services

Serves: Special education students  
Location: School, facility and job site  
Providers: Psychologist, social worker and job coach/trainer  
Services: Develop transition plans, provide therapeutic support and job training/adjustment assist

### Discipline Support

Serves: Special and regular education students  
Location: Interim alternative educational setting  
Providers: Certified school psychologist, licensed psychologist, and discrete planned intervention staff  
Services: Counseling, social skills training, behavior intervention and parent consultation

### Crisis Intervention

Serves: Regular and special education students  
Location: School  
Providers: Certified school psychologist, licensed psychologist, board certified social worker and licensed professional counselors  
Services: Crisis counseling, service coordination & follow-up therapeutic service

### Positive Behavior Supports

Serves: Special and regular education students  
Location: School, home and community  
Providers: Teachers, school psychologist, social worker, speech therapists and others  
Services: As designed by the positive behavior supports team

## Student Searches

The Lafourche Parish School Board is the exclusive owner of all public school buildings desks and lockers within the buildings and any other area of any public school building or grounds set aside specifically for the personal use of students, therefore any expectation of privacy is not warranted. Any principal or his/her designee may search any building, desk, locker, area, or grounds for any evidence that state law, School Board policy or school regulations have been violated, when there is a reasonable belief that a violation has occurred or the health or safety duty to students require it.

Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized, and the school administrator/designee shall within a reasonable amount of time contact the student's parent/guardian, appropriate law enforcement agency, and the Superintendent. Any vehicle parked on School Board property by a student may be searched at any time by a school administrator/designee when such he/she has reasonable articulable facts which leads to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations will be found.

Upon any such violation, the student shall be recommended for expulsion by the appropriate school authorities, and investigative facts and/or seized items immediately turned over to the proper law enforcement officials.

### CONFISCATION

Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal so as to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement personnel for disposal. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or Board.

Parents may request from the Lafourche Parish School System information regarding the professional qualifications of their child's classroom teacher(s) and/or paraprofessional(s). Parents are to submit their request in writing to:

Supervisor of Personnel  
Lafourche Parish School Board  
P. O. Box 879  
Thibodaux, LA 70302-0897

## SEARCHES OF STUDENT'S PERSON

The Lafourche Parish School Board authorizes any principal or his/her designee to search a student's person or his/her personal effects when, based on the attendant circumstances at the time of the search, there are reasonable articulable 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. Strip searches can only be performed where there is an imminent danger to health and safety. Ordinarily, permission should be sought from the Central Office. No strip search shall be conducted even in serious circumstances where the student's genitalia will be exposed.

If a school administrator suspects the presence of firearms, weapons (defined as dangerous instrumentalities which in the manner used causes or may cause great bodily harm), controlled dangerous substances (drugs), stolen goods, or other materials or objects the possession of which is a violation of parish School Board policy, specific searches with a metal detector of students or their personal effects within the perimeters of the suspicion, may be conducted at any time.

Any pat-down search of student's person shall be done privately by one of the persons above authorized and of the same sex as the student to be searched. At least one (1) witness who is a school administrator or teacher, also of the same sex as the student, shall be present during the search. Items which are specifically prohibited by law, School Board policy or school regulations shall be immediately seized. The school administrator/designee shall contact the student's parent/guardian, appropriate law enforcement agency and the Superintendent. The Superintendent, upon further investigation, shall notify the School Board.

Upon any such violations, the student(s) shall be recommended for expulsion by the appropriate authorities, and investigative facts and/or seized items immediately turned over to the proper law enforcement officials. Whenever any pat-down search of a person is conducted pursuant to this policy, as soon as is reasonably practical, a written record shall be made thereof by the school administrator/designee conducting the search, and such record shall include the name of the student and/or person(s) involved, the circumstances leading to the search and the results of the search. This written, dated and signed record (including the witness(es) signature) shall be filed and maintained in the school administrator's office, and a copy of it shall be immediately sent to the Superintendent.

### INDEMNIFICATION

If any employee of the Lafourche Parish School

Board is sued for damages by any student, the parents of any student, or any other person qualified to bring suit on behalf of the student, based upon a search of that student's person, when the employee reasonably believed there was articulable cause to suspect that the student had any evidence of gang activity (a formal or informal organization of students whose main purpose is confrontational and physical contact), weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects the possession of which is a violation of law, School Board policy or school regulations, on the student's person, or in the student's possession, it shall be the responsibility of this School Board to provide its employee named as a defendant with a legal defense, including reasonable attorney's fees, investigatory costs and other related expenses. If any such employee named as a defendant is cast in judgment for damages in the suit, it shall be the obligation of this School Board to indemnify him/her fully against such judgment, including all principal, interest and costs. The Lafourche Parish School Board shall not indemnify an employee named as a defendant against a judgment wherein there is a specific finding that the action of the employee was maliciously, willfully, and deliberately intended to harass, embarrass, or intimidate the student. This must be documented by an investigatory report.

## MINI-PROGRAM SERIES

The Lafourche Parish Mini-Program Series is an educational program dedicated to meeting the needs of the community through programs of interest to professional staff and parents of school age children. Our topic selection is based upon the input of teachers, administrators and parents. Each program is conducted by a member of the Pupil Appraisal Center Staff and all instruction is provided at the Lafourche Parish Pupil Appraisal Center, 110 Bowie Rd., Thibodaux, Louisiana. You must pre-register for attendance by contacting the Pupil Appraisal Center at 446-1559 or call toll free 1 (866) 446-1559 and indicate the specific program(s) that you wish to attend. Please know that registration will and be limited by the topic and available space. If an individual program has no pre-registered participants, the program will be cancelled. If a program is cancelled by the system for any reason, the pre-registered participants will be notified by phone. A guide to the programs offered is available through your child's school, the Pupil Appraisal Center or the Lafourche Parish School Board Office. You may also find the courses listed on the Lafourche Parish Pupil Appraisal Center web page at <http://pac.lafourche.k12.la.us> and click on "Parents". This educational programs series is brought to you as a free service.

# Acceptable Use for Internet and Electronic Mail—Pupils

The Internet is a worldwide computer network. The most basic functions provided by the Internet are access to remote informational facilities, file transfers, and electronic mail. Lafourche Parish School Board is committed to making advanced technology and increased access to serious academic learning opportunities available to all pupils. The goal of the district in providing access to pupils is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications.

