

ST. JAMES
PARISH SCHOOLS



Inspiring Hope and Purpose

2023-2024

Student Policy Manual

St. James Parish School Board
1876 West Main Street
Lutcher, LA 70071
(225) 258-4500
www.stjames.k12.la.us

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School Board Contacts

Raymond Gros, President

Sue Beier, Vice-President

District 1	Diana Cantillo	dcantillo@sjpsb.org
District 2	Tim Detillier	tdetillier@sjpsb.org
District 3	Sue Beier, Vice President	sbeier@sjpsb.org
District 4	Marty Poche	mpoche@sjpsb.org
District 5	Angela Washington	awashington@sjpsb.org
District 6	Nicole Florent Charles	nflorent@sjpsb.org
District 7	Raymond Gros, President	rgros@sjpsb.org

Superintendent's Message

I'd like to welcome you back from what I hope was a restful and pleasant summer. I'm excited for the 2023-2024 school year and we have been preparing for a great year. We must continue to hold a shared responsibility and take the necessary steps to provide greater opportunities and stronger outcomes for our students. As I have said, the strength of this district is in its people, and we only want the best for every student, educator, parent, and community member. I look forward to continuing to learn and to lead this school system so we can provide stable, long-term leadership for St. James Parish Schools.

St. James Parish Schools is the place to be! Have a great school year!

Sincerely,

Chris M. Kimball

Superintendent, St. James Parish Schools



Vision and Mission of St. James Parish School System

Vision - St. James Parish School System inspires and empowers students to meet high educational standards and lead responsible, ethical lives to become lifelong learners in an ever-changing world.

Mission - The mission of St. James Parish School System is to provide an equitable, high-quality education for a diverse student population through academic and technical learning and co-curricular and extracurricular activities in a safe and respectful environment to ensure well-being and success.

District Office Contacts

4502	Kimball, Chris - <i>Superintendent of Schools</i>	4530	Hightower, Sara - <i>IT Specialist</i>
4502	Thomassee, Jessica - <i>Executive Assistant to the Superintendent & School Board</i>	4514	Hutchinson, Kristie - <i>Receptionist</i>
4518	Cook, Kelly - <i>Chief of Human Resources and Risk Management; Title IX Coordinator</i>	8126	Hymel, Mary Beth - <i>Director of Early Childhood</i>
4508	Detillier, Anne - <i>Chief Academic Officer</i>	4559	Labat, Simone - <i>Director of Federal Programs & Instructional Technology</i>
4511	Laiche, Amy - <i>Chief of Schools/Student Support District SBLC/504 Chair</i>	4526	Long, DeEtta - <i>Student Services Administrative Assistant</i>
4522	Montz, Ashley - <i>Chief Financial Officer</i>	4531	Louis, Debbie - <i>Senior Accounting Technician</i>
4550	Nogess, Neshelle , <i>Chief of Revenue and Taxation</i>	4561	Lovette, Sherien - <i>School Food Service Supervisor</i>
4505	Ambrose, Jaye - <i>Supervisor of Operations & Maintenance</i>	4525	Luersen, Carrie - <i>Senior Accounting Technician</i>
4519	Aubert, Melissa - <i>Student Services Coordinator</i>	4512	Mills, Monique - <i>District Testing Integration Specialist</i>
4513	Becnel, Danette - <i>Elementary Director of Academics</i>	4560	Mitchell, Cherrie - <i>Child Nutrition Field Manager</i>
4516	Becnel, Sadie - <i>Special Education Administrative Assistant</i>	4551	Mitchell, Sheila - <i>Administrative Assistant Sales & Use Tax</i>
4563	Boudreaux, Senecca - <i>Director of Special Education</i>	4528	Naquin, Nicole - <i>High School Director of Academics</i>
4532	Boudwin, Rickie - <i>Supervisor of Technology</i>	4552	Roberts, Melinda - <i>Sales and Use Tax Supervisor</i>
4515	Bourgeois, MaryKay - <i>Supervisor of Accounting</i>	4527	Roper, Remy - <i>Data Supervisor</i>
4562	Bush, Will - <i>Network Specialist</i>	4533	Scott, Nikki - <i>IT Specialist</i>
4506	Charles, Myleka - <i>Sales and Use Tax Field Auditor</i>	4542	Shanklin, Jarvis - <i>Director of Child Welfare & Attendance</i>
4761	Clement, Jacob - <i>IT Specialist</i>	4534	Steib, Vondra - <i>Director on Special Assignment Transportation and Alternative Center</i>
4521	Dershak, Teresa - <i>Supervisor of Payroll and Benefits</i>	4555	Trosclair, Heidi - <i>Supervisor of SPED Compliance</i>
4523	Duronslet, Anita - <i>Pupil Appraisal Administrative Assistant</i>	4556	Williams, Kasha - <i>Public Information Manager</i>
4517	Duronslet, Jason - <i>Systems Specialist</i>		
4509	Folchetti, Rachelle - <i>Payroll and Benefits Coordinator</i>	(225) 326-3828	ABM (Operations & Maintenance)
4555	Graver, Kasi - <i>Behavior Support Teacher</i>	(225) 869-6630	First Student (Transportation)
8122	Hage, Lauren , - <i>Early Childhood Coordinator</i>	(225) 258-4497	HELP Desk (Technology)

