

## ***STUDENT SERVICES***

### **Accidents / Injuries Insurance**

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

As soon as there is an injury, a student must immediately secure a claim form from the account clerk in the school office.

### **Admission**

It is the policy of the Jefferson Parish Public School System not to deny admission to students who are legally residing in Jefferson Parish and who are between the compulsory attendance ages of seven (7) through seventeen (17) years.

### **Age Requirements**

#### **1. Pre-kindergarten**

The youngest age at which a child may enter pre-kindergarten shall be two (2) years younger than the age required for that child to enter first grade. A child must be four (4) years old on or before September 30 of the calendar year in which the school year begins.

#### **2. Kindergarten**

The youngest age at which a child may enter kindergarten shall be one (1) year younger than the age required for that child to enter first grade. A child must be five (5) years old on or before September 30 of the calendar year in which the school year begins. Upon enrollment in kindergarten all attendance rules apply.

#### **3. First Grade**

As a prerequisite to enrollment in any first grade of a public school, a child shall have attended at least a full-day public or private kindergarten for a full school year, or shall have satisfactorily passed an academic readiness screening prior to enrollment to the first grade. A child must be six (6) years old on or before September 30 of the calendar year in which the school year begins.

#### **4. Elementary School, Middle School, and High School Attendance; Compulsory Ages (La.R.S.17:221)**

Every parent, tutor, or other person residing within the state of Louisiana, having control or charge of any child from that child's seventh (7th) birthday until his/her seventeenth (17th) birthday shall send that child to a public or private day school, unless the child graduates from high school prior to his/her seventeenth (17th) birthday.

#### **5. Special Education**

Special Education shall be provided for children with disabilities aged three (3) through twenty-one (21). The school system has the option of providing special education to children under three (3) years of age.

### **Admission Requirements**

The following items are required for admission to the Jefferson Parish Public School System:

1. Birth Certificate
2. Immunization records
3. Custody paper (if applicable)
4. VISA/Passport (if applicable)
5. Final report card from the previous year (except Kindergarten)
6. Student Social Security card
7. All financial obligations to the Jefferson Parish Public School System must be met prior to the start of the school year
8. Proofs of Residence

### **Proof of Residence Requirements**

The parent/legal guardian of any student whose current legal address has not been verified must provide proof of residence within the school attendance district to the appropriate school principal. This requirement applies to students who are entering a Jefferson Parish public school for the first time or who have moved within Jefferson Parish.

Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. Acceptable documents (minimum of two (2) include the following:

- a. lease agreement;
- b. current utility bill or deposit;
- c. copy of an agreement to purchase or an act of sale for completed dwelling;

- d. copy of an agreement to purchase or an act of sale for a residential lot entered into by the parent/legal guardian of the student, and a notarized statement from a contractor indicating the anticipated date of completion of a dwelling on the lot, said completion date not to exceed ninety (90) calendar days;
- e. legal document issued by or approved by the Civil District Court for the Parish of Jefferson giving control and custody to the adult(s) if other than the student's legal parent(s) with whom the student resides, if the student is sixteen (16) years of age or under;
- f. driver's license or state approved identification card showing the current address of the parent/legal guardian;

- g. legal documents verifying student's emancipation and/or legal proof of residence as required;
- h. legal document issued by or approved by the U. S. Office of Immigration and Naturalization;
- i. any combination of the above if requested by the principal.

If none of these documents can be provided, the school principal will give the parent/legal guardian or student(s) fifteen (15) school days to produce acceptable documents to prove residence.

#### **Admission of Married Students**

Married students who enroll in school are required to conform to regular admission standards.

#### **Admission of Temporary Disabled Students**

All students with temporary disabilities are allowed to attend regular school, providing that a medical doctor licensed to practice in Louisiana and the student's parent/legal guardian present a signed, written statement to the school concerning the nature of the disability, the student's ability to function normally within the school environment, the student's ability to ride a school bus to and from school, and any limitations regarding physical education or other school activities. (See section on Disabilities)

#### **Admission With Loss or Damage to School Property**

A pupil suspended for damages to any property belonging to the school system or to property contracted to the school system shall not be readmitted until payment in full has been made for such damage or until directed by the Superintendent of schools. If the property damaged is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a pupil suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the Superintendent of schools. Authority for such actions on the part of the School Board is found in La.R.S. 17:416A(3)(d)

#### **Admission of Pregnant Students**

A pregnant student who applies for admission must present, along with the routine documents for admission, monthly doctor's certificates, beginning with the fourth month, stating that the pregnant student is physically able to attend school and ride the school bus.

Additionally the doctor's certificate must include the student's physical capabilities and limitations, including, but not limited to physical education activities, riding the school bus, and other school related activities. (See Pregnant Student Procedures and Policies)

#### **Admission of Student/Parent**

Students who are parents must meet all of the basic admission requirements.

If it is determined that the maternal/paternal responsibilities of the student/ parent become a deterrent to his/her own education or a disruption to the education of others, the student/parent may be excluded from school and may be placed on home bound instruction.

### **Attendance**

#### **Compulsory School Attendance/Compulsory Ages/Duty of Parent-Legal Guardian/Consent to Withdraw**

In compliance with the Louisiana Revised Statute 17:221, the policy of the Jefferson Parish Public School System requires that every parent/legal guardian residing within Jefferson Parish, having control or charge of any child from that child's seventh (7) birthday until his/her seventeenth (17) birthday, shall send such child to a public or private day school, or have him/her enrolled in an approved home study program, unless the child graduates from high school prior to his/her seventeenth (17) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be subject to compulsory attendance provisions. Every parent/legal guardian responsible for sending a child to a public or private day school under provisions of this section shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board.

A child between the ages of sixteen (16) and seventeen (17) may withdraw from school prior to graduation with the written consent of the parent/legal guardian. A parent/legal guardian who has given written consent for a child under his/her control or charge to withdraw from school prior to graduation shall not be subject to the penalty provided for a violation of the Compulsory Attendance Law.

Marriage of minors under the age of seventeen (17) years results in their emancipation, hence there is no person in charge or control of them and no method or procedure by which their attendance in school can be compelled.

#### **Attendance Verification Procedures**

In order for an absence to be excused for the purpose of complying with the state law mandating high school students to be in attendance a minimum of 80 days for a semester course or 160 days for a full year course and middle and elementary students to be in attendance a minimum of 160 days a school year, a student must bring a verification of illness from a medical doctor licensed to practice in Louisiana and/or verification from the parent/legal guardian of extenuating circumstances within five (5) school days of the absence.

The first notification to be issued to a parent/legal guardian concerning a student's unexcused absences, shall be issued when the student approaches one-half (1/2) the maximum days allowed. Additional attendance letters will be

mailed to the parent/legal guardian when a student's unexcused absences nears or reaches the maximum number of days allowed by law.

**Extenuating circumstances are as follows:**

1. extended personal physical or emotional illness as verified by a physician within five (5) days of the absence;
2. extended hospital stay as verified by a physician;

3. extended recuperation from an accident as verified by a physician;
4. extended contagious disease within a family as verified by a physician;
5. prior school system approved travel for education;
6. death in the immediate family (not to exceed one week);
7. religious observance of special and recognized holidays of the child's faith;
8. natural catastrophe and/or disaster.

For any other extenuating circumstances parents/legal guardians must make a formal appeal to the Supervisor of Child Welfare and Attendance. The State Board of Elementary and Secondary Education shall determine and adopt by rule the number of absences which shall be considered excessive.

#### **Attendance Requirements to Receive Grades**

Elementary students (grades 1-8) and high school students (grades 9-12) who are taking full unit courses (year long) must be present at school at least 160 days during the school year to be eligible to receive credit for courses taken.

Elementary students with attendance problems will be referred to the Juvenile Court system.

High school students (grades 9-12) taking 1/2 unit courses (semester courses) must be present in school at least 80 days per semester to be eligible to receive credit for courses taken.

For Immigrant Students, the JPPSS attendance policy begins at the time of registration.

#### **Book Bag Policy (For Middle/High Schools)**

Only clear, see-through, or mesh book bags, tote bags, back packs or any similar articles are permitted.

#### **Buses**

##### **Students Riding School Buses**

"Safety Guidelines for Students Riding School Buses" in Jefferson Parish are listed below. These "Guidelines," which may not cover every conceivable situation that may occur, are designed to create a safe environment for school bus students. It is requested that you read the "Guidelines" and retain them for future reference.

Throughout this document the term "school bus" will mean a school bus owned by, contracted to, or jointly owned by the Jefferson Parish Public School System.

##### **Safety Guidelines for Students Riding School Buses**

The school bus driver is assigned one of the most important roles in the school system: transporting our students safely to school and then home. The school bus driver must observe constantly what is taking place outside the school bus and inside the school bus. Anticipating the movement of other vehicles and pedestrians, listening for sounds that may signal mechanical problems with the school bus, and protecting all passengers from danger caused by improper behavior on the school bus are part of the school bus drivers daily responsibilities. As a trained professional, the school bus driver is the person in charge of the students he/she transports and is responsible for taking appropriate action to protect persons and property from injury and damage.

Parents/legal guardians can assist the school bus driver by periodically reviewing with their children behavior and safety standards, by supporting the school bus driver when a child misbehaves, by helping keep the neighborhood safe for school buses, and by supervising children at school bus stops. Parents/legal guardians should take the time to check their children's clothing to make sure it is SAFE. Certain types of clothing can create a hazard as children get off the school bus. Especially dangerous are: long dangling jackets, sweatshirt drawstrings, long backpack straps, long scarves, or other loose clothing. Such clothing can be caught in the school bus handrail, door, or other equipment as children get off the school bus.

Students must be safety-conscious at all times and must conduct themselves in a manner that will minimize hazards. The following guidelines, if followed by everyone, will make the daily school bus ride both safe and enjoyable:

1. Remain at home when you or any member of your family has a contagious disease.
2. Leave home at a time appropriate for arriving no more than fifteen (15) minutes and no less than ten (10) minutes before the scheduled pick-up time.
3. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on-coming traffic.
4. Proceed to the assigned school bus stop.
5. Stand off the road at least ten (10) feet when waiting for the school bus.
6. While at the school bus stop, do not play, run, or talk loudly. Conduct yourself in an orderly manner, avoiding damage to private property and safe-guarding against injury to yourself and others.
7. If necessary to wait across the street from the school bus stop, await the school bus drivers' signal before crossing, and cross only in front of the school bus.
8. Board the school bus only when the school bus driver is seated at the controls.
9. Board the school bus in single file and promptly proceed to the assigned seat.

10. Store band instruments and school bags under the seat or where designated by the school bus driver, but never in the aisle, the entrance, or the exit.
11. Remain seated at all times when the school bus is in motion. This will minimize injury in case of emergency stops or collisions.
12. Sit straight in your seat with both feet on the floor in front of your seat.

13. Always keep the aisle clear.
14. Speak quietly and carry on normal conversations with the other passengers in your vicinity, loud talking and shouting may distract the school bus driver.
15. Avoid unnecessary conversations with the school bus driver.
16. Abstain from eating, drinking, or smoking on the school bus.
17. Keep arms and head inside the school bus window at all times.
18. Refrain from using profanity.
19. Avoid littering at the school bus stop and/or in the school bus and never throw objects inside or outside the school bus.
20. Respect pedestrians and other motorists at all times.
21. Report to the school bus driver as you leave the school bus any damage you notice, because parents/legal guardians shall be required to pay for damages caused by students.
22. Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with emergency procedures practiced once each semester as explained by the school bus driver.
23. Never ask the school bus driver to permit you to get off at any stop other than your designated stop. (Note: Parents/legal guardians must send written requests in advance to the school principal, who then may authorize the school bus driver to pick up or discharge students at an alternate stop.)
24. Any student who must cross the street after exiting from the school bus should wait for the school bus driver to signal that it is safe to cross. The student should cross approximately ten (10) feet in front of the school bus, never behind it.
25. Students should go home immediately after reaching the "home school bus stop" location after school.
26. All pencils, pens, and/or any other sharp objects shall be stored in the student's books or school book bag while riding on the school bus.
27. Any student sustaining an injury while riding on the school bus should report this injury to the school bus driver immediately.
28. The following items are not allowed on the school bus: tobacco, alcohol, drugs, pets, glass objects (except eye-glasses), weapons of any kind, and objects too large to be held in the student's lap or placed under a seat.
29. Students with temporary disabilities or pregnant students must present an initial letter from the attending physician confirming the disability/condition and stating the student's physical capabilities and limitations as far as riding the school bus is concerned. A monthly report from the physician must be submitted certifying the student's ability to continue to ride on the school bus.
30. Report to the school bus driver anyone who is sleeping or is sick on the school bus.
31. Once the child has boarded the school bus and has left the school bus stop in the A.M., a parent/legal guardian cannot remove the child from the school bus. (The parent/legal guardian must go to school to formally check the child out of school.) In the P.M., the parent/legal guardian must wait until the child reaches the regular school bus stop.
32. If a child is late and missed the school bus in the A.M. at the regular stop, the school bus driver will not allow the child to board the school bus at another school bus stop. (Parents/legal guardians should not chase or block the school bus with their vehicle or their body.) A parent/legal guardian must bring the child all the way to school.
33. If you have requested that your school bus driver deliver your child to a stop other than the usual pickup location in order for the child to go to a day care center, it is your responsibility to notify the school bus driver at his/her home or the Jefferson Parish Public School System's Transportation Department at East Bank 349-7720 or West Bank 349-7721 if the day care center will not be able to accept the child that day.

### **Communications Devices-Use, Possession, or Operation of Electronic Telecommunication Devices**

The use, possession, or operation of any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, by students in school buildings, on school premises, on school buses, or at school-sanctioned events is prohibited unless authorized by the principal.

No person, including students, shall be prohibited from using or operating any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone service, intercom, or electro-mechanical paging system or beeper, in the event of an emergency. "Emergency" means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

A student committing such an offense may be subject to disciplinary action, including, but not limited to suspension, in accordance with the general provisions of the student discipline policy.