**The use of computers, the Internet, and other on-line services will be in support of education and research consistent with the educational objectives of the district.**

## Administrative Procedures:

1. Pupils shall observe good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Network storage areas will be treated like school lockers and pupils shall not have an expectation of privacy. Network administrators, teachers, and other appropriate district staff will review pupil files and pupil communications from time to time to prevent misuse and to ensure pupils are using the system responsibly and in compliance with laws and district policies. Communications on the network are often public in nature; therefore, pupils shall be aware that files stored on district equipment will be reviewed periodically.
2. Pupils must have the permission from and be under the supervision of school district professional staff before utilizing district-provided Internet access. Permission is not transferable from one pupil to another and may not be shared. Pupils shall not be allowed to utilize electronic communications unless a signed parental/guardian consent is on file. To remain eligible as users, pupils' use must be consistent with the educational objectives of the district. Access is a privilege, not a right, and inappropriate use will result in, among other disciplinary measures, the cancellation of those privileges. Pupils will display student handbook appropriate conduct when using the computer equipment or network. Pupils shall maintain an environment conducive to learning when using computers.
3. Administrators, teachers, and other appropriate district employees will decide what is inappropriate use (as listed in #4) and the specific penalties

involved. Violating this policy may result in any or all of the following:

- a. Restricting network access;
- b. Loss of network access;
- c. Disciplinary or legal action including, but not limited to, suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws;
- d. Assessment of the cost of damages to hardware/software.

4. The following uses of school-provided Internet access are not permitted on the part of Lafourche Parish School Board students:

- a. Accessing, uploading, downloading, or distributing pornographic, obscene, sexually explicit, violent, gambling related, hate oriented, occult, or any materials that are forbidden by the Children's Code of Louisiana.
- b. Transmitting obscene, abusive, sexually explicit, or threatening language;
- c. Accessing chat rooms, instant message services, e-mail and undirected web surfing, etc. which has not been assigned and/or approved by the school staff and/or administration;
- d. Violating any local, state, or federal statute;
- e. Accessing another individual's materials, information, or files without permission;
- f. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- g. Using other's passwords;
- h. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- i. Intentionally wasting limited resources;
- j. Using the network for commercial private purposes;
- k. Accessing electronic commerce sites and/or electronic purchasing;
- l. Harassing, insulting, attacking others, and/or posting anonymous messages;
- m. Giving out personal information about others on-line such as full name, home address, phone number, etc.;
- n. Gaining unauthorized access to resources or entities;
- o. Invading the privacy of individuals;

- p. Altering the set up of computers as set by the system administrator;
  - q. Using software which has not been assigned or approved by staff;
  - r. Hosting personal web pages on school district equipment unless assigned by school staff;
  - s. Seeking to gain or gaining unauthorized access to information resources or other computing devices and;
  - t. Failing to follow a district policy while using computers or failing to follow any other policies or guidelines established by district administration, teachers, or other appropriate district staff.
5. The final authority on the content of a school web page rests with the school administration.
  6. Any pupil identified as a security risk or having a documented history of problems with other computer systems may be denied access.
  7. The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence, user errors, and/or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.
  8. Any statement of personal, religious or political belief found on the Internet or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of the Lafourche Parish School Board, its administrators, teachers, staff, or the participating school.
  9. All students shall immediately report any objectionable information inadvertently accessed. Failure to do so may result in disciplinary sanctions. (See #3)
  10. The Internet/E-mail Agreement must be reviewed and signed annually by the student, parent/guardian, and the teacher.

# Acceptable Use for Internet and Electronic Mail—Employees

The Internet is a worldwide computer network. The most basic functions provided by the Internet are access to remote informational facilities, file transfers, and electronic mail. The Lafourche Parish School Board is committed to making advanced technology and increased access opportunities available to all employees. The goal of the district in providing access to administrators, teachers, and other employees is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. **The use of computers, the Internet, and other on-line services shall be in support of education and research consistent with the educational objectives of the district.**

## Administrative Procedures:

1. The school district encourages properly trained employees to learn to use electronic mail and telecommunications tools and apply them in appropriate ways to the performance of tasks associated with their positions and assignments.
2. Employees shall communicate with telecommunication tools in a professional pedagogical manner consistent with state laws and district policies governing the behavior of school employees and with federal laws governing copyright and conduct with juveniles. Electronic mail and telecommunications shall not be utilized to share confidential information about pupils or district employees. This shall not apply to the pupil database programs or other district administrative data such as IEP information, student attendance, student discipline, etc.
3. Communication over networks shall not be considered to be private. Messages may be diverted accidentally to another destination. The district network administrator(s) from time to time will review directories or messages to ascertain compliance with network guidelines for acceptable use. All legitimate complaints about employee misuse will result in a complete and thorough investigation utilizing all technological tools available (i.e. On-line real-time monitoring, screen captures, file analysis, etc.). The network administrator(s) may delete files, which are not kept to a manageable storage level.
4. Teachers, administrators, and others who make decisions regarding pupil access to the Internet shall, in making such decisions, at all times consider the

district stated educational mission and the pupil acceptable use policy. To the extent possible, pupils' use of the Internet shall be structured in ways, which point pupils to those resources, which have been evaluated prior to use. Pupils utilizing district-provided Internet access shall be supervised by district professional staff. Pupils shall not be allowed to utilize electronic communications unless an annually signed consent is on file. A family's right to decide whether or not to apply for access for their child shall be supported and respected. Permission is not transferable from one pupil to another and may not be shared.

5. The following uses of school-provided Internet access are not permitted on the part of district employees:
  - a. Utilizing the Internet E-mail, or other computer resources for personal purposes during assigned instructional work hours, exclusive of recess and lunch periods;
  - b. Accessing uploading, downloading, or distributing pornographic, obscene, or sexually explicit, violent, gambling related, hate oriented, occult, etc. materials;
  - c. Transmitting obscene, abusive, sexually explicit, or threatening language;
  - d. Violating any local, state, or federal statute;
  - e. Accessing another individual's materials, information, or files without permission;
  - f. Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
  - g. Using others' passwords;
  - h. Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses, or purposely attempting to circumvent Lafourche Parish School Board systems, security;
  - i. Intentionally wasting limited resources (examples: printer supplies, network band width, hard drive capacity, etc.);
  - j. Using the network for commercial private purposes;
  - k. Harassing, insulting, or attacking others and/or posting anonymous messages;
  - l. Giving out personal information about others on-line such as full name, home address, phone num-

ber, etc.;

- m. Gaining unauthorized access to resources or entities;
  - n. Invading the privacy of individuals with the exception of network administrators enforcing the policy;
  - o. Seeking to gain or gaining unauthorized access to information resources or other computing devices;
  - p. Using personal non-school related software.
6. The final authority on the content of employees web pages rest with the school/district administration.
  7. Users are responsible for maintaining a safe environment:
    - a. Users will keep passwords secure; and
    - b. Users will change passwords when directed by the network administrator.
  8. The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence user errors, and/or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system.
  9. Any statement of personal religious or political belief found on the Internet or other telecommunication system is implicitly understood to be representative of the author's individual point of view, and not that of the Lafourche Parish School Board, its administrators, teachers, staff, or the participating school.
  10. The Internet/E-mail Agreement must be reviewed and signed annually.
  11. Employees failing to follow the district policy while using computers or failing to follow any other policies or guidelines established by district administration or the user's supervisor will be subject to appropriate disciplinary action up to and including termination of employment. It is the responsibility of the employee to immediately report to his/her supervisor or any member of management upon learning of violations of this policy.