School Contacts

<u>School</u>	<u>Address</u>	<u>Principal</u>	<u>Email</u>	<u>Phone</u>
Gramercy Elementary (4-6)	601 E. 2nd St. Gramercy, LA 70052	Lynesia Preyan	lpreyan@sipsb.org	(225) 258-4800
Lutcher High (7-12)	1910 W. Main St. Lutcher, LA 70071	Angie Poche (Associate Principal)	apoche@sipsb.org	(225) 258-5300
Paulina Elementary (PK-3)	2756 LA 44 Paulina, LA 70763	Hollie Folse	hfolse@sipsb.org	(225) 258-4707
St. James High (7-12)	22187 Hwy. 20 Vacherie, LA 70090	Shane Kliebert Chakira Brown (Associate Principal)	skliebert@sipsb.org cgaimes@sipsb.org	(225) 258-4900
Sixth Ward Elementary (4-6)	3245 Valcour Aime Vacherie, LA 70090	Dr. Kimberly Johnson	kgales@sipsb.org	(225) 258-4640
Vacherie Elementary (PK-3)	13440 Hwy. 644 Vacherie, LA 70090	Tammy Templet	ttemplet@sipsb.org	(225) 258-5250

Program Contacts

<u>Program</u>	<u>Address</u>	<u>Contact</u>	<u>Email</u>	<u>Phone</u>
Alternative Center	3125 Valcour Aime Vacherie, LA 70090	Vondra Steib Director	vsteib@sipsb.org	(225) 258-4534
College and Career Center	1410 Buddy Whitey St. Lutcher, LA 70071	Terry Gros Director	tgros@sipsb.org	(225) 258-4571
Cypress Grove Montessori (PK-6)	2461 N. King Ave. Lutcher, LA 70071	Becky Louque	belouque@sipsb.org	(225) 258-5407
St. Louis Academy (PK-3)	8104 Villavso St. St. James, LA 70086	Cynthia Joseph	cjoseph@sipsb.org	(225) 258-4680
Virtual Academy	1410 Buddy Whitey St. Lutcher, LA 70071	Temple Poche Teacher	tpoche@sipsb.org	(225) 248-4582

2023-2024 School Calendar

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 4 – Independence Day
July 31 – \$333 Day

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 1-2 – Admin Day
Aug. 3 – First Day of School

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 4 – Labor Day
Sept. 20 – Half Day for Students

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 2 – Admin Day
Oct. 5 – End of Q1
Oct. 6 – Start of Q2
Oct. 9-10 – Fall Break

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 20-24 – Thanksgiving Holidays

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 15 – End of Q2- Half Day for Students
Dec. 18 -Jan 2 – Christmas Holidays

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 3 – Admin Day
Jan. 4 – \$333 Day
Jan. 5 – Start of Q3
Jan. 15 – Martin Luther King Jr. Holiday

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 12-16 – Mardi Gras Holidays

MARCH 2024

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar. 15 – End of Q3
Mar. 18– Start of Q4
Mar. 29- Apr. 5 – Easter Holidays

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Mar. 29- Apr. 5 – Easter Holidays

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 17 – High School Graduation
May 24 – End of Q4 - Half Day for Students & Last day of School
May 27 – Memorial Day
May 28 – Admin Day

JUNE 2024

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- = **Holiday:** Schools Closed, Students & Staff Do Not Report
- = **Administrative Day:** Students Do Not Report
- = **Start/End of Quarter**
- = **\$333 Day:** Students Do No Report

Student Instructional Days: 177

By Semester: Fall=88 days, Spring=89 days

By Quarter: First=44 days, Second=44 days, Third=45 days, Fourth=44 days

Registration

The St. James Parish School District shall require children entering **kindergarten** for the first time beginning with the 2023-2024 school session to be at least five (5) years of age on or before September 30th of the calendar year in which the school year begins. Students entering **first grade** for the first time at the beginning of the 2023-2024 school session shall be six (6) years of age on or before September 30th of the calendar year in which the school year begins. In addition, parents are to present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten instruction for a full school year; “or” satisfactorily passed academic readiness screening, administered by the school system prior to the time of enrollment in first grade.