(A copy of the complete use, possession, or operation of electronic telecommunication devices is available in the Student Policy Manual.)

### **Cooperative Endeavor/Law Enforcement**

It is the policy of the Jefferson Parish Public School System to provide a safe school environment for students and employees. Therefore, there exists a cooperative endeavor among these agencies: law enforcement, juvenile justice, the district attorney, parish administration, human services authority, and the Jefferson Parish Public School System. The goal of the cooperative endeavor is to keep the schools in the parish safe from drugs, weapons, and criminal acts of personal violence.

As soon as a criminal act perpetrated by a student is detected, the appropriate law enforcement agency shall be called.

The responding deputy or police officer will come to the school, arrest the student if the investigation warrants, and secure the evidence. Initial notification of the parent/legal guardian of the juvenile's arrest will be made by a school official. The school official will instruct the parent/legal guardian that the juvenile has been arrested and taken to Rivarde Detention Center.



The juvenile will not be released from detention until a hearing on the matter is held before a judge in Juvenile Court.

### **Corporal Punishment**

It is the policy of the Jefferson Parish Public School System that corporal punishment shall be defined as not more than three (3) swats on the buttocks with a paddle.

Elementary and middle school principals, and assistant principals may administer reasonable corporal punishment with prior written consent of the parent/legal guardian, in the presence of a witness, after other reasonable means of disciplining the student have been attempted.

### **Counseling**

It is the policy of the Jefferson Parish Public School System that a planned comprehensive guidance and counseling program that is preventative and developmental in nature shall be provided in the school through an interdisciplinary approach.

Individual and group guidance services shall be provided to students at all levels.

Immediate assistance shall be provided for students who experience problems and long range services shall be made available when necessary.

These services shall include, but not be limited to, providing educational information, career/occupational information, personal/social information and services, referral services, orientation, testing, placement, and follow-up.

### **Damage to Property**

It is the policy of the Jefferson Parish Public School System that a student found guilty or responsible for damage or loss to any property belonging to the Jefferson Parish Public School System, another student, a school system employee, or school bus driver shall be held accountable for making restitution for said damage. Any student who is suspended for such an act shall not be re-admitted or transported until arrangements for payment in full have been made for said damage.

### **Detention**

Before or after-school detentions of an hour or less or Saturday detentions may be assigned either by the teacher or administrator.

The parent/legal guardian is notified by means of a detention notice at least one (1) day before the detention is to be served. Two (2) copies of the detention notice will be sent home with the student. One (1) copy is to be retained by the parent/legal guardian. One (1) copy should be signed by the parent/legal guardian and returned to school before the detention is to be served.

The parent/legal guardian can legally refuse to allow the student to serve detentions. However, the student will be subject to suspension from school.

### **Disabilities**

#### **Temporary Disability Policies and Procedures**

Before the student with a temporary disability returns to school, the student's parent/legal guardian must present an initial letter from the student's doctor licensed to practice in Louisiana indicating that the student's medical condition does not preclude the student from returning to school, and stating the nature of the student's disability, and the student's physical capabilities and limitations, including, but not limited to, physical education activities, riding the school bus, and other school related activities.

During the period of the student's temporary disability, the student's parent/legal guardian must submit a monthly report from the student's doctor certifying that the student continues to have a temporary disability, and changes, if any in the student's ability to function normally within the school environment, the student's ability to ride a school bus to and from school, and any limitations regarding physical education or other school activities. The parent/legal guardian must also present a signed statement releasing the school system and school bus driver from the responsibilities of injuries incurred which relate to the student's disabilities.

#### **Chronic Disability Procedures**

Students with chronic physical disabilities and conditions must present written certification from their doctor on an annual basis.

### **Discipline**

It is the policy of the Jefferson Parish Public School System that discipline be defined as essential to the orderly operation of any school and the maintenance of an environment conducive to quality education. Discipline implies good order as dictated by common sense. A student is required to conduct himself/herself properly while under school supervision and to comply with all policies and regulations promulgated to govern pupil conduct. Each

student shall be held strictly accountable for any disorderly conduct in school buildings, on school premises, on school buses, and at school-sanctioned events.

Any violations of the code of conduct should be reported to the school administration.

**Code of Conduct**

It is the goal of the Jefferson Parish Public School System that every student will be free of drugs and violence, be offered a disciplined environment conducive to learning, and develop competence in those areas of life which are essential to individual and group living.

The competence areas which are considered essential education goals are communication, computation, reasoning, responsibility, arts and humanities, physical and mental well-being, and learning to learn. In providing an atmosphere conducive to learning, it is essential that students gain confidence in their own abilities and talents, learn to control and discipline their own desires, actions, and habits, become aware of their own potential, character, and abilities, learn to rely on their own judgments and abilities, and form accurate perceptions of themselves and others.

The following code of student conduct is hereby adopted to further those objectives.

1. Each student shall learn to control and discipline his/her own desires, actions, and habits in order to develop competence in areas of life considered essential to educational goals.
2. Each student shall learn that his/her behavior at school reflects the choices he/she has made in how to conduct himself or herself in school buildings, on school premises, on school buses, or at school-sanctioned events.
3. A student shall be accountable for, and shall accept responsibility for, his/her behavior during classroom instruction, in school buildings, on school premises, on school buses, or at school-sanctioned events.
4. A student shall attend school and report to school and to his/her classes on time.
5. A student shall remain in his/her assigned area during the entire class period, unless he/she has permission to leave the area.
6. A student shall behave during classroom activities in a non-disruptive manner that allows for order in the classroom, and is conducive to the educational process for both himself or herself and other students.
7. A student shall conduct himself or herself in such a manner that he/she does not interfere with the instruction of other students.
8. A student shall be courteous to other students and to all employees of the school system.
9. A student shall at all times speak politely to other students and to all employees of the school system. A student shall refrain from the use of foul or abusive language or threats directed at others. When speaking with school system employees, the student shall address and respond to the school system employee using respectful terms such as "Yes, Sir (or Madam)" or "No, Sir (or Madam)".
10. A student will not belittle, ridicule, mock, taunt, laugh at, or otherwise engage in any such language or activity toward another student or school employee due to the other person's gender, age, size, race, religion or ethnicity.
11. A student shall comply with all school rules and regulations.
12. While under school supervision, a student when requested shall provide his/her name to any employee of the school system.
13. A student shall follow traffic and safety regulations at school, on school buses (boarding and disembarking from the school bus at the assigned stop), and at school-sanctioned events.
14. A student shall resolve problems, differences of opinion, and disagreements, whether they are with a school employee or another student, through nonviolent measures. A student shall refrain from instigating or participating in fights and/or threats, and will seek the assistance of others, when appropriate, to resolve such disputes by nonviolent means. Such means may include, but not be limited to, conflict resolution, peer mediation, and counseling sessions.
15. A student shall not engage in behavior or conduct that causes injury or harm to, or poses an immediate threat to the safety or physical well being of any other student or to any school employee.
16. A student shall not throw anything that may injure or cause harm to another student or any school system employee.
17. A student shall treat the property of others, as well as school property and school buses, with respect. A student shall refrain from cutting, defacing, or damaging property belonging to another student, to a school system employee, or to the school, and shall not write profane or obscene words or draw obscene pictures in or on any such property.
18. A student shall be truthful and refrain from making false or unfounded charges against another student or any school system employee.
19. A student shall not use, possess, or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system, or beeper in school buildings, on school premises, on school buses, or at school-sanctioned events.
20. A student shall not smoke, chew, or otherwise consume any tobacco product or carry, use, have, possess, distribute, sell, give, or lend any tobacco or tobacco product, smokeless tobacco, cigar, cigarette, pipe, or any other form of smoking object or device, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
21. A student shall not be under the influence of, use, or otherwise consume, or carry, have, possess, distribute, sell, give, or lend any alcoholic beverage, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
22. A student shall not be under the influence of, use, have, possess, distribute, sell, give, or lend drug paraphernalia, mood altering drugs, illegal narcotics, drugs, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, or any substance that looks like or is designed to represent such a drug, in school buildings, on school

premises, on school buses, or at school- sanctioned events.

23. A student shall not communicate or cause the communication of false information or threats of arson, attempted arson, bomb threats, or threats involving fake explosive devices by any means of communication, including but not limited to, use of the mail, telephone, telegraph, word of mouth, or other means of communication.

24. A student shall not carry, possess, use, or project lasers or laser devices, the careless use of which might inflict harm or injury on, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, on school buses, or at school-sanctioned events.

25. A student shall not have, possess, ignite and/or discharge fireworks in any form in school buildings, on school premises, on school buses, or at school-sanctioned events.

26. A student shall not have, carry, use, or threaten to use a firearm, bomb, knife, or other implement that can be used as a weapon, the careless use of which might inflict harm or injury on others in school buildings, on school premises, on school buses, or at school-sanctioned events.

27. A student is accountable for, and will accept responsibility for, his/her personal hygiene and physical appearance during classroom instruction, in school buildings, on school grounds, on school buses, or at school-sanctioned events. A student will comply with all rules and regulations related to the student dress code and uniform policy for his/her school.

## **ANY VIOLATION OF A CODE OF CONDUCT ARTICLE MAY RESULT IN DISCIPLINARY ACTIONS**

### **Individual School Rules and Regulations**

It is the policy of the Jefferson Parish Public School System that teachers, principals, and administrators may employ, subject to any rules as may be adopted by the parish or city school board, reasonable disciplinary and corrective measures to maintain order, provided, that nothing in this section shall be construed as superseding the provisions of Section 416 of Title 17 of the Louisiana Revised Statutes of 1950 relative to the disciplining of students, suspensions, and expulsions.

All such rules shall be published and distributed to students and parents/legal guardians.

### **In-School Suspension**

The In-School Suspension Program (ISSP) is designed to provide academic and counseling services to middle/high school students (grades 6-12) who have been suspended with the exception of offenses for drugs, guns/weapons, bodily harm, and indecent exposure. The suspension program allows students to remain under the school's supervision during the suspension, to receive counseling related to specific behaviors, and to work on academic skills by completing their assignments and/or general academic packets. After successfully completing the ISSP, the student may return to the regular school and will be eligible to make-up all the missed assignments. The absence(s), according to state guidelines, is an excused absence.

Students eligible for ISSP are those students in grades 6-12 who are housed on regular middle/high school campuses. Students will be assigned to ISSP by the principal/designee. Middle school suspended students will be assigned to an ISSP center located at one of the middle/high schools.

At the time of the suspension conference, the parent/legal guardian will be notified of the following guidelines:

- a. The parent/legal guardian must provide transportation to the ISSP center. Special education students may qualify for transportation assistance.
- b. Date, time (7:30-3:20), and location of the ISSP center will be provided.
- c. Suspended students may not return to regular classes until the ISSP is completed.
- d. Should the parent/legal guardian refuse to have the student serve or the student fails to serve the assigned ISSP, a referral to Juvenile Court will be issued.
- e. Students will be working on classroom assignments and/or general academic packets.
- f. Counseling on conflict resolution skills will be provided or one hour with additional counseling provided if needed.
- g. Students will not be involved at any time with the regular campus students (before school, lunch, or after school).
- h. Misconduct by a suspended student in ISSP will result in additional suspension days being added to the current suspension.
- i. The parent/legal guardian must provide properly labeled medication and proper medication forms if the student requires any such medication on a daily basis at the designated ISSP center.

### **Hazing Policy**

The Jefferson Parish Public School System is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels threatened while in school, on the school bus, and/or when participating in school-related activities. While some forms of initiation for membership in student clubs and organizations constitute acceptable behavior, the hazing of students may degenerate into a dangerous form of intimidation and degradation.

Hazing is hereby prohibited in all public elementary, middle, and high schools in the Jefferson Parish Public School System 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 high, middle, or elementary school, whether such behavior is planned or occurs on or off school property, including any school bus or school bus stop. No student may solicit, ask, or request another to do an act forbidden under the definition of hazing given below. No student may aid, help, assist, or abet another in the hazing of a student. No student may consent to be the subject of hazing, or may the fact that a student consented to hazing serve as a defense for the student found to be hazing. All teachers and other school employees shall take reasonable measures within the scope of their individual authority to prevent violations of the policy. All students will be responsible to report any acts of hazing that they witness to the staff of their school under the following procedures.

Any student, teacher, or other school employee who observes or is the object of hazing will report the hazing to their homeroom teacher or any school administrator. The administration of the school will conduct an investigation into any complaint of hazing. The Jefferson Parish Public School System's policies and procedures for violations of school discipline policies will be effective for any violation of this policy. Any act of hazing which might be in

violation of the criminal laws of the State of Louisiana, the Parish of Jefferson or the municipality wherein the school is located, if appropriate, will be reported to the appropriate law enforcement agency.