# Student/Parent Grievance Policy

Any student (parent or guardian) shall have the right to present a grievance when it is believed that a misapplication or misinterpretation of policy or violation of rights has resulted in harm to the student. The student (parent or guardian) shall be assured freedom from interference, discrimination, or reprisal when presenting a grievance in accordance with this policy.

All grievances shall be handled expeditiously and according to the following procedures:

## A. Definitions

1. **Grievance:** A claim by a student or parent that he/she has suffered harm or injury by the interpretation, application, or violation of a school policy, a school board policy, a law, or constitutionally guaranteed rights. The term "grievance" does not include matters for which a method of review is prescribed by law or school board policy.

Any claim by an individual that there has been a violation of rights shall be a grievance and shall be resolved through the procedures set forth in this policy. Group grievances are not allowed, but with consent of the aggrieved students/parents involved, several individual grievances may be consolidated for consideration.

2. **Aggrieved Student:** The student who is making the claim. A parent or guardian may act on the behalf of the aggrieved student, and may initiate the grievance.

3. **Respondent:** Person or persons responsible at each level of the procedure for responding to the claim of the aggrieved student.

4. **Days:** School or working day.

5. **Board:** Lafourche Parish School Board.

6. **Responsible Person:** Person who allegedly caused harm or injury to the aggrieved student by misinterpretation, misapplication, or violation of a policy or guaranteed right.

## B. Purpose

The purpose of these procedures is to secure, at the most immediate level possible, an equitable solution to a claim made by an aggrieved student or his/her parent(s).

## C. Procedures

Grievances shall be processed as rapidly as possible. The number of days indicated at each level is a maximum, and every effort shall be made to expedite processing the grievance. As indicated below, grievances carried above the level of the school at which the student attends must be in writing. The response will also be in writing.

(INFORMAL LEVEL): Any student, or parent, with a complaint or grievance must first request redress orally with his/her principal. Within ten (10) days, the principal shall render an oral decision. At that time, the student and/or parent will be informed about three requirements outlined in this policy.

**\*\*NOTE\*\*** If the principal is the responsible person against whom the grievance is made, the process begins at Level One.

**LEVEL ONE:** In the event the aggrieved student/parent is not satisfied with the disposition of his/her grievance at the informal level, or if no decision is rendered within five (5) days after presentation of the grievance, the aggrieved student/parent may

elevate the grievance to the central office supervisor exercising academic control over the school. The grievance must be in writing and specify:

- a. the nature of the grievance
- b. the nature or extent of the injury, loss, or inconvenience
- c. the results of previous discussions and/or decisions
- d. the dissatisfaction with decisions previously rendered

**LEVEL TWO:** Should the aggrieved student/parent be dissatisfied with the disposition of the grievance at level one, or if no decision has been rendered by the central office administrator within ten (10) days from the date of receipt of the grievance, the student/parent may elevate the grievance to the Superintendent, Lafourche Parish School Board. The same type information, in writing, required at level one shall be submitted. The superintendent may meet with the parties in interest and/or appoint a disinterested party to conduct a formal investigation. In any event, the superintendent must render a decision on the grievance within fifteen (15) days from date of receipt.

**LEVEL THREE:** If the aggrieved student/parent is not satisfied with the decision of the Superintendent, or if no decision is rendered within fifteen (15) days from receipt of the grievance by the Superintendent, the aggrieved student/parent may request, in writing, that the Superintendent place the grievance on the agenda for the next regularly scheduled meeting of the School Board. Such written request must include the same information called for at previous levels, and copies of all decisions previously rendered in connection with the grievance. The request for a hearing before the board must be made no later than ten (10) days after receipt by the aggrieved student/parent of the Superintendent's decision or if no decision was rendered, no more than ten (10) days following the last date on which the Superintendent could have rendered such decision.

The hearing by the board may be conducted as informal as possible, and all parties in interest shall be given the opportunity to present evidence in support of their positions. After hearing from all parties that desire to be heard, the board shall render its decision on the merits of the grievance at the board meeting or the next regularly scheduled board meeting.

## D. General

1. The deadline for submission of a grievance is not later than thirty (30) days after the last day of the school year during which the alleged grievance occurred.

2. A grievance may be withdrawn at any level without prejudice or record. Additionally, there shall be no recrimination against a student because a grievance has been submitted.

3. The grievance will be adjudged at each level on the specific issues raised in the original grievance. The parties in interest will not be allowed to expand or add issues during the grievance procedure, except to the extent necessary to respond to administrative decisions made along the way.

4. Failure by the aggrieved student/parent to meet the timelines and requirements of this policy may result in dismissal of the grievance. Failure by the respondents to meet timelines and requirements of this policy shall allow the aggrieved student/parent, at his/her option, to proceed to the next level.

5. Any aggrieved student/parent shall have the right to present his/her own grievance or may designate a representative to appear with him/her at any level of the procedure.

## USE OF METAL DETECTORS

The Lafourche Parish School Board recognizes that it has an obligation to adopt all steps necessary to provide a safe environment for the students, staff and public under its jurisdiction. Therefore, the Lafourche Parish School Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on its Board owned property and/or campuses or at school sponsored events. Searches with metal detectors may be performed by school personnel. All guidelines in the School Board's *Policy Manual* concerning searches of a student, employee, and/or non-student, non-employee, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's and/or non-students, non-employee's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

### GUIDELINES

The use of metal detectors for the search of students, employees and/or non-students, non-employees shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched (**pat-down search**) by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal **pat-down** search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue un-

til the metal detector ceases to activate on the subject's person.

2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and non-employees on School Board property and at school sponsored events or where a student refuses to comply with a reasonable administrative request or where the administrator reasonably suspects that the health and safety of the student is in danger. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.

3. Signs shall be posted outside entrances to School Board facilities, on school buses and at entrances to school sponsored events to serve as notice to students, school employees, and non-employees that they are subject to a search with a metal detector or by other means authorized, as a condition of entry, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.

## Adult Education

The Lafourche Parish School Board Adult Education Program provides services to the adult population, 17 years of age or older, throughout the parish.

Even Start services are available for families with children birth to seven years of age. This program includes an Early Childhood Center which allows parent(s) and child(ren), birth to 4 years of age, to attend school together.

Services include Literacy Training, Pre-GED/ GED Preparation; Computer Literacy Skills; Graduate Exit Exam (GEE) Remediation; ACT/ Compass Preparation; Pre-employment/Work Maturity Skills; Basic Skills Upgrading; WorkKeys Preparation/Assessment; ESL (English as a Second Language); ParaPro Assessment Preparation; Substitute Teacher Assessment.