**"HAZING IS DEFINED AS 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 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."**

"Hazing" does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

**Causes for Suspension/Expulsion**

It is the policy of the Jefferson Parish Public School System that the school principal/designee may suspend from school and/or from riding a school bus any pupil who commits any of the following offenses:

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, school board member, or employee of the Jefferson Parish Public School System;
3. Makes an unfounded charge against any teacher, principal, superintendent, school board member, or employee of the Jefferson Parish Public School System;
4. Uses unchaste or profane language;
5. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates;
6. Leaves the classroom or designated area during class hours or detention without permission;
7. Leaves the school premises without permission;
8. Gets off the school bus (other than at regular stop) without permission;
9. Is habitually tardy or absent;
10. Violates any rules adopted by the School Board;
11. Violates traffic and safety regulations;
12. Refuses, while under school supervision, to provide upon request his/her name to a Jefferson Parish Public School System employee or who provides such employee with a false name and/or does not go to the administrative area when so directed;
13. Disturbs the school or habitually violates any rule;
14. Disrupts and/or interferes with the orderly conduct of the affairs of the school, school activities, or the rights of other students through the distribution of any or all materials, the posting of signs, and the wearing of imprinted apparel that is deemed to be disruptive;
15. Participates in an unauthorized demonstration in Jefferson Parish Public School System buildings, on Jefferson Parish Public School System premises, on any school bus, including those owned by, contracted to, or jointly owned by the Jefferson Parish Public School System, or during any school-sanctioned event;
16. Initiates or participates in any threat which disrupts the school day operations, including, but not limited to, bomb threats or threats involving fake explosive devices, threats of aggravated or simple arson, etc. by the use of the mail, telephone, telegraph, word of mouth, or other means of communication;
17. Uses, possesses, or operates any electronic telecommunication device including any facsimile system, radio paging system, mobile telephone service, intercom, electro-mechanical paging system, or beeper in school buildings, on school premises, on school buses, or at school-sanctioned events;
18. Cuts, defaces, or injures any part of school buildings, school premises, or school buses;
19. Writes any profane or obscene language or draws obscene pictures in or on any school material, on school buildings, on school premises, or on school buses;
20. Throws missiles or other objects liable to injure other persons while in school buildings, on school premises, in school buses, or at school-sanctioned events;
21. Instigates or participates in fights while under school supervision;
22. Abuses a teacher, any school personnel, or school bus driver either physically or verbally;
23. Possesses and/or ignites and/or discharges fireworks in school buildings, on school premises, on school buses, or at school-sanctioned events;
24. Is found carrying or possessing firearms, knives or other implements which can be used as weapons, the careless use of which might inflict harm or injury, in school buildings, on school premises, at school-sanctioned events, or on school buses;
25. Uses or possesses tobacco, alcoholic beverages, mood altering chemicals, drug paraphernalia, any controlled dangerous substance, governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;
26. Possesses, distributes, sells, gives, or lends and/or is found to have knowledge of and/or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, alcoholic beverages, mood altering chemicals, drug paraphernalia, other controlled dangerous substance governed by the Uniform Controlled Dangerous Substance

Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;

27. Carries, possesses, uses, or projects lasers or laser devices, the careless use of which might inflict harm or injury, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, at school-sanctioned events, or on school buses;

28. Is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony;



29. Commits any other serious offense.

#### **Parent/Legal Guardian Information on Suspension or Expulsion**

In instances when the parent/legal guardian seeks information about the student who may have inflicted injury or damage to their child, the principal/designee shall follow policies outlining release of information as provided in the Family Rights and Privacy Act of 1974.

If the parent/legal guardian is not satisfied with the information which is provided, the parent/legal guardian of the injured child may seek redress through legal action under civil law.

#### **Suspension Policies/Extended Expulsion**

It is the policy of the Jefferson Parish Public School System that a student may be suspended for the first, second or third time:

1. Until a parent/guardian returns with the student to school (At the middle/high school levels, following the second and third suspensions the administrator shall schedule a conference for the student with a counselor.)
2. For a period not to exceed three (3) school days (Parent/legal guardian conference shall follow.)
3. For a period of time determined by the principal/designee not to exceed nine (9) school days after notifying the Supervisor of Child Welfare and Attendance (Parent/legal guardian conference shall be conducted within three (3) school days of the suspension.)
4. For the remainder of the school year, depending upon the seriousness of the offense (Parental/legal guardian conference shall follow.)

**It is the policy of the Jefferson Parish Public School System that a student shall be suspended for the remainder of the school year by the principal on the fourth suspension.**

**It is also the policy of the Jefferson Parish Public School System that a student may be expelled for a period of time that extends beyond the present school year upon the recommendation of the principal and the concurrence of the East Bank or West Bank Assistant Superintendent for the serious offenses listed below:**

1. The possession or use of any implement which may be used as a weapon or that may result in bodily harm to an individual.
2. Any malicious act which results in serious bodily harm to an individual.
3. Commits any other serious offense or creates any serious disruption of a school education process.
4. Distributing, manufacturing, intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals, or any substances designed to look like or presented to be such a drug in school buildings, on school premises, on school buses, or at school-sanctioned events.

#### **Suspension Policies/Extended Suspensions for Weapons/Drugs**

Any student found guilty of being in possession of a dangerous weapon/firearm, or in possession/distributing/manufacturing/intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals or any substance designed to look like (A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance.) or represented to be such a drug in school buildings, on school buses, on school premises, or at school-sanctioned events shall:

1. If sixteen (16) years of age or older, be expelled from the Jefferson Parish Public School System for the maximum period of time allowable under state and federal law for a minimum period of two (2) years (24 calendar months);
2. If under sixteen (16) years of age and a middle/high school student shall be expelled from the Jefferson Parish Public School System for a minimum period of one (1) year (12 calendar months);
3. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.

All individuals affected by this resolution shall receive all legal due process rights provided for under the law.

Alternative education programs will be provided only in those cases where required by law.

No student expelled under items 1, 2, or 3 shall be allowed to return to a Jefferson Parish public school without the express approval of the Jefferson Parish School Board.

Illegal carrying, possession or use of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the laws of the State of Louisiana. A person found guilty of the offense of illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, may be subject to criminal penalties including fines and/or imprisonment with or without hard labor under the provision of L.S.A. 14:95.2, L.S.A. 14:95 and other applicable law.

#### **Possession of a Starter Gun, Stun Gun and/or Facsimile**

If any student is found guilty, the following shall occur.

1. Students, in grades seven (7) through twelve (12), shall be expelled from the school system.
2. Students in kindergarten through grade six (6) may be expelled from the school system unless other corrective or disciplinary action is recommended by the superintendent or his/her designee.

## **Diseases: Communicable and/or Contagious**

It is the policy of the Jefferson Parish Public School System that a student who is suspected of having a communicable and/or contagious disease will be excluded from school and riding the school bus until a written statement from a private physician or the Department of Health and Human Resource (Health Department), certifies that he/she is free of the suspected disease.

## **Dress Code**

The student dress code is established to teach students the importance of grooming and hygiene, to instill discipline, to prevent violence and disruption in the educational environment, to avoid safety hazards, and to teach students respect for themselves and others.

1. Each student will have good personal hygiene, including but not limited to having clean combed hair, clean teeth, a clean body, and clean clothing.
2. A student will show, through his/her actions, personal hygiene, and physical appearance, a respect for himself or herself and others.
3. A student will dress appropriately for school, extracurricular, and co-curricular activities.
  - a. A student's clothing, jewelry, accessories, personal hygiene, and manner of grooming:
    - i. will not present a physical safety hazard or create a health hazard to either the student or others;
    - ii. will not cause or have the potential to cause, a disruption to or interference with the orderly operation of the school, school activities, and/or educational objectives;
    - iii. will not identify, symbolize or infer gang membership or affiliation through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - iv. will not identify, symbolize or imply membership or affiliation of any group or organization that the school system has not authorized to legally assemble on school grounds through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - v. will not depict violence, drugs, alcohol, tobacco, or obscene subject matter through writing, marks, drawings, paintings, photographs, designs, emblems, tattoos or any other means;
    - vi. will not depict or convey a suggestive sexual or provocative message or slogan through writing, drawings, paintings, photographs, designs, emblems, tattoos or any other means; and
    - vii. will not be designed to encourage actions or activities that present a disruption or distraction.
  - b. A student will wear shoes. A student will not wear shoes that present a safety hazard such as shoes without backs, shoes with excessively high heels or platform soles, or shoes that by virtue of their construction or condition may pose a safety risk.
  - c. A student will wear appropriate undergarments.
  - d. A student's clothing for school and school-sponsored activities will be hemmed.
  - e. A student's clothing for school and school-sponsored activities will be worn at an appropriate length.
    - i. Middle/high school students will not wear shorts except during assigned physical education classes and extracurricular activities where shorts are a part of the student's uniform.
    - ii. Skirts, pants, slacks, and shorts, when allowed, will be worn at the student's waistline.
    - iii. Dresses, skirts, pants, slacks, and shorts, when allowed, will not be excessively long or baggy so as to create a safety hazard.
    - iv. Dresses, skirts, and shorts, when allowed, will not be excessively short so as to create a disruption or distraction.
  - f. A student's clothing for school and school-sponsored activities will be modest in appearance and style so that it does not cause or have the potential of creating a safety hazard and/or a disruption or distraction for others in the educational environment.
    - i. A student will not wear clothing that is tight fitting, including but not limited to bike pants, leggings, stretch-knit or spandex pants, dresses, skirts, pants, slacks, shorts, shirts or blouses which are tight fitting.
    - ii. A student will not wear clothing with holes in it.
    - iii. A student will not wear see-through or fishnet clothing unless proper opaque undergarments are worn so that the student's torso is not visible.
    - iv. A student will not wear clothing that exposes the student's back, chest or midriff.
    - v. Dress styles should be appropriate for student participation in a school-sponsored formal event.
    - vi. Notification of the guidelines should be provided within the first two weeks of school to the senior class and on a regular basis thereafter through venues that could include newsletters, parent meetings, fashion shows, class meetings, sample pictures, etc.
    - vii. If a dress is questionable, students will be encouraged to provide the school with front and back pictures of the student in the dress for review well in advance of the prom.

viii. The dress review at the prom will adhere to the Board approved procedure of at least two out of three chaperons/sponsors making a recommendation to the Administrator in Charge who makes the final determination.

ix. Every effort will be made by the school to provide remediation for a dress problem prior to denying a student entrance into the prom.

x. Specifics for dresses:

(1) The back of a dress must be at or above the waistline.

(2) Sides and midriffs are to be covered.

(3) Slits should be no higher than mid-thigh.

(4) Dress shoes only - no tennis shoes, slippers, etc.

(5) Modern dress styles including halter tops, strapless, one shoulder, and spaghetti straps may be worn; however, excessively revealing cleavage will not be allowed.

xi. A student in middle/high school will not wear sweat pants and warm up suits on campus.

xii. A student will not wear a hat to school.

xiii. A student will not wear a starter jacket or look-a-like to school.

xiv. A student will not wear jewelry or accessories that create a distraction or a safety hazard. Except for pierced earrings worn in the ear lobe, a student will not wear body piercing studs, rings, or hoops. When pierced earrings are permitted, a student will not wear earrings that present a safety hazard.

xv. A student will not bring to or have accessories at school that may be used or converted to use as a weapon, including, but not limited to, rat-tail combs and rakes.

xvi. A student will use appropriate grooming that does not present a safety hazard or have the potential of creating a disruption to or interference with the orderly operation of the school environment, school activities, and/or educational objectives.

(1) A student will wear his/her hair in a style that does not impair his/her eye sight.

(2) A student will not wear hair rollers, shower caps, etc. to school, extracurricular and co-curricular activities.

(3) A student will not dye or color his/her hair in an extreme hair-color.

Student violations of the dress code will result in disciplinary actions. On the first offense, the student will be subject to a detention. On the second offense, the student will be subject to either an in-school suspension or an out-of-school suspension. On the third and subsequent offenses, the student will be subject to suspension in accordance with the school system's suspension and expulsion policies.

## **Drugs**

### **Substance Abuse Policy and Procedures**

The possession, use, delivery, transfer, or sale of tobacco, alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such by students, on school premises, in school buildings, on school buses, or at school-sanctioned events is expressly forbidden. A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represents to others as a prohibited substance.

#### **1. Manufacture/Possession/Distribution (Drug Related)**

When the principal/designee has reasonable cause to believe that a student has manufactured, distributed, or possessed with intent to distribute alcohol, controlled dangerous substances, any mood-altering chemicals, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school according to the following procedures:

a. If sixteen (16) years of age or older, the student shall be expelled from the Jefferson Parish Public School System for the maximum period of time allowable under state and federal law for a minimum period of two (2) years (24 calendar months);

b. If under sixteen (16) years of age and a middle/high school student shall be expelled from the Jefferson Parish Public School System for a minimum period of one (1) year (12 calendar months);

c. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.

d. No student expelled under items a, b, or c shall be allowed to return back to a Jefferson Parish public school without the expressed approval of the Jefferson Parish School Board.

#### **2. First Offense (Drug Related)**

When the principal/designee has reasonable cause to believe that a student is in possession of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug or is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Safe

and Drug Free School Office, their Regional Office, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for nine (9) school days and be ineligible for participation in all extra-curricular activities for a period of eighteen (18) school weeks provided:

- a. The student is assessed by a Jefferson Parish Public School System approved community agency prior to returning to school.
- b. The student and at least one (1) parent/legal guardian must participate in a three (3) hour educational program presented by an agency approved by the Jefferson Parish Public School System.
- c. The student will complete a hair/drug test at approved agency.
- d. The student participates in a SAPE support group upon returning to school for one (1) calendar year from the date of suspension.
- e. Failure to comply with these procedures shall result in a suspension from school for the remainder of the school year. Compliance with all provisions must be met before returning to school.

### 3. Second Offense (Drug Related)

When the principal/designee has reasonable cause to believe that a student is in possession of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug or is under the influence of alcohol, controlled dangerous substances, any mood-altering chemical, or any substance designed to look like or represented as such a drug, the parent/legal guardian and the appropriate law enforcement agency shall be contacted immediately. In addition, the school must also immediately contact the Safe and Drug Free School Office, their Regional Office, and the Special Education Department if the student is in Special Education. (Immediate contact means on the date of discovery.) Upon such violation, criminal charges shall be filed with the appropriate law enforcement agency. The student shall be suspended from school for the remainder of the school year.

### 4. Drug Paraphernalia

When a student is found to be in possession of materials used as drug paraphernalia, including but not limited to rolling papers, roach clips, stones, bongs, etc., the student shall be suspended according to the school suspension policy. The student shall also be referred to the SAPE team for further assessment.

### 5. Tobacco Products

Possession or use of tobacco products while in school buildings, on school premises, on school buses, or at school-sanctioned events shall be handled according to the number of offenses.

- a. First Violation - When a student is found to be in possession of or using tobacco products, the student shall receive a three (3) day detention. Failure to serve the detention shall result in a suspension.
- b. Second or Subsequent Violations - When a student is found to be in possession of or using tobacco products, the student shall be suspended from school according to the school suspension policy.

### **Student Drug Testing Program 2007-2008**

The student drug testing program requires mandatory drug testing with hair of all high school students in Jefferson Parish engaged in athletics and physically strenuous extracurricular/co-curricular activities including cheerleading, dance team, drill team, band and R.O.T.C. By drug testing these students, the health and safety of all students who participate in these activities will be better insured.

The Louisiana High School Athletics Association (LHSAA) currently requires that all schools engaged in LHSAA-sanctioned sports must obtain consent from each athlete to be drug tested in order to participate in the activity. However, drug- using students involved in other extracurricular activities that are physically rigorous are also at greater risk for accidents and other drug-related health consequences. This plan requires drug testing of these students to minimize these risks. In addition, students participating in all other extracurricular activities will be required to be drug tested.

This program also requires mandatory drug testing using hair for 100% of the student suspended under the Jefferson Parish Substance Abuse Policy. Assessments are already required under the policy for readmission to school. However, by requiring drug testing using hair, a clearer picture will be obtained to establish the extent (both quantity and time frame) of the students' drug use. Appropriate referrals for services can then be made for these students and their families.

Also, all middle school students who have been expelled from their regular school sites must consent to be drug tested with hair to gain admittance to the two (2) alternative schools in Jefferson Parish - West Bank Community School and Jefferson Community School.

Voluntary testing will be provided for all students with parental consent from all secondary schools (middle and high) in Jefferson Parish to the extent that U. S. Department of Education grant funds allow.

### **Educational Records: Access/Hearings, Privacy Rights (of Parents/Legal Guardians and Students), Directory Information Privacy Rights**

In accordance with the Federal Family Educational Rights and Privacy Act of 1974, it is the policy of the Jefferson Parish Public School System not to deny access to student educational records to any custodial or non-custodial parent/legal guardian of a child unless it is stated in the court ruling granting custody that the non-custodial parent is not to have access to the child's educational records. In such cases, a copy of the papers should be on file at the school and the instructions of the court followed.

Educational institutions shall not release educational records or personally identifiable information without the written consent of the parent/legal guardian or eligible student except to the individual school's authorized professional staff, and to other schools or school



systems in which the student seeks or intends to enroll, upon condition that the parent/legal guardian or eligible student receive a copy of the records if desired.

### **Directory Information**

The term "directory information" means information contained in a student's education records that would not generally be considered harmful or an invasion of privacy if disclosed. The term includes, but is not limited to the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized sports and activities, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution the student attended.

Prior to publication and distribution of directory information, the principal shall give public notice of the categories of information to be published and distributed and must allow thirty (30) days after such notice to permit the eligible student or parent/ legal guardian to inform the school of any objection to the release of such information. Any parent/legal guardian or eligible student wishing directory information to be withheld must sign a "DIRECTORY INFORMATION (Not To Be Released)" form and submit it to the school for each student's information to be withheld.

### **Educational Records: Access/Hearing Procedures**

Educational records as defined by law are those records which are directly related to a student and are maintained by an educational agency or institution.

Upon request, a parent/legal guardian or eligible student may inspect/review the student's educational records. Prior to the educational records being shown, the parent/legal guardian or eligible student must sign a release form. If the records contain information on more than one student, the reviewer may only inspect specific information about the one student.

The parent/legal guardian or eligible student has a right to a copy of the student's educational records within a reasonable period of time and there will be a charge for copies.

The parent/legal guardian or eligible student may ask the school system to amend the student's educational records that contain information that is inaccurate, misleading, or in violation of the student's right to privacy. The request to amend the educational records must be made in writing and specify the changes to be made. The right to challenge the educational records is not a grade grievance mechanism and there is no right to a hearing for a grade dispute.

Within a reasonable amount of time after receiving the request to amend the educational records the principal/designee will decide whether to amend the educational records and will notify the parent/legal guardian or eligible student in writing of the decision. If the decision is to not amend the educational records a written notice will be sent informing the parent/legal guardian or eligible student of his/her right to a hearing by the Office of Student Services. The parent/legal guardian or eligible student requesting a hearing may apply to the Office of Student Services and complete a "REQUEST FOR HEARING TO AMEND RECORDS" form. The parent/legal guardian or eligible student will be notified in writing of the date, time, and location of the hearing. The written notification will also state the rights of the parent/ legal guardian or eligible student to present evidence and be represented by an individual of their own choice, including an attorney paid for at their own expense.

The results of the hearing by the Office of Student Services will determine if the information is false or not false and the records will or will not be amended. If the decision is not to amend the educational records the written decision from the Office of Student Services will inform the parent/legal guardian or eligible student of their right to place a statement in the records commenting on the contested information or a statement why the parent/legal guardian or eligible student disagrees with the decision not to amend the records.

### **Emergency Situations**

#### **Emergency Card Information**

It is the policy of the Jefferson Parish Public School System that upon registration and every year thereafter, the principal/designee will secure information necessary to complete the Emergency Card. It is the responsibility of the parent/legal guardian to notify the school if changes occur during the school year. Falsification of information on the Emergency Card may result in disciplinary action.

#### **Emergency Care for Students**

It is the policy of the Jefferson Parish Public School System to act in a responsible manner in the event of any emergency/accident/incident.

#### **Procedures for Handling Emergency Care of Students**

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

1. An ambulance is to be called by contacting the appropriate police agency at 911 for both East and West Bank schools.

2. Every attempt shall be made to contact the parent/legal guardian or other person(s) listed on the Emergency Card, even after school hours.
3. It is the policy of the ambulance company to transport the patient to the nearest hospital for emergency treatment. Ambulance drivers shall be requested to indicate to which hospital they will deliver the student.

4. If the school is unable to reach the parent/legal guardian listed on the Emergency Card, an ambulance shall be called. An adult staff/faculty member carrying a copy of the student's Emergency Card shall be dispatched immediately to the destination of the ambulance. Meantime, efforts shall continue to reach the student's parent/legal guardian listed on the Emergency Card.

5. The ambulance service fee is payable through student or family insurance where applicable. In cases where insurances are not effective, the parent/legal guardian of the patient will be billed by the ambulance service provider, and the fees will be waived if indigence is the basis of nonpayment.

6. If emergency treatment is necessary at the hospital and attempts have been unsuccessful to secure the parent/legal guardian's approval to cover the costs of emergency treatment, the superintendent's office may be contacted for a recommendation.

### **Emergency Procedures**

At times during the school year it may be necessary to dismiss students early for various emergencies which sometimes occur. Any decision regarding the early dismissal or emergency closing of schools will be made by the Superintendent based upon recommendations from staff members.

In the event of emergency closing of schools or early dismissal of students in schools, announcements will be made to the news media regarding this decision. Specifically, radio station WWL-870 AM has been selected as the official station to carry announcements from the Superintendent regarding school closings. In times of adverse weather conditions announcements will be broadcast periodically by the Superintendent over this radio station.

Depending upon the existing weather conditions, a decision will be made as to whether students should be kept at school or released. If the decision is to hold students at school, all students, including walkers, will be held. Of course, the parent/legal guardian may come to the school at any time to pick up their children. In some emergencies, such as heating problems, etc., attempts will be made to house kindergarten and elementary age students at alternate sites in order to avoid sending students home earlier than regular dismissal time. The school will be able to provide the parent/legal guardian with information regarding housing for the child in an emergency. However, if problems exist with telephone communications at the school, the parent/legal guardian may call the appropriate East Bank or West Bank Assistant Superintendent's office for information (East Bank - 736-7340 / West Bank - 349-7811). There will be times when there is no other alternative than to dismiss students early. The parent/legal guardian should instruct their child that if he/she is dismissed from school at a time that is earlier than the regular dismissal and no one will be home, he/she should go to a neighbor's or relative's home until the parent/legal guardian is able to get home.

### **Evacuation of Buildings**

Procedures for quick and orderly evacuation of school buildings have been established by each school and are posted in classrooms and other rooms.

Students are to familiarize themselves with these procedures for evacuation and to obey instructions of teachers in all situations.

Because the orderly and rapid evacuation of buildings in an emergency is a serious and urgent necessity, student misbehavior during evacuations may result in disciplinary action.

### **Fire Alarms, Discharge of Fire Extinguishers**

The setting off of a fire alarm in a school at any time is a serious act which interrupts the instructional program and could result in student injury.

Students guilty of setting off a fire alarm may be subject to suspension for the remainder of the school year.

The discharging of a fire extinguisher by a student, except in the case of a fire, is also an act which has serious consequences and could result in appropriate disciplinary action.

### **Fire Drills/Bomb Threats**

Fire drills are held at regular intervals. The signal for a fire drill is the sounding of a loud buzzer. When this signal is given, students will leave the classroom in a quiet and orderly manner.

When evacuating the classroom students are to:

1. Form a single line. (Students will be led from the building by the teacher.)
2. Leave books behind. (Girls, however, should take their purses.)
3. Proceed as a class to the designated area.
4. Remain with the teacher throughout the drill.
5. When the ALL CLEAR signal is given, students will return to their classrooms with their teachers to await further instructions over the P. A. system.
6. Under no circumstances are students to yell, run, or create general disorder during a fire drill.
7. The above procedure will also be used during a bomb threat.

**Hall Passes**

Each school establishes its own system of hall passes for the orderly control of student movement during the instructional day. The specific system of hall passes in effect at each school is presented in the individual school policies parent-student handbook.

### **Head Lice (Pediculosis/Infestation)**

It is the policy of the Jefferson Parish Public School System that any student who is present at school with head lice/nits shall be excluded from school and from riding the school bus until that student is free of active infestation and all louse nits. The student may be allowed to return to school when his/her head is free of all nits as verified by visual inspection by the parent/legal guardian and submission of written certification by the parent/legal guardian of treatment of the child and household as per instructions.

### **Homeless/Transitional Student(s)**

Schools receiving homeless/transitional student(s) will enroll the student(s) immediately. The school will assist the family with the appropriate documents, and direct them to the Office of Services for Homeless/Transitional Students.

### **Identification Cards (High Schools)**

All students shall wear a picture ID card over the chest area at all times. The ID must be worn over the outer garment. These cards shall be purchased at the beginning of the school year, or when entering or registering late. A student ID card is necessary when attending student functions other than athletic contests. Students shall present an ID card upon checking out library books. Failure to comply with this regulation shall result in disciplinary action.

### **Illness**

It is the individual student's responsibility to report immediately to a teacher or administrative staff member personal illness or injury.

Action is to be taken promptly and in accordance with any special procedures established by the individual school.

### **Immunization Requirements**

1. In accordance with Louisiana law, it is the policy of the Jefferson Parish Public School System that students entering any public school system of the state for the first time, at the time of registration, shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, rubella, measles, mumps, Hepatitis B, and Varicella (chicken pox) or shall present evidence of an immunization program in progress. If the student has not been immunized, or an immunization program is not in progress, and no written statement has been provided by a physician stating that the immunization procedure is contraindicated for medical reasons or by the parent/legal guardian dissenting, the student shall be denied registration by the principal.
2. A student transferring from another school system in the State of Louisiana must show evidence of immunization.
3. If booster injections are advised by the Jefferson Parish Public School System nursing department, such booster injections shall be administered before the student enters school. If such injections are required during the school year, the student shall be given five (5) school days from notification to obtain the required injection. If not obtained within the allotted five (5) school days, the student shall be excluded from school until the required immunization is administered.
4. No student shall be required to comply with provisions of the Louisiana Revised Statute 17:170, if the student or parent/legal guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or written dissent from the parent/legal guardian is presented in person to the school.

### **Lost and Found Articles**

Students finding articles on the school campus or on the school bus are obligated to turn in such articles to the administrative office, to the teacher, or to the bus driver in accordance with the established policies and procedures of the individual school.

Failure to turn in such articles as required by school policy may result in disciplinary action.

Students losing books or personal articles are expected to report such losses to the teacher or administrative office in accordance with established school policies.

### **Medication Policy**

**NOTE:** If possible, the parent/legal guardian is advised to give medication to the student at home and on a schedule other than during school hours. Only oral, aerosol/inhalant medication in pre-measured dosages, topical ointment for diaper rash, and emergency medications shall be administered by school-based personnel. Jefferson Parish Public School employees are not allowed to administer any medication that exceeds the recommended dosages. Students are not permitted to have in their possession any medication (prescription or non-prescription) while under school supervision except when ordered by the physician for an urgent need (i.e., asthma inhaler) and after consultation between the parent/legal guardian, designated school staff, and the school nurse.

The Jefferson Parish Public School System, in compliance with the Medication Policy for Louisiana Public Schools dated 4/20/96 and adopted by the State Board of Elementary and Secondary Education, will provide for administration of medication to a student after the following procedures and responsibilities have been implemented:

### **Parent/Legal Guardian Responsibility**

1. All medication (prescription and non-prescription), MUST be accompanied by a physician's medication order, which includes the date, the name of the medication, dosage, time to be given at school, route of administration, and any special instructions.

The Jefferson Parish Public School System strongly recommends that the parent/legal guardian use the physicians form (S.S. 35). The parent/legal guardian must complete a Parent/Guardian Written consent for Medication Administration form (S.S. 36).

2. All medication must be in a container properly labeled by a registered pharmacist or the physician. The label must agree with the physician's orders as to the medication, dosage, time, and route of administration. The label must be unaltered.

3. The parent/legal guardian is to consult with a Jefferson Parish Public School System nurse. The above mentioned forms and medication must be reviewed. Also the student must be assessed by the nurse in the medication office at that time.

4. The parent/legal guardian shall arrange for the safe delivery of the medication to and from school by a responsible adult. That adult will also assist the school personnel with the counting of the medication. If the student is at an alternative educational site, it is the responsibility of the parent/legal guardian to see that any necessary medication be delivered to the site in accordance with the school system's medication policy. Copies of all forms must accompany the medication to be administered at the alternative site.

5. The parent/legal guardian must supply all necessary items needed for the administration of the medication (i.e., cups, measuring implements, etc.)