These services are offered at the following locations:

**The Opportunity Place - (TOP North)**  
2134 Hwy. 308, Thibodaux, LA  
Telephone: 447-5656

**The Opportunity Place - (TOP Central)**  
190 Johnny Dufrene Drive,  
Raceland, LA  
Telephone: 532-3114

**The Opportunity Place - (TOP South)**  
14669 East Main Street  
Cut Off, LA  
Telephone: 632-3169

## TECHNOLOGY

The mission of the Lafourche Parish Technology Plan is to enhance the preparation of students to meet the challenges of an increasingly more technologically advanced society. Accomplishing this mission is made possible through a combination of parish, state, and federal funds. Through combined funding, all elementary, middle, and high schools have multi-media computer labs, as well as at least one computer in every classroom. Students in grade first through eighth visit the lab at least once a week where they work on Plato, Riverdeep, Jostens, Fast Forward, and other software packages. These programs allow students to work through a series of lessons in reading, math, and other subjects that are specifically designed to meet their specific needs. Students may be administered assessment tests at the beginning and the end of each school year. It is the student's responsibility to complete the tests in a productive and timely manner.

Now that the labs have been established, computers and related equipment will continue to be placed in the classrooms and libraries to make technology a part of the student's everyday learning environment. The responsible use of the computer hardware and software is required of all students.

An Internet Usage Agreement must be signed by all students. The parent must also sign this agreement before a student will be allowed to access the Internet. All School Board employees are also required to sign a similar usage agreement. Student Internet usage will only be allowed under the supervision of a teacher.

Students' computers at home have access to subscription-based products such as Microsoft Encarta, World Book online, Gale Group products, and United Streaming. These software programs and services can be used to find information for research projects, reports, and other class assignments that normally require visits to the library.

The Parish Technology Planning Committee continues to meet on an annual basis to plan current and future technology needs. Important information for parents and the community concerning these technology efforts, as well as links to each school's web page, and other valuable resources, can be found on the School Board's web page, at <http://lafourche.k12.la.us>.

## Bus Transportation Regulations

School transportation is a privilege. All students in our school system who ride a bus are subject to regulations until they get off at their school or the bus stop nearest their home. Any misbehavior that distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

The following items are not allowed on the bus: alcohol of any type, drugs, animals of any type, glass objects (except eyeglasses), any weapons, and objects too large to be held in your lap or placed under your seat. This includes band instruments and athletic gear.

All policies are designed with the safety of every student in mind. It is important that students follow these rules. Students who obey the driver of the bus while under his supervision will make the ride safe for all.

### Disciplinary Problems

When a bus driver reports a child for disciplinary action, the principal may take the following courses of action.

**First Offense:** The principal will warn the student and inform the student about further problems.

**Second Offense:** A conference with the principal will be held. It is essential that parents help to prevent a recurrence.

**Third Offense:** The principal will suspend a student's daily riding privileges with the length of time to depend on the seriousness of the problem. Incidents involving violence, disrespect for authority, and the likelihood of harm caused by unsafe practices usually result in a long-term suspension of riding privileges or expulsion from the bus.

A school bus behavioral form is utilized to report any behavioral or safety violations or concerns that occur related to school transportation. The form is completed by school bus operators and submitted to school administrators within 24 hours of the complaint or incident for review and disposition. All inquiries concerning school bus referrals or consequences imposed by school administrators must be addressed with the school administration at the site the child attends school.

In the event that an appropriate and safe school bus turnaround is not available, the transportation manager will determine the safest manner to service students.

## Bus Routes and Stop Changes

It is the intent of the school system to provide bus routes that serve the students of Lafourche Parish safely and efficiently. If you have a problem with anything related to school transportation, you should call the principal of the school where your child is in attendance. This procedure is the quickest and surest way to solve the problem.

The Lafourche Parish School Board amended its policy about bus stops in the spring 2002. It makes bus stops conform more fairly to a set of guidelines developed concerning distances. The policy calls for walking distances no greater than one-half mile for middle and secondary school students, one-quarter mile for upper elementary school students, and no greater than one-tenth of a mile for lower elementary school students.

A great deal of time and thought was used to develop bus stops; however, this will be an ongoing project that will require constant scrutiny. Safety was and will always be the first concern. If you have a problem with a stop you should seek the advice of the driver and/or the principal. They will probably be able to direct you to the proper location. If you still feel that there is a question about the stop, there will be request forms in the principal's office. Your question will be answered.

A responsible adult shall accompany all students ages 10 or younger at the designated bus stop in the morning and afternoon. Violations(s) may subject student to suspension of riding privileges due to safety and security issues.

Every child should have appropriate clothing for cold and wet weather including rainwear for inclement weather.

Each child should be at the stop waiting for the bus to arrive, but children should reach the stop no sooner than ten minutes before the bus arrives. This minimizes behavior that sometimes causes problems at the stop and on the bus. Administrative approval shall be received in advance for emergency purposes only if a parent requests their child be transported to or from school to an alternate site. Otherwise, bus operators are not authorized to transport to alternate site.

## Rules for Bus Riders

The Louisiana State Board of Elementary and Secondary Education adopted a set of regulations governing school bus riders. The Lafourche Parish School Board supports these regulations. The regulations are listed below.

### DO

- Cooperate with the driver —your safety depends on it!
- Be on time—the bus will not wait
- Cross the road cautiously when waiting for and leaving the bus.
- Follow driver's instructions when loading and unloading
- Remain quiet enough not to distract the driver
- Have written permission and be authorized by the principal to get off at a stop other than your own.
- Be courteous, be safety-conscious, protect your riding privilege — enjoy your ride.

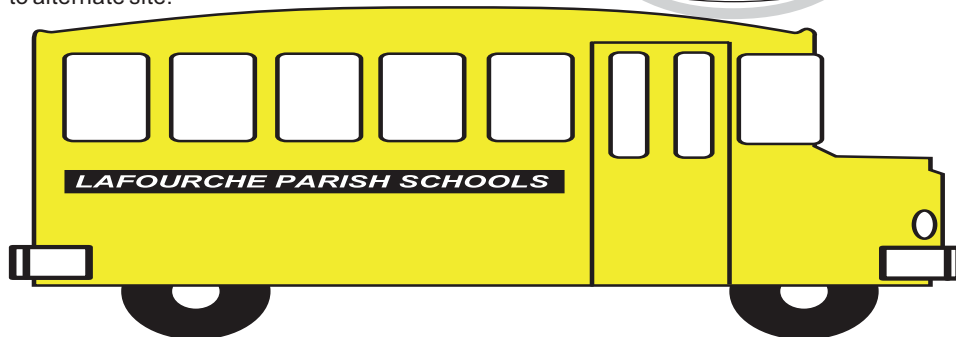
### DO NOT

- Stand when a seat is available and bus is in motion
- Extend arms, head or objects out of bus
- Throw objects in the bus nor out of windows or doors.
- Use the emergency door
- Eat or drink on the bus.
- Damage the bus in any way.
- Use the following items on the bus: tobacco, matches, cigarette lighters, obscene material, or lasers.