6. The parent/legal guardian is also:

a. to administer the first dose of medication at home and observe the student for possible side effects;

b. to provide no more than a 25-school day supply of medication to be kept at school;

c. to comply with written and verbal communication regarding school policies;

d. to provide unit dose packaging of the student's medication, when-ever possible.

7. The physician's medication order is to be renewed at the beginning of each school year, and if the medication, dosage, route of administration, or time of administration is changed during the school year.

8. During overnight field trips, the Jefferson Parish Public School System's medication policy is to be followed for all medications to be received during a 24-hour period.

#### **School Responsibility**

1. School personnel will not provide any medication.

2. A Jefferson Parish Public School System nurse will consult with the parent/legal guardian, review the required forms and medication, assess the student, and initiate a Medication Administration Plan prior to medication administration.

3. A Jefferson Parish Public School System nurse will monitor the student's health status and consult with the parent/legal guardian, physician, and school staff, as necessary during the school year.

4. A medication log form will be maintained by school personnel for each medication required by the student.

5. A principal will designate at least two (2) employees to receive training in medication administration and to be available to assist the students in securing the prescribed medication.

6. The designated, trained employee will keep all medication in a locked secure place.

7. All medications will be disposed of seven (7) days after the physician's recommended date to discontinue, if not claimed by the parent/legal guardian.

8. The school may send home a Medication Refill Request form when the student is nearing the end of the supply of medication.

#### **Injections - Additional Procedures**

1. The parent/legal guardian will be required to come to school and administer injections to their child except in the case of emergency medication for a life-threatening situation.

2. If an emergency, injectable medication is to be kept at a school for a student, then:

a. previously stated medication policy is to be followed;

b. designated school personnel will be trained by the school nurse after the nurse has consulted with the parent/legal guardian and completed an assessment of the student's health status in the school setting.

3. Students who will be responsible for administering their own injections must keep the necessary supplies in a secure place as designated by the principal. The student will be responsible for securing the prescribed dosage.

#### **Inhalers and Aerosol Treatments**

1. Previously stated medication policy is to be followed.

2. If an asthma inhaler is to be carried by a student at all times, then the physician's written orders must state such.

3. Students must carry inhalers in a fanny pack or pocket.

#### **Pregnant Student (Procedures and Policies)**

A pregnant student must submit to the school monthly reports from her physician, beginning in the fourth month, certifying her ability to continue functioning in school and to continue riding the school bus.

If it is determined that the physical/emotional condition of the student precludes her attendance in the regular education program and the student is determined to be eligible for home bound instruction, the school system may provide such services to her. Should it become a problem the school nurse shall be consulted. (See Section on Admission of Pregnant Students)



## **Problem Resolution**

If a parent has a problem, the following procedures should be followed:

1. If the problem concerns the child, call the school and make an appointment to see the teacher.
2. If the problem concerns the school, call the school principal. He/she will answer your questions or schedule an appointment, if necessary.
3. If you are not satisfied after discussing the matter with the principal call the East Bank or West Bank Assistant Superintendent's office. Ask the principal for the name and telephone number of this person.

## **Protection of School Employees**

Any individual, including any parent/legal guardian of any student attending school in the Jefferson Parish Public School System, who physically assaults or threatens harm to any teacher, staff member, or employee of the Jefferson Parish Public School System will not be allowed to enter the campus of any Jefferson Parish school or the grounds of any other facility owned and operated by the Jefferson Parish Public School System without prior approval of the principal of the school or the individual in charge of the facility if not a school.

## **Safe and Drug Free Schools and Communities Act**

The Safe and Drug Free Schools and Communities Act provides a comprehensive program of drug and violence prevention, intervention, and postvention in the Jefferson Parish Public Schools. Each school has a Substance Abuse Prevention Education (SAPE) Team which coordinates school-based programs designed to reduce the likelihood that students shall injure themselves or others through the use of mood-altering chemicals or from behaviors leading to violence. Procedures are provided for identifying students who exhibit behaviors related to alcohol and other drug use and for referral of these students for appropriate school system and community services. Services are also available in schools and communities for students who have been witnesses or victims of violence in their homes or neighborhoods.

## **Searches**

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

It is the policy of the Jefferson Parish Public School System to reserve the right to inspect all school board property at any time for weapons, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the state and/or parish school board policy when articulable facts lead to reasonable belief that the items sought will be found. School board property shall include, but not be limited to, buildings, desks, lockers, area, and grounds.

### **Searches With Metal Detectors**

The Jefferson Parish Public School System shall authorize searches with a hand-held or stationary metal detector, of school board property, of students and non-students and of any bags, parcels, purses, containers, etc., that they bring on to school board property or to school-sponsored activities.

### **Searches Using Canines**

The Jefferson Parish Public School System shall authorize searches of school board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband (drugs) have been established.

## **Sign Out Procedures**

All students shall be signed out by an individual listed on the Emergency Card in the designated area before leaving the campus for any reason prior to the end of each school day.

For cases in which a person, not listed on the emergency card is sent to pick up the student, such person must deliver to the principal/designee a note from the parent/legal guardian requesting a release of the student. The principal/designee shall verify the request by telephoning the parent/legal guardian. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school.

If such written authorization is not presented and the parent/legal guardian telephones giving oral permission for the student to depart the campus with such unauthorized person, the principal/designee shall verify by telephoning the parent/legal guardian at the telephone number listed on the student Emergency Card. If the parent/legal guardian cannot be reached by telephone, the student will not be released from school.

In some cases, it will be necessary to send a taxi for the child. The parent/legal guardian shall call the cab company to provide transportation. The parent/legal guardian shall give the school the name of the company and give verbal permission to release the child. The taxi driver shall sign the checkout book and list the number of his/her cab. If the principal/designee feels that the parent/legal guardian cannot afford the cab fare, the cab fare shall be paid out of the school's account, and reimbursed by the school system's general fund.

The parent/legal guardian may give the principal/designee oral or written permission allowing the student whatever conveyance the parent/legal guardian authorizes.

Emancipated students do not need parental consent to sign out.

## **Suicide (Threats or Attempts)**

### **Suicide Procedures**

1. Any suicide threat or gesture shall be reported to the office and Part I of the Suicide Referral Form will immediately be completed and given to the principal/designee.
2. The principal/designee will refer the student to the school-based mental health professional who will conduct an investigation and complete Part II of the Suicide Referral Form. Those conducting this investigation shall be trained/experienced in suicide assessment. As part of this investigation, the mental health professional or principal/designee will gather as much information as possible from parents/legal guardians and others who know the student to determine the seriousness and severity of the student's condition and threat. If no further action is taken, the principal/designee shall sign the form and forward copies as indicated on the bottom of the form.
3. If the mental health professional and principal/designee determine that the threat was serious and that the student is at high risk for suicide, action is taken, and the mental health professional and principal/designee will complete Part III of the Suicide Referral Form. As in any case of emergency where the student's safety and well-being are concerned, the mental health professional and principal/designee will contact the parent/legal guardian, convey information regarding the severity of the student's condition, and inquire about previous mental health treatment for the student. If the student is, or has been, under the care of a mental health professional, the parent/legal guardian will contact that mental health professional and arrange an emergency assessment within forty eight (48) hours. If the student is not under the care of a mental health professional, the school mental health professional and principal/designee will provide a referral list of mental health professionals to the parent/legal guardian and the parent/legal guardian will arrange an appointment for an emergency assessment within forty-eight (48) hours. The school mental health professional and principal/designee will obtain the parent/legal guardian signature if possible, and forward completed copies of the form as indicated.
4. Within seventy-two (72) hours, the parent/legal guardian will attend a follow-up appointment with the school and provide documentation that the student was seen for an emergency mental health assessment. The student will be re-admitted to school only after this documentation has been provided to the school mental health professional and the principal/designee. Support recommendation from the emergency assessment will be forwarded to the school-based mental health professional. If the parent/legal guardian fails to keep the scheduled follow-up appointment with the school, the principal/designee will send a certified letter, return receipt requested, indicating a referral to Child Protection at the Office of Community Services has been made. School personnel will call the Office of Community Services and report the incident and follow up with a letter to OCS within five (5) working days. A copy of the certified letter is to be attached to the Suicide Referral Form and maintained in the school confidential file, not the student's cumulative file.
5. If further action is taken, use a second Suicide Referral Form and complete Parts I and III. Forward copies as indicated.

## **Tardiness**

### **Tardiness Procedures**

1. The following procedures for student tardiness in ELEMENTARY SCHOOLS shall be followed prior to the suspension of a student for excessive unexcused tardiness, a minimum of the following actions shall be taken by the principal/designee:
  - a. contact the parent/legal guardian;
  - b. assign punish work (optional);
  - c. detention;
  - d. conference with parent/legal guardian or an attempt to have a conference;
  - e. another type of disciplinary action, or repeating of detention;
  - f. if these actions do not result in improved punctuality on the part of the student, the student may be suspended until the parent/legal guardian visits the school for a conference. Continued unexcused tardiness may result in suspension, other disciplinary action, or a referral to the Juvenile Court system.
2. These procedures shall be followed for student tardiness in MIDDLE/ HIGH SCHOOLS. Actions for excessive unexcused tardiness of students shall be:
  - a. 1st and 2nd tardy in each semester-  
Verbal warning to students with signature of student on the Late Arrival Card.
  - b. 3rd tardy in each semester-  
A non-suspension conference shall be scheduled with the parent/legal guardian and a referral shall be made to a counselor.
  - c. 4th and 5th tardy in each semester-  
School detentions of one hour or other disciplinary action.

d. 6th or more tardies in each semester-  
Suspension.

## **Transfers**

### **Transfer Requests**

Children must reside with the natural parents or a legal guardian within the Jefferson Parish boundaries to be eligible for admission and/or transfer within the Jefferson Parish Public School System. Transfer requests should be made to the Office of Student Services: West Bank Region, 2300 Baratavia Boulevard, Marrero, LA 70072-5404; East Bank Region, 822 Clearview Parkway, Jefferson, LA 70123. Documents presented as proof of residence must bear the name and current legal address of the student's parent/legal guardian. All other admission requirements must be met. (See ADMISSION REQUIREMENTS)

Except for those students whose legal addresses change from one attendance district to another, the procedure for considering all attendance district transfers (unless otherwise stated herein) shall be as follows:

### **Transfer Procedures**

1. The parent/legal guardian may obtain a transfer application from the respective Office of Student Services, in person or by mail.
2. The parent/legal guardian shall forward or deliver to the Office of Student Services a completed application, along with appropriate documentation.
3. The applicant and the appropriate school principal/designee shall be sent copies of the approved or denied transfer permit.
4. Applicants whose requests are denied may appeal their requests to the Office of Student Services. Request for appeals must be made within three (3) school days of receipt of denial. Appeals must be scheduled within ten (10) school days of the issuance of the denial.

### **Transfer Requirements**

Among the reasons for which transfer permits may be granted are:

1. Change of legal address
2. Children of employees of the Jefferson Parish Public School System
3. Medical reasons
4. Psychological reasons
5. Financial hardship
6. Student welfare
7. Frozen enrollment

Transportation of a student who is granted a transfer permit shall be the responsibility of the parent/legal guardian.

### **Truancy (Not Reporting to School - Cutting Class - Leaving Campus Without Permission)**

A child within the compulsory attendance age who is absent from school during regular school hours when there is no valid reason is considered truant. La.R.S. 17:230. The term "truant" includes students within compulsory attendance age who are not enrolled in school, are absent from school without a valid reason, leave campus without permission, do not report for or leave class during regular school hours without permission or a valid reason.

A. When no valid reason is found for a child's non-enrollment or un-excused absence from school or class, the parent/legal guardian, or other person having control or charge of a child within the compulsory attendance age range will be given written notice, either in person or by registered mail, requiring the child's enrollment or attendance in school within three (3) days from the date of notice. (La.R.S. 17:230)

B. When a student is truant, the Supervisor of Child Welfare and Attendance, or the school principal/designee may conduct a counseling session or conference at the school with the child's parent/legal guardian related to school attendance and discipline.

1. The school principal/designee will notify the child's parent/legal guardian in writing or by telephone of the conference.
  - a. The willful failure of the child's parent/legal guardian to attend a meeting with the child's teacher, school principal, or other appropriate school employee to discuss the child's repeated truancy may be grounds for a Family in Need of Services Complaint. (La. Ch.C.Art. 730)
  - b. The FINS COMPLAINT/REFERRAL TO JUVENILE COURT (Form FINS 1, Appendix pg A-1) may be used.
2. When it is determined that the student has been truant, the student may be disciplined in accordance with the school system's discipline policy. Progressive discipline will be used.
  - a. The student will be disciplined by detention or other measures prior to being suspended.
  - b. When a student is truant more than once, the principal/designee may follow the above procedure or may suspend the student according to the school system's discipline policy.
  - c. Where the student is returned to the school by a law enforcement officer, and it is the student's first truancy offense, the principal/designee will follow the procedures set out in this policy.

C. The principal/designee will make a Families in Need of Services (FINS)referral to Juvenile Court when the school has established that a student is truant or has willfully and repeatedly violated lawful school rules.  
(La.Ch.C.Art.730)

D. Deviations from this policy shall be approved by the designated East Bank or West Bank Assistant Superintendent/designee.

## **Uniform Policy**

In addition to the school system dress policy, the Jefferson Parish Public School System has provided the option of implementing a school uniform policy. The parents/legal guardians at each school have the option of voting on whether or not to have school uniforms. If parents/legal guardians approve the uniform policy, then the wearing of uniforms within that school becomes mandatory. If a school does not implement uniforms based on the parental votes, the uniform policy may be revisited with a petition from at least fifteen (15%) percent of the parents/legal guardians having students enrolled at that school. Upon receiving the petition, the school uniform policy implementation steps shall be followed. The parents/legal guardians may then vote on mandatory uniforms at the school for the next school year. NOTE: Exceptions to wearing the uniform may be granted for religious reasons, financial hardship, or other justifiable reasons. A written request for an exemption must be made and submitted to the school administrator.

Policies pertaining to school uniforms may be obtained at the school site.

The following are the key issues for the schools participating in a school uniform policy:

1. to provide students and staff with a greater sense of safety and security;
2. to readily identify and remove non-students from the campus;
3. to encourage students to experience a greater sense of school identity and belonging;
4. to encourage an improvement in student behavior;
5. to reduce school clothing costs; and
6. to encourage a high level of program participation.

## **Violence Policy**

### **Threats of Violence Procedures**

1. Any threat of violence or gesture shall be reported to the office and Part I of the Threat of Violence Referral form shall be completed and given to the principal/designee.
2. After investigating, the principal/designee shall complete Part II of the referral form.
3. If action is taken, the principal/designee shall complete Part III of the form, obtain parent/legal guardian signature if necessary and forward copies of the form as indicated. If the principal/designee believes the student is high risk for violent behavior, the appropriate law enforcement agency shall be called.
4. After the law enforcement agency conducts an investigation, criminal charges may be filed. If so, the student will be taken to the appropriate agency for booking and assessment.
5. If the principal/designee still believes that the student is high risk for possible violent behavior, the student and parent/legal guardian shall be referred to a mental health agency. The student shall not be allowed to return to school without a written statement from the designated agency.
6. If the parent/legal guardian fails to keep the scheduled follow-up appointment with the school, the principal shall send a certified letter return receipt requested, indicating the action to be taken by the school. A copy of the certified letter is to be attached to the Threat of Violence Referral Form and maintained in the school confidential file.

### **Violence Prevention Program**

#### **Policy**

School principals will have the authority to call the appropriate law enforcement authorities if students are involved in a serious fight. The law enforcement authorities will investigate the fight and recommend one of the following actions:

- a. issue the student a misdemeanor summons;
- b. release the student to a parent/legal guardian with the agreement that both will appear in Juvenile Court; or
- c. arrest the student.

All students involved in a fight at school will be subject to suspension or expulsion.

Students at the middle/high school level who are suspended for fighting as determined by the school administrators will be required to undergo conflict resolution training with the parent/legal guardian before being readmitted to school. The student shall not be allowed to participate in any sports or extra curricular activities during the suspension period.

The four (4) hours of community service will be scheduled and supervised by the administrator at the designated school site.

The parent/legal guardian will be required to attend the four (4) hour conflict resolution session on Saturday with the student for each offense as part of the Violence Prevention Program. The student or parent/legal guardian will pay \$75.00 for the cost of the Violence Prevention Program at the time of enrollment in the program. Cash or money order only will be accepted.

Failure to complete all components of the Violence Prevention Program will result in a referral to Juvenile Court.

**Tips for Resolving Problems Peacefully**

- a. Accept responsibility for your actions and apologize
- b. Choose to talk calmly and reasonably with the person
- c. Take deep breaths
- d. Count to ten
- e. Move away from the person, do not stand too close
- f. Choose to walk away from the situation
- g. Ignore further attempts to provoke



- h. Do not let friends push you into a fight
- i. Do not let your ego or pride get the best of you
- j. Talk to the peer mediators at your school to help resolve the conflict
- k. It is the student's responsibility to alert a staff member of any hostile attempt directed towards them

### **Visitors**

All visitors must report to the main office and sign in before receiving a visitor's pass. At no time may students have guests in the class with them.

### **Weapons**

See Suspension Policies/Extended Suspension for Weapons/Drugs.

### **Withdrawals From School**

If for any reason a student must withdraw from school, the parent/legal guardian shall authorize a withdrawal form from the

school. This form shall be signed by all of the student's teachers, counselor (if applicable), and administrator/designee. In order that

the office have sufficient time to prepare for students withdrawing from school, seventy-two (72) hours advance notice shall be given

to the school. Before any records are released and final clearance granted, all textbooks and other school property shall be returned

and all accounts must be cleared.

A re-entry will be listed if the student returns to the school system.

### **Work Permits**

It is the policy of the Jefferson Parish Public School System to require minors in Jefferson Parish between the ages of

fourteen (14) and seventeen (17) to obtain permits prior to becoming employed.

#### **Obtaining Work Permit Procedures**

1. To obtain a work permit:

- a. Students enrolled in public schools may obtain work permits at their respective schools.
- b. Students enrolled in adult programs may obtain work permits at the Adult Education Centers.
- c. Individuals not enrolled in public schools may obtain work permits at the East Bank Office of Student Services, 822 Clearview Parkway, Jefferson, LA 70123, or the West Bank Office of Student Services, 2300 Barataria Boulevard, Marrero, LA 70072.

2. Minors aged fourteen (14) through seventeen (17) MUST come in person with the following completed items in order to obtain a work permit:

- a. Intention to Employ Form - form approved by parent.
- b. Birth Certificate, Driver's License, Baptismal Certificate, or Passport.

## ***INSTRUCTION DEPARTMENT***

### **Academic Eligibility**

#### **Participation Criteria**

All full - time students are eligible to participate in all school activities.

Any Jefferson Parish student in middle or senior high school who participates in extra-curricular activities must meet the criteria. This criteria shall apply to all participants and to ancillary persons, such as managers, equipment personnel, etc.

Students who participate in school-based or school-sponsored activities that do not meet after school, throughout the year, or on a regular basis, must meet eligibility requirements as implemented by the school principal. Examples of such activities are (but not limited to) homecoming court and class favorites.

More detailed information is available through the Office of the Academic Eligibility Advisor at all schools.

#### **Advanced Placement**

Through college level Advanced Placement (AP) courses, a student can enter a universe of knowledge that might otherwise remain unexplored in high school. By passing an AP Exam administered through the College Board, a student has the opportunity to earn college credit or advanced standing at most of the nation's colleges and universities. Please check with your counselor or school administrator to determine which AP courses are offered at your school.

#### **Grade Appeals**

If a grade of any kind is to be appealed by a student and/or parent, it must be done within 15 school days of the issuance of that grade. Before meeting with the principal, every effort must be made between the student and/or parent and the teacher to resolve the matter. If the matter is not resolved between the student and/or parent and the teacher, an appeal conference will be held in which the student, parent/guardian, teacher and principal will be present. The appeal will be heard by the principal whose decision is final.

#### **Athletic Events - Guidelines for Conduct**

##### **(Middle/High Schools)**

The purposes of an athletic event are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort. The following code of conduct will be expected from all persons in attendance at all Jefferson Parish Public School System athletic events:

1. The qualities of good sportsmanship shall be exhibited by all spectators and participants at all athletic events.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
  - a. using or possessing unlawful drugs or articles which may be injurious to self or others
  - b. consuming, possessing, or being under the influence of any alcoholic beverage
  - c. using or displaying obscenities
  - d. damaging public or private property
  - e. entering restricted areas without proper authorization
  - f. loitering in entrances, exits, dressing rooms, press box, etc.
  - g. fighting
  - h. throwing objects
  - i. any other act of harassing spectators, participants, and game officials.

#### **Breakfast and Lunch (Child Nutrition Program)**

A breakfast and lunch program is available to students each day. Lunch and breakfast will be served at no charge or at a reduced price to all students who are determined to be eligible under Federal guidelines.

Special meals will be provided at no extra charge to students whose disability restricts their diet.

The breakfast and lunch programs are available to everyone regardless of race, color, national origin, age, sex, or disability.

#### **Child Search**

Child Search is an ongoing effort of the public school system to locate and identify children 3 - 21 years who are in need of special services in order to benefit from an appropriate education. Under federal legislation, educators are required to find and evaluate children who have special needs. Any individual, between the ages of 3-21 years, who has a disability or who is suspected of having a disability and is currently not receiving educational services, or any individual who may be gifted and/or talented may be referred for

an evaluation and offered placement in an appropriate program. Referrals of children already in the public school system should be made to the school they attend. All other children may be referred to the Child Search office at 349-7935.

## **Children with Exceptionalities**

It is the responsibility of the Jefferson Parish Public School System (JPPSS) to implement all federal and state regulations as the regulations pertain to the education of children with exceptionalities.

Please refer to Regulations for Implementations of the Children with Exceptionalities Act (R.S. 17: 1941 et seq.) - Title 28 Part XLIII, Bulletin 1706, Subpart A - Regulations for Students with Disabilities, Louisiana Department of Education.

## **Cuillier Career Center**

Cuillier Career Center in Marrero serves Westbank high schools by offering a variety of vocational and technical training programs. Students attend their home base school for three (3) hours of academic course work and Cuillier for three (3) hours of skills training daily.

Please call Cuillier at 340-6963 or contact a counselor at the student's home base school for more information.

## **Course Offerings at Cuillier**

Automotive Technology Food Service  
Auto Body Repair Graphic Arts  
Building Maintenance Horticulture  
Business Office Products Machine Shop  
Cabinetmaking Major Appliance Repair  
Carpentry Masonry  
Child Care Services Medical Assistant  
Computer Electronics Nursing Assistant  
Cosmetology Television Production  
Culinary Occupations Trade & Industrial Cooperative Education  
Custom Sewing Welding  
Dental Assistant

## **Field Trips**

Field trips are a valuable part of the school curriculum and arrangement for such trips are made by teachers well in advance. Parents will be notified of the date, time destination and cost and will receive a permission slip to sign and return to school by a specified date. If the field trip permission slip is not signed and returned to the classroom teacher, the student will not be allowed to attend the field trip. Parents will be given a specified date on which any charges for admission fees, transportation, lunch, etc., must be paid. In the event the student has paid to attend a field trip and for some reason cannot attend, money can be refunded only if the school has not yet paid for the cost of the activity.

Parents who serve as chaperones on field trips are responsible to the teacher. No person 17 years or younger shall be allowed to participate in a school sponsored field trip unless he/she is a student of the school(s) involved in the activity.

If, while attending a field trip, a student displays unacceptable behavior, he/she may not be allowed to attend the next field trip for which he/she would otherwise be eligible to participate.

Students must make arrangements with the subject matter teacher to make up work missed while attending a field trip or other school activities.

## **Fund Raising**

Fund raising activities at all schools are restricted by guidelines established by the School Board. This includes fund raising projects of student and parent organizations. The principal must provide prior approval before the initiation of any fund raising project.

## **Grade Appeals**

If a grade of any kind is to be appealed by a student and/or parent, it must be done within 15 school days of the issuance of that grade. Before meeting with the principal, every effort must be made between the student and/or parent and the teacher to resolve the matter. If the matter is not resolved between the student and/or parent and the teacher, an appeal conference will be held in which the student, parent/guardian, teacher and principal will be present. The appeal will be heard by the principal whose decision is final.

## **Grading Policy**

1. A student's grade in a subject or course for a nine week period is determined as follows:

- Elementary: 1/4 participation\*, 3/4 assessment measures
- Middle/High: 1/4 participation\*, 1/2 cumulative tests,

1/4 nine weeks test \*\* (second and fourth nine weeks)

\* Class participation is defined as class work, homework, notebook, involvement in discussion and activities, and preparation for class, such as having books and supplies.

\*\*Nine week exams are not administered at the secondary level at the end of the first and third marking periods. A student's first and third nine weeks report card grade in middle and high school for first and third nine weeks is determined as follows: 1/3 participation, 2/3 cumulative tests.

2. The numerical equivalents of letter grades are:

A 95 - 100

B 88 - 94

C 78 - 87

D 70 - 77

F 69 - 0

3. Elementary School

a. A final grade for a subject or course is determined as follows:

Elementary - Divide the sum of the quality points of the four (4) grading periods by 4.

b. A session summary of "pass" or "fail" is determined in each promotional subject using the quality point system.

Rounding occurs only in the final conversion from numerical value to letter grade.

A 4 points - pass - 3.5 - 4.0

B 3 points - pass - 2.5 - 3.49

C 2 points - pass - 1.5 - 2.49

D 1 point - pass - 1.0 - 1.49

F 0 point - fail - .0 - .9

c. An elementary student must earn at least one (1) quality point in either the 3rd or the 4th marking period in order to pass the subject for the year.

4. Middle/High

a. Session averages are determined using the quality point system. Rounding occurs only in the final conversion from numerical value to letter grade.

A 4 points - pass - 3.5 - 4.0

B 3 points - pass - 2.5 - 3.49

C 2 points - pass - 1.5 - 2.49

D 1 point - pass - 1.0 - 1.49

F 0 point - fail - .0 - .9

Extra honors credit is applied at the end of the course after the final grade has been determined.

b. Final grade is determined as follows:

(1) Full year courses:

Divide the sum of quality points of the four (4) grading periods by 4. In order to earn credit in a unit course, the student must pass the fourth marking period and earn a minimum 1.0 average.

(2) Semester courses:

Divide the sum of quality points of the two (2) grading periods by 2. In order to earn credit for a semester course, the student must pass the second marking period and earn a minimum 1.0 average.

c. In courses scheduled for four marking periods, a student earning an "F" in the fourth nine weeks does not pass the course. In courses scheduled for two marking periods, a student earning an "F" in the second marking period does not pass the course.

## **Graduation**

### **Board of Elementary and Secondary Education**

#### **Minimum Requirements For High School Graduation**

##### **English 4 units**

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

##### **Mathematics 3 units**

Effective for incoming freshmen 1997-1998 through 2004-2005:

Three (3) units selected from the following courses and may include a maximum of two entry level courses (designated by E): Algebra I-Part 1 (E),

Algebra I-Part 2, Algebra I (E), Geometry, Algebra II, Advanced Mathematics I, Advanced Mathematics II, Calculus, Probability and Statistics, and Financial Mathematics.

For entering freshmen beginning with 2005-2006 school year, all students must complete one of the following entry level courses

- Algebra I or
- Algebra I - Part 1 and Algebra I - Part 2 or
- Integrated Math I

The remaining unit(s) shall come from the following: Geometry, Algebra II, Advanced Mathematics I, Advanced Mathematics II, Calculus, Probability and Statistics, and Financial Mathematics. (Geometry is required in Jefferson Parish)

**Science 3 units**

One unit of Biology I, One unit of Physical Science (Physical/General Science OR Integrated Science (not both), Chemistry I, Physics I, or Physics of Technology I)<sup>1</sup>, One unit from Aerospace Science\*, Biology II, Chemistry II\*, Earth Science,

Environmental Science, Physics II\*, Physics of Technology II, Agriscience I<sub>2</sub>\*, Agriscience II<sub>2</sub>\*, or any other course not already taken from the Physical Sciences cluster.