# BUS NUMBER

A.M.

P.M.



## Child Nutrition

The Lafourche Parish Public School District seeks to promote the physical well-being and healthy eating habits of all students. The District shall provide enjoyable nutritious meals, school-wide nutrition education, and daily physical activity to help students excel at learning and become healthy adults.

Breakfast and lunch are served at all of the cafeterias. Studies indicate that children who eat a nutritious morning meal perform better academically, exhibit improved behavior, and are physically healthier than children who skip breakfast.

School meals have always been a great value for students in terms of the overall cost and the nutrition they provide. Menus are planned according to the Dietary Guidelines.

### Meal Prices

#### Lunch

85 cents for elementary students  
(pre-k-5th grade)

\$1.00 for middle school students  
(6th-8th grade)

\$1.50 for high school students  
(9th-12th grade)

40 cents for students eligible for reduced price meals

#### Breakfast

75 cents for elementary students  
(pre-k-5th grade)

85 cents for middle school students  
(6th-8th grade)

\$1.00 for high school students  
(9th-12th grade)

30 cents for students eligible for reduced price meals.

*Students who have purchased a meal may purchase extra items. Prices of some items are as follows: 4 oz. juice (30 cents); milk (50 cents, \$1.00); bottled water (50 cents, 75 cents); 6.75 oz. juice, large cookie (50 cents); entrees (75 cents, \$1.00); sides and desserts (50 cents).*

### Free and Reduced Price Meal Benefit Application Forms

Parents are encouraged to complete an application for meal benefits for their children if they fall within the income guidelines. Only one application per family is requested. Parents are responsible for all meals until the application is approved.

### No Charge Policy

To provide low cost meals to students, it is necessary to enforce a "no charge" policy. Send a bag lunch with your child if you do not have the money to pay for a meal. State and Federal Guidelines state that a child can be refused a meal for lack of payment.

### Payments for Meals

Parents can send cash, checks, or money orders to school with their children and pay for meals by the week, month, year, or daily as long as it is before the meal. Make checks payable to Lafourche Parish Child Nutrition Department. If a non-sufficient fund (NSF) check is received from a household, only cash or money order will be accepted thereafter for payment of meals. All requests for refunds shall be made by a parent either in person or written request to the cafeteria manager by the last day of classes. No refunds shall be made after the last day of school because reports must be completed by the manager and the accountant.

### Bag Lunches

Students who do not wish to eat in the cafeteria will be responsible for bringing their lunches from home in the morning. If a child leaves home without a lunch, one may be purchased in the cafeteria. Parents bringing lunches to school cause a disruption to the daily school routine; therefore, parents will be allowed to bring a child's lunch only in extenuating circumstances. Commercial fast foods, carbonated beverages, concentrated sweets, and high fat foods shall not be allowed in the cafeteria.

### I.D. Cards

I.D. Cards are issued to all students for use in the cafeteria at the point of sale. If the I.D. card is lost or stolen, the student must purchase a new one. Students may be denied meal service without an I.D. card. Parents are encouraged to fill out an application as soon as possible (if you meet the income guidelines), take responsibility for keeping up with meal balances, and be involved with the lunch program.

Please call with any questions, concerns, or suggestions (447-3732 ext.11). Visit the Child Nutrition web site at <http://cnutr.lafourche.k12.la.us>.

## Child Care Program

The Lafourche Parish School Board, in its continuing effort to meet the needs of the community, has begun a Child Care Program. The purposes of child care is to provide parents of lower elementary age students with the opportunity to enroll children in the before and after voluntary school care. With the economic necessity of working parents, the goal of this program is to provide a healthy and secure environment at school. Children will be allowed to remain at school under supervision for up to 4 hours, from 7:00 a.m. until duty teachers arrive and from afternoon dismissal until 6:00 p.m. The children will be in a structured environment, which will afford each child to enhance his intellectual, personal and physical development. The ratio of adult supervision should not exceed 15-1, and in most cases, it would be lower. Time to complete homework will be available each day and activities such as arts, crafts, indoor games, outdoor recreation and movies will be provided.

The cost of the program is according to each schools fee schedule, with any funds in excess of actual costs going to the individual school for purchase of materials of instruction. Reduced costs for more than one child in the family and for only morning or only afternoon care are available.

It is necessary for the parents to pay \$10 registration fee and purchase school insurance. Transportation will not be available.

For further information, it is necessary to call the schools listed below and ask for the Child Care Program site director.

**Bayou Blue Elementary**  
**W.S. Lafargue Elementary**  
**Chackbay Elementary**  
**Thibodaux Elementary**  
**South Thibodaux Elementary**

### Textbooks

It is the responsibility of the school board to provide each enrolled student, public or private, with required textbooks.

The student:

- A) Will be responsible for the care of all of his/her books.
- B) Will not deface books loaned to him/her for the school session.
- C) Will return all books issued to him/her at the end of the school session, or on the day he drops from school.
- D) Will pay for any book lost or damaged.

## Confidential Information/Disclosure Information

Registration, continued from page 7

The Lafourche Parish School Board shall require the maintenance of a uniform system of personnel records for all employees. It shall be the responsibility of the Superintendent or his/her expressed designee to keep the records updated and complete in accordance with statutory provisions.

The following items in the personnel records of an employee of the Lafourche Parish School Board shall be confidential and shall not be considered public records:

1. The home telephone number of the employee where such employee has chosen to have a private or unlisted home telephone number.

2. The home address of the employee where such employee has requested that the address be confidential, except it shall be made available to recognized educational groups.

The contents of a school employee's personnel file shall not be divulged to third parties without the expressed written consent of the employee, except when ordered by a court or by subpoena in which case the Lafourche Parish School Board shall give timely notice to the last known address in order to provide the employee an opportunity to file a motion to quash or when accessed by someone charged with the duty of supervising the employee's performance.

All documents (other than routine record keeping) must contain the employee's signature before being placed in the employee's personnel file. The employee must be given a copy of the document and any proof of allegations or statements contained in a document shall be provided to the employee. If proof is not provided, the document must be removed from the personnel file. The employee must be given an opportunity to rebut a document and his/her rebuttals must be attached to the original document filed in the personnel file. He/she must be allowed to file a rebuttal within fifteen (15) days of acknowledged receipt of a document. There is no allowance in the law for removal of documents once they are in the file and meet the test of proof.

Employees applying for promotional positions shall be contacted according to law before their file is reviewed by any committee of the Lafourche Parish School Board. When permitting inspection of the personnel file of a school board employee, the records custodian may legally obscure from public examination portions of the file which are exempt from law, i.e., including but not limited to unlisted telephone number, medical records, personnel evaluation or performance reports.

In case a personnel file should be accessed by the Board or anyone else, the employee whose file was so accessed shall receive written notice of the fact and the name and title of the person who was permitted access. All persons permitted access shall maintain the confidentiality of those documents in the file which are not matters of public record.

In the matter of health and medical records, the laws applicable to that shall apply and the following items found in personnel records have been deemed confidential and should not be released

for examination:

1. Medical/health records, claim forms, life insurance application, requested for payment of benefits and all other health records of an employee and his/her dependents enrolled in the State Employee Group Benefits Program.

2. All medical records of an employee, all records of payment of compensation to an employee or his dependent and other records which would ascertain the identity of the injured employee or his dependent in a Worker's Compensation action.

There are conditions under which personnel records of employees may be released. These conditions are:

1. Personnel records may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.

2. Information relating to dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.

3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to his/her own health record.

Legal Reference: Louisiana Revised Statutes 17:81, 23:1293, 44:12

## Vocational Education/ Tech Prep

The Lafourche Parish School System offers a wide range of vocational programs at the middle and senior high school levels. The programs are designed to provide students with a background in vocational education in an academic setting through the use of integrated academics.

Classes are offered in the areas of agriscience/agribusiness, business education, marketing education, family and consumer sciences, technology education, auto mechanics, welding, diesel mechanics, food service and marine operations. Vocational guidance services and assessment are available through the counselors office at the middle and high school level.

## JROTC

JROTC has been part of the Lafourche Parish curriculum for the past 40 years. The program prepares high school students for responsible leadership roles while making them aware of the their rights, responsibilities and privileges as American citizens. It is a stimulus for promoting graduation from high school and it provides instruction and rewarding opportunities which will benefit the student, community, and nation. JROTC can be substituted for Health/ PE on credit-for-credit basis. There is no commitment whatsoever to the armed forces; however, any student may enter the services at a rank two grades higher, if he or she has three years or more of JROTC.

## ADDITIONAL INFORMATION ON STUDENT REGISTRATION

- How do students re-enter from a state-approved home-study program? Students who have filed for permission from the State Board of Elementary and Secondary Education to participate in the Home Study Program and have been granted permission and wish to re-enter the Lafourche Parish Public Schools must fulfill certain requirements. For information on these requirements, call either the Lafourche Parish Office of Child Welfare and Attendance (435-4613) or the Lafourche Parish Pupil Appraisal Center (447-8181).

- HOW IS PROOF OF LEGAL GUARDIANSHIP OBTAINED?

Any of the following documents may be presented as proof of legal guardianship: Ø Welfare card, Custodial card from Juvenile Court, letter from Social Security Office, Foster Parent identification, court order, or adoption papers. A Provisional Custody by Mandate form may be obtained from the School Board Office and taken to a notary public's office to be notarized for individuals who assume temporary custody of a child for a school session (call the Lafourche Parish School Board Office of Child Welfare and Attendance for information on this process (435-4613)).

- WHAT IF A STUDENT DOES NOT HAVE A TRANSCRIPT?

If a pupil cannot present a transcript or other official verification of grade level, he/she should be placed tentatively in the grade in which the parent or guardian states he/she belongs. The final responsibility for securing the transcript rests with the parents or guardians of the pupil (or with the pupil, if he or she has reached the age of maturity). For pupils in grades 1-8 who are unable to verify grade level, the school principal shall assign placement on the basis of pupil progress at the tentative grade level and/or through an examination process. For pupil in grades 9-12 who are unable to verify grade level, the school principal may assign placement on the same basis as above. However, the State Department of Education requires the school issuing the high school diploma to account for all credits required for graduation and its records to show when and where these credits were obtained. Therefore, the pupil and his parents (or guardians) must exhaust all methods of receiving transcripts to establish course credits. When it is apparent that transcript requests will not be honored, the pupil must take the courses required for graduation for which no records exist.

- WHAT IS THE PUPIL PROGRESSION PLAN?

The Pupil Progression Plan is a state-mandated plan which governs the placement, promotion, or retention of all students in the Lafourche Parish Public School District. A copy of the Pupil Progression Plan is available at every school and at the School Board Office. Parents are invited to review the plan.

## TITLE I

Title I is a federal program established to provide extra educational services to the nation's poorest and lowest achieving students. It was named "Chapter I" in 1981. In 1994, during reauthorization of the law establishing the federal aid program to schools, Congress renamed the program Title I.

In Lafourche Parish, Title I provides financial assistance to elementary schools based on their number of low income families. Supplemental programs such as pre-kindergarten, Reading Recovery, Intervention Programs, before/after school tutoring and GED are provided by Title I.

Title I has six major components:

1. Title I is aligned with the statewide educational reform initiatives.
2. Title I programs have a focus on high expectations and standards for all students.
3. Schools and local educational agencies will be held accountable for results based on a new state testing and accountability program.
4. Sustained and intensive professional development is provided for teachers and other school staff to support the high stakes education standards for students.
5. All schools receiving Title I funds must promote parental involvement through the use of home/school compacts and written parent involvement policies. Activities addressing the attainment of high student achievement are conducted at the parish level as well as at individual school sites.
6. Title I funds are utilized at the discretion of the individual schools with approval by the district. The parish feels that individual schools are best equipped to determine their own needs.

The 2006-2007 Lafourche Parish Title I grant application has been submitted to the State Department of Education for approval. The tentative Lafourche Parish Title I allocation for 2006-2007 is \$3,934,904.

## TITLE II

The Title II Program is made available to Lafourche Parish School Board through the Dwight D. Eisenhower Professional Development Program. Lafourche Parish has been allocated \$1,017,702 for the purpose of retraining teachers in the areas of mathematics, science, language arts, and social studies. Teachers participate in research based, sustained in-service programs that help to improve the methodology of lesson presentations. These funds may also be utilized to hire additional certified teachers to reduce pupil-teacher ratios.

## TITLE III

### (Language Acquisition for Limited English Proficient Students)

Title III of NCLB promotes high quality education for students who are limited English proficient as well as immigrant children and youth by providing funds to Local Educational Agencies to implement specialized language programs that ensure English proficiency and academic achievement.

Every year public schools in Lafourche Parish work to bring students of limited English proficiency into the mainstream of American life. The goal of the English Language Learning program is to accelerate the academic achievement levels of students so that they transition into regular classrooms as rapidly as possible.

All English Language Learners (ELL) must be tested at least once a year using an English proficiency test called the ELDA (English Language Development Assessment). ELL students who have been in U.S. schools for three consecutive years must be tested in reading/language arts using a test written in English, although students who meet specific annual targets of Adequate Yearly Progress (AYP). Local Education Agencies (LEAs) and State Education Agencies (SEAs) will be held accountable for ensuring that ELL students meet these targets.