1If a student takes Physical Science or Integrated Science, she/he may then take Chemistry I, Physics I, or Physics for Technology I as an elective. If a student takes Chemistry I, Physics I, or Physics for Technology I to fulfill the physical science requirement, she/he may not then take Physical Science or Integrated Science as an elective.

2Both Agriscience I and II must be completed for one unit of science credit.

3Additional local electives that have been approved for science credit by the SDE may be offered. All advanced placement science courses will be accepted for credit.

Students who took earth science as freshmen and who do NOT plan to take chemistry or physics as juniors or seniors MUST take integrated science as juniors or seniors.

Students who will NOT take chemistry or physics MUST take integrated science as juniors or seniors.

### **Social Studies 3 units**

World Geography - one unit, American History - one unit, 1/2 unit in Civics, 1/2 unit in Free Enterprise, World History or Western Civilization\* may be substituted for World Geography.

### **Health Education 1/2 unit**

### **Physical Education 1 1/2 units**

Physical Education I and II, or Adapted Physical Education for eligible special education students.

**NOTE:** The substitution of R.O.T.C. is permissible. A maximum of four units may be used toward graduation.

**Total required units. . . . 15 units**

### **ELECTIVES**

The number of electives needed for graduation will vary depending upon whether a student attends a traditional six-period per day high school or a block scheduled high school. Please see your counselor for specific details.

### **TOTAL REQUIRED FOR GRADUATION**

Traditional 6 period per day high school = 23 units\*\*\*

Block Scheduled high school = 28 units\*\*\*

\*\*\*Students who transfer from a traditional six-period per day high school to a block scheduled high school and those who transfer from a block to a traditional high school will require more than 23 units. (See a counselor for additional details.)

### **GRADUATION EXIT EXAMINATION (G.E.E.) / GRADUATION**

In addition to having earned the required number of Carnegie units, diploma candidates must pass three of the four parts of the Graduation Exit Examination: English/Language Arts, Mathematics, and either Science or Social Studies. Diploma seeking students not meeting these requirements will not be allowed to participate in the graduation ceremony.

### **Fall Graduation**

A fall graduation is planned for those students who were enrolled in a Jefferson Parish Public high school in the spring and completed their graduation requirements during the summer.

### **Louisiana Tuition Opportunity Program For Students "TOPS"**

In order for a student to qualify for college benefits through the TOPS program, certain specific requirements must be fulfilled. Students should remain in contact with their counselor for TOPS requirements and possible changes to the program.

### **Instruction**

The curriculum is so designed that every student who graduates may attend a state college or university. It includes college preparatory, vocational, and general courses.

Students are assigned to classes after evaluation by teachers and counselors.

Required courses are leveled according to academic achievement.

### **Placement Procedures**

1. There will be a comprehensive assessment of student performance to include grades, standardized test scores, and teacher recommendations. When appropriate, standardized test scores will be a screening device for leveling.

Criteria to be considered in determining placement in a teaching level are:

#### **Advanced Level for Middle/High Schools:**

Students of exceptional achievement, capable of advanced level work, who demonstrate independent work and study habits may be eligible for advanced level courses.

### **Interim Reports**

During the fifth week of the marking period, the Interim Report will be issued for students whose progress is unsatisfactory. When issued, the Interim Report is to be signed by the student. A copy signed by the parent is to be returned to school.



**Lost and Damaged Textbooks**

If a student loses or damages a textbook or a library book during the school year, he/she will not be issued another textbook or library book until parents have made arrangements for payment. Should the student transfer to another Jefferson Parish school during the school year, his/her records shall be forwarded to the

receiving school. The receiving school shall be notified that the student owes for a textbook or library book and replacement books shall not be issued until payment is made.

### **New Orleans Center for Creative Arts (N.O.C.C.A.)**

NOCCA/Riverfront in New Orleans became a state agency in July 2000 and provides professional instruction in dance, music theatre arts, visual arts, creative writing, and media arts and interdisciplinary training in musical theatre and theatre design. The program is tuition-free to all Louisiana students who meet audition requirements. Please contact your counselor for additional information.

### **Parent Conferences**

Parent conferences are encouraged whenever the teacher or the parent feels that such a conference is needed. A parent may request a conference by calling the school and arranging a particular time and date. Since teachers and administrators are assigned many tasks throughout a school day, it is advised that appointments will be made in advance before arriving at school. The interim reports, which are issued four times a year during the middle of each nine weeks period to students whose progress is unsatisfactory, will provide a space for the teacher to indicate the need for such a conference. Parents are urged to respond to these requests.

### **Parties**

In the elementary schools parties are limited so as to cause minimum interference with the instructional program of the school. Seasonal parties are held on the last school day prior to the start of the holiday period. Parties are not permitted in middle or high schools.

### **Physical Education (Middle/High Schools)**

All students enrolled in physical education classes must report to class prepared to dress out in the gym suit designated by the school principal. Only students with written requests from a physician or clergyman shall be allowed to participate in physical activities if they are not dressed in uniform. In cases when gym suits must be replaced due to loss or theft, a student shall be given a maximum of one week in which to procure a new uniform. It is the responsibility of the student to have his/her gym suit cleaned regularly.

### **Promotional Policies**

#### **High Stakes Testing Policy**

Students in grades 4 and 8 will take the LEAP 21 as mandated by the Louisiana State Board of Elementary and Secondary Education. Specific information regarding the current policies/requirements governing this High Stakes Testing are included in the Pupil Progression Plan which is available in each school or the Regional Offices.

#### **Kindergarten**

There may be retention in kindergarten with significant documentation and the approval of the Deputy Superintendent of Instruction or designee.

#### **Grades 1, 2, and 3**

To be promoted to the next grade, a student must achieve the minimum course requirements as reflected by passing grades in each of the three subjects of reading, English, and mathematics.

#### **Grade 4**

1. To be promoted to the next grade, without attending summer school, a student must pass all five (5) academic subjects of reading, English, mathematics, science and social studies.
2. In addition to the JPPSS promotional policy, grade 4 students taking the LEAP 21 must score at or above the state prescribed level in the areas designated by the Louisiana Department of Education.
3. A student who fails one or two promotional subjects and has met LEAP 21 requirements may be promoted to the next grade if he/she attends a state approved summer school and passes the subjects failed.
4. A student who passes all promotional subjects but who does not meet LEAP 21 requirements may be promoted if he/she passes the summer retest.
5. A student who fails three (3) or more promotional subjects is ineligible for promotion to the next grade by attending a state-approved summer school whether he/she has met the LEAP 21 requirements.

Whenever possible, students in grade 4 who have passed all LEAP requirements but have not passed all academic requirements will be allowed to advance to the next course in sequence of courses passed, and repeat courses failed. This plan will not change the promotion policy.

#### **Grades 5 and 6 (housed in elementary schools)**

1. To be promoted to the next grade, without attending summer school, a student must pass all five (5) promotional subjects of reading, English, mathematics, science, and social studies.
2. A student who fails one or two promotional subjects may be promoted to the next grade if he/she attends a state approved summer school and passes the subjects failed.

3. A student who fails three (3) or more promotional subjects is ineligible for promotion to the next grade by attending a state-approved summer school.

Whenever possible, students in grades 5 and 6 will be allowed to advance to the next course in sequence in courses passed, and repeat courses failed. This plan will not change the promotion policy.

#### **Grades 6 and 7**

1. To be promoted to the next grade, without attending summer school, a student must pass all six (6) promotional subjects of reading, English, mathematics, science, social studies, and physical education/band.

2. A student who fails one or two promotional subjects may be promoted to the next grade if he/she attends a state approved summer school and passes the subjects failed.

3. A student who fails three (3) or more promotional subjects is ineligible for promotion to the next grade by attending a state-approved summer school.

Whenever possible, students in grades 6 and 7 will be allowed to advance to the next course in sequence in courses passed, and repeat courses failed. This plan will not change the promotion policy.

#### **Grade 8**

1. To be promoted to the next grade, without attending summer school, a student must pass all six (6) academic 8th grade subjects of reading, English, mathematics, science, social studies and physical education/band.

2. In addition to passing all six 8th grade subjects, grade 8 students taking the LEAP 21 must score at or above the state prescribed level in the areas designated by the Louisiana Department of Education.

3. A student who fails one or two promotional subjects and has met LEAP 21 requirements may be promoted to the next grade if he/she attends a state approved summer school and passes the subjects failed.

4. A student who passes all 6 promotional 8th grade subjects but who does not meet LEAP 21 requirements may be promoted if he/she passes the summer retest.

5. A student who fails three (3) or more promotional subjects is ineligible for promotion to the next grade by attending a state-approved summer school whether he/she has met the LEAP 21 requirements.

Whenever possible, students in grade 8 will be allowed to advance to the next course in sequence in courses passed, and repeat courses failed. This plan will not change the promotion policy.

#### **Grades 9-12**

In order to be promoted from one grade classification to another, the student must have earned Carnegie units of credit as follows:

##### **TRADITIONAL SCHEDULE**

Grade Units Earned

9 0 - 4.9

10 5.0 - 10.9

11 11.0 - 16.9

12 17.0 - 23.0

##### **BLOCK SCHEDULE**

Grade Units Earned

9 0 - 6.9

10 7.0 - 13.9

11 14.0 - 20.9

12 21.0 - 28.0

**Students on a block schedule have additional requirements. Units required for students entering the block schedule in tenth, eleventh and twelfth grades may differ. Information is available in the counselors office at each school.**

#### **4X4 or A/B Block Schedule Credit Requirements for Promotion to the Next Grade**

The 4X4 or A/B Block Schedule allows students to earn eight Carnegie units in one academic year, two more than the traditional schedule. Therefore, the credits necessary for progression changes. The following credit requirements must be met to move from one grade to another.

For a student entering the 4X4 or A/B Block Schedule in ninth grade:

Grade Placement Units Earned

9 0 - 6.9

10 7.0 - 13.9

11 14.0 - 20.9

12 21.0 - 28.0

Listed below are the credit requirements if a student enters the block schedule in a grade other than grade nine. Entering the block schedule in tenth grade (with five credits out of six from ninth grade), a student must earn the following credits:

Grade Placement Units Earned  
(traditional) 9 0 - 4.9

(4X4 or A/B 10 5.0 - 11.9  
Block Schedule) 11 12.0 - 18.9  
12 19.0 - 26.0

Entering the block schedule in eleventh grade (with eleven credits out of twelve from tenth grade), a student must earn the following credits:

Grade Placement Units Earned  
(traditional) 9 0 - 4.9  
10 5.0 - 10.9  
(4X4 or A/B 11 11.0 - 17.9  
Block Schedule) 12 18.0 - 25.0

Entering the block schedule in twelfth grade (with seventeen credits out of eighteen), a student must earn the following credits:

Grade Placement Units Earned  
(traditional) 9 0 - 4.9  
10 5.0 - 10.9  
(4X4 or A/B 11 11.0 - 16.9  
Block Schedule) 12 18.0 - 24.0

In addition, students will be scheduled in a required course including career major courses and/or an elective course in English, mathematics, science, and social studies each academic year.

Listed below are the credit requirements if a student enters the traditional schedule in a grade other than grade nine.

Entering a traditional six period schedule in tenth grade after spending one year on the block schedule:

Grade Placement Units Earned  
9 0 - 6.9  
10 7.0 - 12.9  
11 13.0 - 18.9  
12 19.0 - 25\*

**\*24 units required for graduation**

Entering a traditional six period schedule in eleventh grade after spending two years on the block schedule:

Grade Placement Units Earned  
9 0 - 6.9  
10 7.0 - 13.9  
11 14.0 - 19.9  
12 20.0 - 26\*

**\*25 units required for graduation**

Entering a traditional six period schedule in twelfth grade after spending three years on the block schedule:

Grade Placement Units Earned  
9 0 - 6.9  
10 7.0 - 13.9  
11 14.0 - 20.9  
12 21.0 - 27\*

**\*26 units required for graduation**

**GRADUATION EXIT EXAMINATION (G.E.E.) / GRADUATION**

In addition to having earned the required number of Carnegie units, diploma candidates must pass three of the four parts of the Graduation Exit Examination: English/Language Arts, Mathematics, and either Science or Social Studies. Diploma seeking students not meeting these requirements will not be allowed to participate in the graduation ceremony.

Students will be scheduled in a required course including career major courses and/or an elective course in English, mathematics, science, and social studies each academic year.

**Pupil Appraisal Services**

Title 28 Education Part CI.

Bulletin 1508 - Pupil Appraisal Handbook

Louisiana Department of Education

Pupil appraisal services are an integral part of the total instructional program of the school system. The purpose of pupil appraisal services is to assist students who have learning problems, adjustment problems, or other special needs by providing services to students, parents, teachers, and other school personnel. Some examples are provided below.

1. Assistance to teachers in the development and implementation of behavioral and/or instructional interventions
2. Evaluation of students to determine whether they are exceptional and in need of special educational services
3. Consultation with parents, students, teachers, and other personnel on topics such as instructional or behavioral modifications, exceptional students, and student development

4. Staff development with school personnel on selected topics
5. Interpretation of evaluation findings to school personnel and parents
6. Direct support services to students with learning or behavioral problems related services to students with exceptionalities

### **Schedule for Senior Year**

All high school students are required to take a full schedule or be concurrently enrolled in college-level courses which equal a full schedule each year of their high school career including both semesters of their senior year. The only students allowed to have reduced schedules are those who are in their fifth or sixth year of high school.

### **Scholastic Achievement Awards**

Eligible students in grades 6, 7, and 8 will receive a scholastic achievement certificate issued by the Jefferson Parish School System.