Instructional methods using English as a Second Language (ESL): These include various approaches to teaching English to non-native speakers. The three common subdivisions of ESL emphasis are : *Grammar-Based ESL*: Instruction in English that teaches about the language, including its structure, functions, and vocabulary. *Communication-Based ESL*: Instruction in English that emphasizes using the language skillfully in meaningful contexts. *Context-Based ESL*: Instruction in English that attempts to develop language skills while preparing students to study grade-level material in English. Although using content as a means, these programs are still focused primarily on the learning of English, which distinguishes them from sheltered instructional methods.

Across the eighty mile radius of the parish, two (2) ELL teachers work diligently to accommodate 100 English

Language Learners of all grade levels. Focusing primarily with the high school students, the two teachers teach everyday an ELL morning block. Students receive credits for these classes. In the afternoon, the teachers address the middle and upper ELL students. Elementary students are directed towards other at-risk and intervention programs such as "Reading Recovery", computerized programs, etc.

The Title III allocation is approximately \$52,376.00. Teacher salaries can not be paid out of Title III program and must be paid from the local general funds.

## TITLE IV

The purpose of the Safe and Drug Free Schools and Communities (SDFSC) is to support programs that are directed to preventing violence in and around schools. It also strengthens programs that prevent the use of alcohol, tobacco and drugs, that involve parents, and that are coordinated with related federal, state and community efforts and resources. Lafourche Parish will receive \$81,775 for the 2006-2007 school year.

## TITLE V

Title V is a federal block grant that merges many federal programs under one grant to provide financial assistance to local and state educational agencies in improving education for elementary, secondary, and pre-school children attending public and private schools. The amount awarded for the 2006-2007 school year is \$24,942.

## TITLE VII

The purpose of the Title VII Indian Education formula grant is to support the local educational agency to meet the unique educational and culturally related academic needs of American Indian and Alaska Native students, so that such students can meet the same challenging State student academic achievement standards as all other students are expected to meet.

# ACCESS

## Alternative Curriculum Courses for Eligible Secondary Students

### The Lafourche Parish Pre-GED/Skills Option Program

The State Board of Elementary and Secondary Education at its December 2000 meeting voted to approve the concept of a Pre-GED academic program paired with skills instruction for students who are at risk of dropping out of high school. These students leave before graduation either because they have not been successful in earning enough Carnegie credits to graduate from school in the expected four years time period, or because they have been unsuccessful in passing the State's high stakes examination.

The purpose of the Pre-GED/Skills Option Program is to give these students an avenue for achieving academically and for ultimately earning recognized credentials that will make it possible for them to exit high school, and to enter postsecondary education and/or the work force. The skills component of the program helps prepare these students to work competently in specific occupations and to function as successful members of their community.

The program rationale includes benefits to students, family and community, as well as employers and the economy:

#### **Students**

- Brings dignity to students who have experienced failure

- Reminds students that an independent future is possible

- Gives students an opportunity to succeed by offering an avenue for obtaining a GED/ Skills certificate without dropping out of school

- Provides opportunities for students to learn relevant skills

- Encourages students to become contributing members of their community

- Links all cultural groups, providing youth from diverse backgrounds equal opportunity to access the services this program offers

- Addresses diverse learning styles

#### **Family and Community**

- Intervenes and improves the life prospects of students who show evidence of failing, dropping out, and engaging in negative behaviors

- Provides another avenue for parents to help their children complete high school

- Keeps students in school on a positive career path while preparing them to become good citizens

#### **Employers and Economy**

- Benefits the community's economy by preparing more students for the work force

- Responds to business demands for a skilled and educated work force

- Prepares students with skills for entry-level employment or progress toward industry-based certification

- Gives employers opportunities to invest in career preparation of young people at risk of dropping out of school

- In order to be eligible for ACCESS students shall be 16 years of age or older within the school year and shall meet one or more of the following criteria:

- Shall have failed LEAP 21 English language arts and/or math 8th grade test for one or two years;

- Shall have failed English language arts, math, science and/or social studies portion of the GEE;

- Shall have participated in out-of-level testing or alternate assessment;

- Shall have earned not more than five Carnegie units by age 17, not more than ten Carnegie units by age 18, or not more than fifteen Carnegie units by age 19.

- Students enrolled in ACCESS will still be part of school accountability. They will take the iLEAP each year. Students must also show measurable gains in order to remain in

the program. Students must adhere to all Lafourche Parish School Board policies as well as the policies of any partnering agency.

Enrollment in ACCESS is voluntary and requires parent/guardian consent. ACCESS will consist of both a Pre-GED/academic component and a Skills/Job training component. Students will no longer be working towards a regular high school diploma. Instead the students will be attempting to earn a Louisiana Equivalency Diploma by completing the GED and a Skill Certificate by demonstrating the competencies required for specific skills. These skills will be learned through participation in a variety of vocational opportunities. Partnerships have been established with the local technical colleges, businesses and industries. ACCESS has a strong counseling component to assist the students/parents in making sound educational decisions. Students/parents must realize that this is an alternative program, student participation in programs (athletics, dance team, cheerleading, etc.) that require a GPA (grade point average) will not be allowed.

## French Program

The Lafourche Parish School Board has a second language French program in most K-8 schools. The program is an integrated method of teaching French through Arts and PE, but also reinforces the aspects of science, social studies, and math. The program also raises cultural awareness.

This year, we will offer an articulated French curriculum in middle schools. Eighth grade students will have the opportunity to pass a proficiency exam that will allow them to earn Carnegie units for French I classes.

### Lafourche Parish School Board Nondiscrimination Statement 2003-2004

It is the policy of the Lafourche 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. Inquiries concerning application of this policy may be referred to:

Ms. Linda Dangerfield  
Coordinator of Title IX & Section 504  
Lafourche Parish School Board.

# E-SKILLS Online Education for Parents

Parent Notebook Series - Become a more informed member of the evaluation team and advocate for your child.

Each course covers specific exceptionality and other topics of interest to all parents.

Autism	Developmental Delay
Talented	Traumatic Brain Injury
Visual Impairments	Emotional Disturbance
Gifted	Specific Learning Disability
Hearing Impairment	Mental Disabilities
Multiple Disabilities	Orthopedic Impairments
Other Health Impairment	
Infants & Toddlers with Disabilities	
Speech or Language Impairment	

How do I register?

Go to the Lafourche Parish Pupil Appraisal web site: <http://pac.lafourche.k12.la.us> or call (985) 447-8181.

## Category of Courses

Accessing the General Education Curriculum  
Autism and Autism Spectrum Disorders  
Behavior Intervention Techniques  
Collaboration - An Intervention Tool  
Diversity  
Individualized Educational Plan (IEP) Development  
Issues in Overidentification  
Programs for Parents  
School Mental Health  
Severe Emotional Disturbance and Social Maladjustment  
Special Education Discipline  
Technology Applications for Effective Classroom Instruction

The Lafourche Parish Pupil Appraisal Center provides educational training programs on a wide variety of topics for parents. To access this information, please go to the Lafourche Parish Pupil Appraisal Center's web page at <http://pac.lafourche.k12.la.us> and click on E-SKILLS. When you see the Blackboard screen, click on Login and another screen will appear. On this screen enter for USERNAME the word Parent and for PASSWORD enter the word Parent, then click on Login. The next screen will say "Welcome, Parent" and it is from this screen that you may choose the course information you wish from the My Courses box. Select the course you wish to access and click the course name. When the course appears, click the option labeled Course Documents. When the course document appears, click on the name of the course to view the training. Under the information to be viewed, click the arrow on the right side to continue. You may click on the arrow on the left side to go back. You may go to other Parent Programs by clicking on the green file folder tab labeled E-SKILL or you may leave the program by clicking on Logout. This useful and informative service is available to all parents. This educational programs series is brought to you as a free service.

## Suspension, continued from page 19

on a School Bus Behavior Report form. Such conduct by a pupil shall be good cause for the principal to suspend the privilege of riding any school bus; however, drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parent/guardian, to provide transportation to and from school during any period of bus suspension. Suspensions of **more than five (5)** days must be approved by the Transportation Manager prior to requested suspension. All school bus suspensions shall be for both morning and afternoon bus routes unless indicated in writing by the principal or designee on the School Bus Behavior Report form. NOTE: School Administrators may utilize other disciplinary sanctions in addition to bus suspension, if warranted.

Please be reminded that bus suspensions for Special Education pupils, when transportation is not provided, count as exclusion from school and thus invoke certain procedural requirements. The suspension of a Special Education pupil from the bus must follow the same procedure as a suspension of a Special Education pupil from school when transportation is not provided.

A pupil who causes damage to a school bus shall be subject to suspension from school and shall not be readmitted until acceptable provisions for restitution have been made for such damage or until readmittance is directed by the superintendent.

The procedure throughout the school system for reporting alleged pupil bus misconduct is as follows:

1. All schools and school bus operators will be provided with School Bus Behavior Report Forms.
2. In the event a pupil's behavior at a bus stop or on a school bus is inappropriate, the bus operator/school employee shall complete the suitable spaces for filing such incident on a School Bus Behavior Report form and send it to the pupil's principal.
3. In all cases, the pupil shall be notified and given due process by the principal or designee when a report of misconduct is filed.
4. It shall be the responsibility of the principal, or designee, to take immediate disciplinary action when appropriate. The recommended sequence of disciplinary action for misbehavior is as follows:  
NOTE: While incidents must be evaluated independently, each referral must be evaluated on a case by case basis.  
First Notice: Counsel pupil; parent notified.  
Second Notice: Three school days bus suspension. Conference with pupil and parent.  
Third Notice: Five school days bus suspension. Conference with pupil and parent.

NOTE: Suspension for more than five school days must receive approval from the Transportation Manager.

5. In cases of severe misconduct, any of the above sequences may be omitted. The principal, or designee, may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
6. In cases where law enforcement is contacted due to disturbances while students are onboard a school bus, student(s) involved shall be issued a School Bus Behavior Report form the bus operator. Upon review by a school administrator or designee, said student(s) shall be suspended from all school transportation for a minimum of 10 days notwithstanding any other school sanctions taken.
7. The principal or designee shall complete the spaces on the School Bus Behavior Report form included with his/her signature and date for the action taken.
8. The principal shall return a completed copy of this form to the bus driver who initiated the referral within 48 hours (excluding non-work days) of the time it was submitted to the principal.
9. The school administration shall insure that copies of the completed form have been supplied to the pupil's parent or other responsible person, the school's pupil file, the school employee filing the incident report, the supervisor/manager of transportation services for the school system, and the principal.
10. The copy sent to the pupil's parents/guardian(s) should be signed and dated by the parent/guardian(s) with any comments and returned to the principal.

## Q. Dissemination of the Discipline Administration Policy/Guidelines

It is the responsibility of each school in the Lafourche Parish School system to provide each pupil and his/her parents/guardian(s) a copy of the current discipline policy, via the parent/student handbook **Educating You About Your Education System**. Each school shall plan and conduct meetings necessary to fully inform all employees and pupils of all such discipline policies within the first week of each school year.

Legal References: Louisiana Revised Statutes: 17:223, 17:416; 409 Federal Supplements

# Lafourche Parish Public Schools

## 2006-2007 School Year Calendar



August 7 . . . . . Teachers' first day of 2006 - 2007 session  
 August 9 . . . . . Students' first day of 2006 - 2007 session  
 September 4 . . . . Labor Day  
 September 22 . . . Progress Reports sent home  
 September 27 . . . Professional Improvement, 2 hour early dismissal  
 October 18 . . . . Report Cards sent home  
 October 25 . . . . Professional Improvement, 2 hour early dismissal  
 November 10 . . . Progress Reports sent home  
 November 20-24. . Thanksgiving  
 November 29 . . . Professional Improvement, 2 hour early dismissal  
 Dec. 20 - Jan. 2 . . Christmas / New Years  
 January 3 . . . . . Professional Improvement, full day  
 January 5 . . . . . Report Cards sent home  
 January 15 . . . . . Martin Luther King, Jr. Day  
 January 31 . . . . Professional Improvement, 2 hour early dismissal  
 February 5 . . . . . Progress Reports sent home  
 Feb. 19 - Feb. 23. . Mardi Gras  
 February 28 . . . . Professional Improvement, 2 hour early dismissal  
 March 19-23 . . . . /LEAP/GEE Testing  
 March 21 . . . . . Report Cards sent home  
 April 6 - 13 . . . . . Easter  
 May 11 . . . . . Seniors' last day for 2006 - 2007 session  
 May 24 . . . . . Students' last day for 2006 - 2007 session  
 May 25 . . . . . Teachers' last day for 2006 - 2007 session

### Graduation Dates for High Schools:

May 22, 2007 . . Thibodaux High School  
 May 23, 2007 . . Central Lafourche High School  
 May 24, 2007 . . South Lafourche High School

### Nine Weeks Periods

<b>First Semester</b>	1st Quarter ends Oct. 11, 2006
	2nd Quarter ends Dec. 19, 2006
<b>Second Semester</b>	3rd Quarter ends Mar. 14, 2007
	4th Quarter ends May 24, 2007

**R.S. 17:154.1A(1)** In the event of school closure due to an emergency, such as a hurricane or other extreme weather condition, the superintendent has the authority to use selected holidays as make up days so as to meet the minimum number of instructional days and/or minutes per year as required by law.

August 2006						
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27	28	29	30	31		

September 2006						
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October 2006						
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29	30	31				

November 2006						
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December 2006						
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31						

January 2007						
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February 2007						
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March 2007						
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April 2007						
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29	30					

May 2007						
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27	28	29	30	31		