To be eligible, a student must have achieved an over-all 3.5 average. The average is determined by adding the quality points of the final grade for each subject and dividing by the total number of subjects. All students in grades 9-12 who receive an "A" average for the year will receive an academic letter award.

### **Section 504 - of the Rehabilitation Act (1973)**

Section 504 - (in this part) applies to students who do not qualify to receive special education services (Bulletin 1508) but are identified (based on 504 assessment) to receive individually planned accommodations and/or modifications in the regular education setting. The Individual Accommodation Plan (IAP sets forth accommodations and/or modifications necessary for the regular education student to have equal access to the educational benefits of the school's program(s). Please refer to Jefferson Parish Public School System, Section 504 Handbook for specific guidelines and criteria of eligibility.

### **Substitutes**

In the absence of a teacher, the substitute will relate the assignment that has been designated to the students. Lack of cooperation and respect on the part of the student will not be tolerated.

TOPS (Tuition Opportunity Program for Students)

### **TOPS (Tuition Opportunity Program for Students)**

#### **WHAT IS TOPS?**

Louisiana's Tuition Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships and one of the most innovative and progressive student assistance programs in the nation. TOPS has five award components.

#### **HOW AND WHEN TO APPLY FOR TOPS?**

To apply for all TOPS awards, you must submit the Free Application for Federal Student Aid (FAFSA) for the academic year you enroll as a full-time student at a Louisiana college or university. For example, if you will graduate from high school in school year 2006-2007 and enroll in college during the 2007-2008 academic year, submit the 2007-2008 version of the FAFSA. Students who can demonstrate that they do not qualify for federal grant aid and are not interested in obtaining other forms of federal student aid, such as loans or work study, may submit the On-Line Application found at [www.osfa.state.la.us/TOPSPort.nsf](http://www.osfa.state.la.us/TOPSPort.nsf). Contact LOSFA for assistance in filing an application. The FAFSA or On-Line Application may be filed after January 1, and will be given priority consideration if received by May 1, and must be received by July 1 to avoid penalties. An application received more than 120 days after July 1 will not be considered. A FAFSA may be obtained from your high school guidance counselor or college financial aid office or by calling the Office of Student Financial Assistance at (800) 259-5626, Ext. 1012, or you may file a FAFSA over the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

#### **NON HIGH SCHOOL GRADUATES**

Beginning with the 2004-2005 award year, students with superior intellect who will enter college full-time prior to their nineteenth birthday without completing high school or an approved home study program may qualify for a TOPS award. Contact LOSFA for more information.

#### **TOPS CORE CURRICULUM**

##### **UNITS COURSES\***

4 English I, II, III and IV

1 Algebra I (one unit) or Applied Algebra IA and IB (two units)

1 Algebra II

1 Geometry, Calculus or an approved advanced math substitute

1 Biology

1 Chemistry

1 Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II, Physics, Physics II or Physics for Technology (one unit)



(Beginning with the graduating class of 2008 and thereafter, Agriscience I AND Agriscience II (two units) may be substituted for one unit required from among these science courses)

1 American History

1 World History, Western Civilization or World Geography

1 Civics and Free Enterprise (one unit combined) or Civics (one unit)

1 Fine Arts Survey (or substitute two units of performance courses in music, dance, and/or theater; or two units of visual arts; or two units of studio art; or one unit of an elective from among the other subjects listed in this core curriculum)

2 Foreign Language (two units in the same language)

½ Computer Science, Computer Literacy or Business Computer Applications (or substitute at least one-half unit of an elective course related to computers approved by the State Board of Elementary and Secondary Education or one-half unit as an elective from among the other subjects listed in this core curriculum)

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16.5 Units\*\*

\*Other courses may be acceptable as substitutes for courses in the core curriculum. Contact LOSFA for more information on acceptable substitute courses or check our Web site at [www.osfa.state.la.us](http://www.osfa.state.la.us).

\*\*Beginning with the graduating class of 2008 and thereafter, an additional unit of advanced math or advanced science, for a total of 17.5 units, will be required. The additional unit must be from among the following: Geometry, Calculus, Pre-Calculus, Algebra III, Probability and Statistics, Discrete Mathematics, Applied Mathematics III, Advanced Mathematics I, Advanced Mathematics II, Integrated Mathematics III, or Biology II, Chemistry II, Physics, or Physics II.

### **Transcripts High Schools**

Seniors who plan to attend college must contact the college and request an application for admission. Upon written request from the student, or parent, the school will send to the college the student's transcript. These transcripts are sent at the end of the year after all senior grades are recorded.

Students who transfer to another school must request that the school write for a transcript before one will be forwarded to the new school.

Parents must sign the appropriate Privacy Act form releasing the student's educational records.

### **Valedictorian Policy**

It is the philosophy of the Jefferson Parish Public School Board that the honors of valedictorian and salutatorian be awarded to students whose cumulative grade point averages not only reflect the quality of instruction in the entire school district, but specifically to those who exemplify the highest scholastic achievement in the school from which they graduate. Therefore, it is believed that a residency requirement validates this philosophy.

### **Residency Requirement**

To be eligible for the honor of valedictorian and salutatorian, students shall have been in residence for at least the last four semesters in the high school from which they are to be graduated.

### **Declaration of Intent to Graduate**

All students whose grade point average would rank them among the top ten and who wish to compete for valedictorian and salutatorian, must declare their intent to graduate no later than the 15th school attendance day; failure to declare their intent to graduate by this deadline will result in their disqualification from eligibility for the honor of valedictorian and salutatorian. At the point of declared intent to graduate, these students are to be moved into senior homerooms (treated as seniors) even if they have not yet earned the minimum number of Carnegie units required to become a senior with the provision that they are enrolled in appropriate academic coursework (limited to high school and concurrent college enrollment courses, and exclusive of proficiency examinations and correspondence courses) which if successfully completed will allow those students to have earned the minimum of Carnegie units necessary to graduate.

### **Student Notification**

Students will be provided with written information and policies about concurrent enrollment, correspondence courses, honors courses, proficiency examinations, the full senior year requirement, and the policy for valedictorian/salutatorian. From the point that a student has earned at least one Carnegie unit, the school will provide that student with an annual, printed cumulative record of all Carnegie unit courses taken, grades received, and grade point average.

### **Posting of the Top Ten Students**

The following timeline has been established to require posting, in rank order, the names of the top ten students (the actual grade point average for these students will not be posted, only the rank order in which they are positioned at that time):

1. At the end of the second nine weeks of the junior year, the names of the top ten students ranked in order will be posted; this ranking will be based on Carnegie units earned through the beginning of their junior year, inclusive of summer school.
2. At the end of the junior year, a revised list of the top ten students in rank order will again be posted.
3. No later than the 20th attendance day, a revised list of the top 10 students (inclusive of those who declared their intent to graduate and who have been moved into senior homerooms under the conditions listed above) reflective of all summer school work will be posted, and the top 10 information letter will be issued to the top 10 students.
4. No later than five school days after the beginning of the second semester, a revised list of the top ten students will be posted.

### **Grade Point Average (G.P.A.) and Ranking**

A. Policy for calculating grade point average:

Quality points will be used in computing grade point average as follows:

Honors classes: All others:

A = 5 points A = 4 points

B = 4 points B = 3 points

C = 3 points C = 2 points

D = 2 points D = 1 point

F = 0 points F = 0 points

As established by the State Board of Education (March 1971), physical education grades must be included in computing G.P.A. for rank in class. All courses attempted will be included in the determination of valedictorian and salutatorian. (See "Valedictorian" for policy/procedure to follow in determining valedictorian/salutatorian.)

The cumulative or high school grade point average is determined by adding the number of units attempted, including Carnegie units attempted in 8th grade, and dividing that number into the number of quality points earned. The average is to be computed to four decimal places.

Proficiency exams, college courses and Drivers' Education are among the courses considered to be Pass/Fail. If a student attempts a proficiency exam and fails, an "F" will show on the student's transcript and be used in the calculation of the grade point average.

B. Policy for Ranking

After all GPA's have been calculated to the 4th decimal point, class members will be ranked from highest GPA to lowest. All students, regardless of graduating date, are to be ranked at the end of the school year. Mid-term graduates' ranks must be included with June graduates.

All courses attempted, with the exception of passed Pass-Fail courses, will be included in the determination of valedictorian and salutatorian.

As soon as rank in class for graduates has been determined, principals will send to the Department of Instruction the names, addresses, phone numbers, and parents' names, of valedictorians and salutatorians.

District Wide Parent Involvement Policy

The Jefferson Parish School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents of all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- The Jefferson Parish Public School System, School Board and Superintendent recognizes that parental involvement must be a priority for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently parents are vital and necessary partners with the school system throughout their children's elementary and secondary school careers. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents,

aunts, uncles, foster parents, stepparents, and others. The concept of parental involvement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting.

- It shall be the policy of the School Board and each public school in Jefferson Parish, in collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the Board, in accordance with applicable state and federal laws

and regulations. As part of the parental involvement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

#### **District Level Responsibilities**

At the district level, the School Board shall:

1. Involve parents in the joint development and amendment of the school district's plan, which includes components of the district's parental involvement program, to be submitted to the Louisiana Department of Education. Such involvement shall involve, but not be limited to, the following:
  - a. Appointing to, and interacting with, each school's School Improvement Team, which is actively involved with assessing needs and addressing these needs in the school;
  - b. Conducting open public workshops on major issues;
  - c. Holding regular School Board meetings, with opportunities for the Board to receive public input and comments; these meetings are televised on the Jefferson Parish Public School System Cox Cable network with periodic replays for greater public exposure;
  - d. Requiring each school to conduct open house meetings;
  - e. Encourage school based parental organizations, such as PTA, PTO, etc.
2. Provide coordination of various programs that involve parents, technical assistance, and other support necessary to assist every public school in Jefferson Parish in planning and implementing effective parental involvement programs and strategies.
  - a. Coordinate and integrate parental involvement programs with other programs and activities that promote parental involvement.
  - b. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the use of components and strategies. The evaluation shall attempt to identify ways of improving the academic quality of the schools served by the Board, including identifying barriers to greater participation by parents in educational and parental involvement activities; particular attention shall be directed to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies and procedures.
  - c. Distribute to parents information about the Jefferson Parish School District's parental involvement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law. Notification shall also include, at the start of school each year, the right of parents to request and receive timely information on the professional qualifications of their children's classroom teachers.
  - d. Submit with the No Child Left Behind (NCLB) Consolidated Application plan to the Louisiana Department of Education comments of parents of participating children who are not satisfied with components of the parental involvement program.
  - e. Inform and notify parents and organizations of the existence of a parental information and resource center established by the state to provide training, information, and support to parents and individuals who work with parents, School Boards, and schools.

#### **School Level Responsibilities**

As part of the parental involvement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Jefferson Parish School Board to:

- a. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
- b. Offer a flexible number of meeting, services, and/or activities, on or off school campuses, at various times of the day to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
- c. Involve parents in an organized, ongoing, and timely way, in planning, review, and improvement programs, including the planning, development, review, and improvement of the school parental involvement policy and the joint development of the school wide parental involvement program plan.
- d. Provide parents, especially those of participating children in NCLB programs:
  1. Timely information about educational and parental involvement programs:
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student's progress and the proficiency level students are expected to meet.

3. If requested by the parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

e. If the school wide parental involvement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

### **Shared Responsibilities**

As part of the parental involvement program, to build a capacity for involvement, the School Board and each public school under its jurisdiction shall:

- a. Shall provide assistance to parents of children served by the school or Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, the components of the Board's parental involvement program, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- b. Shall provide material and training to help parents work with their children in improving academic achievement, such as literacy training and using technology, as appropriate.
- c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in valuing the usefulness of their contributions. Also, how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, Reading First, Early Reading First, Even Start, Kagan, Learning Together, Differentiated Instruction, and other programs.
- e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
- f. May involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of such training.
- g. May provide necessary literacy training from federal and state funds received if the Board has exhausted all other reasonably available sources of funding for such training.
- h. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, appropriate refreshments, and/or childcare costs, to enable parents to participate in school- related meetings and training sessions.
- i. May train parents to enhance the involvement of other parents.
- j. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
- k. May adopt and implement model approaches to improving parental involvement.
- l. Shall recognize parental activities and/or contributions outside the normal school setting that enhance student academic achievement, such as tutoring, improving attendance, and contributing and preparing school/classroom support materials and services.
- m. May establish a district wide parent advisory council to provide advice on all matters related to parental involvement in programs.
- n. May develop appropriate roles for community-base organizations and businesses in parental involvement activities.
- o. Shall provide such other reasonable support for parental involvement activities as parents may request.
- p. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

### **Parent's Responsibilities**

The School Board realizes that a child's education begins at birth. Parents and family members, as their child's primary teachers, play a vital role in the intellectual, social, and emotional growth of their children. A child's development and success is dependent on the direct support a child receives at home. In an effort to promote responsible and successful parenting skills, the Board expects parents to:

- a. Make sure children attend school regularly and arrive at school on time.
- b. Supervise completion of all homework assignments.
- c. Assure proper hygiene and daily cleanliness of their children.
- d. Make sure children are dressed properly, in accordance with the uniform or dress code.
- e. Make sure that children get adequate amounts of sleep nightly.
- f. Visit and discuss their child's academic progress regularly with teachers.
- g. Discuss academic progress and school events regularly with their child.
- h. Instill proper respect for parents, teachers, and other adults.
- i. Volunteer in child's classroom, school, or related activities to the extent feasible and appropriate.

- j. When feasible, attend school-sponsored programs in which their child may participate.
- k. When feasible, join and be active in parent/teacher organizations.

**Statement Of Compliance**

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

**School-Parent Compact**

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

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

**Other Programs**

In conjunction with the district services rendered under the Board's Parental Involvement Program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, Jefferson Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Volunteers in Public Schools (VIPS), Partners in Education, District Parent/Teacher Association (PTA) and the West Bank and East Bank Parent Advisory Council. One of the primary goals of these groups is to support, supplement, and assist in improving the involvement of parents of children in the Jefferson Parish Public School System Schools.