Registration Requirements

1. [St. James Parish School's Registration Packet](https://www.stjames.k12.la.us/) (Can also be found on <https://www.stjames.k12.la.us/> “Quick Links”)
2. Immunization Record - Louisiana law requires all children entering schools in the St. James Parish School District to present copies of their immunization records at the time of registration. This includes new students, those in Pre-K, Kindergarten, and those entering grades 1-12 in St. James Parish for the first time. R.S. 17:170 states that “all persons entering any school within the state for the first time shall present evidence of an immunization program in progress”. This will be strictly enforced by the St. James Parish School District. Please note that no child seeking to enter any school in the school district shall be required to comply with the provisions of this mandate if the child for medical reasons or a written dissent from the parents is presented.
3. Birth Certificate - All new registrants to SJPS are required to present a copy of their official birth record upon registration. Certified copies may be obtained by contacting:
 - [LA Department of Health-State Registrar and Vital Records](#)
 - (504) 593-5100 PO Box 60630 New Orleans, LA 70160
 - [St. James Parish Clerk of Court](#)
 - (225) 562-2275 5800 LA 44 Convent, LA 70723 3rd Floor
4. Social Security Card
 - To obtain information needed to apply for a Social Security card contact any Social Security Office
 - (Houma) 423 Lafayette Street, Houma, LA 70360 (985) 876-0949
 - (Baton Rouge) 5455 Bankers Ave. Baton Rouge, LA 70808 (866) 613-3070
 - If a Social Security Card is not available at the time of registration, the student shall be assigned a state identification number.
5. Proof of Residency - Verification of domicile of a parent or legal custodian or legal guardian must bear the name and current physical address of the parent or legal custodian or legal guardian and shall be based on at least two (2) of the following items: gas or water bill, electricity bill, lease/rental agreement, driver's license, voter's registration card, most recent tax return or act of sale/mortgage.

Additional Documents - Providing the following documents upon registration will assist SJPS with an expedited enrollment process and placement: withdrawal form from previous school, last report card, transcript (high school only), IEP/IAP (if applicable), health plan, and/or any additional information in which the parent deems important for the school to know.

Parent Communication

Parent(s) shall notify the school immediately of any changes in the domicile of the student including, but not limited to: address, phone number, and any other contact information.

Communications to all parents related to school and parent programs, meetings, and other activities will be in one or more of the following forms: Calendars, Flyers, JCampus Call-Out System, Newspaper Articles and Announcements, School and District Website Information: <http://www.sjpsb.org>, District Code of Conduct and Student Policy Manual, Twitter: SJP_Schools, Facebook: <https://www.facebook.com/SJPschools>.

Beginning the 2023-2024 school year, all individual calls, texts, and/or emails between teachers, coaches, administrators and parents will be done through a communication platform called **SchoolStatus**. Parents will receive information during open house/orientation at the start of each school year on the details of this platform.

Jurisdiction

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he or she leaves the school campus in the afternoon. In case a student rides a bus, he or she shall be under the jurisdiction of the school from the time he or she boards the bus until the student exits the bus in the afternoon. Students shall be under the jurisdiction of the school while attending any school sponsored activity either at school or away from school. This shall apply to all students, including athletic teams, clubs, band and other student organizations. In disciplinary matters, the Board's authority may extend beyond the limits set forth above, in accordance with state law.

Visitor Authorization and Check Out Policy

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

All visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc. shall be made aware of the purpose of the visit. If at all possible, all visits should be prearranged. According to [RS 17:81.BB\(1\)](#), each school has established a uniform policy for student check-out and visitors coming to the school to check out students must follow the school's policy. Principals are authorized to take the necessary steps in dealing with unauthorized visitors. Violators may be fined not more than two hundred fifty dollars or imprisoned not more than thirty days, or both.

Attendance

In compliance with the Compulsory School Attendance Law (R.S. 17:221), all students between the ages of seven and eighteen are required to attend a public or private day school unless the child graduates from high school prior to his/her eighteenth birthday. Any child below the age of seven who legally enrolls in school is also subject to the compulsory attendance law. All absences, whether excused or unexcused, shall be counted as absences for attendance reporting purposes to the Louisiana State Department of Education.

Attendance Policy

- Elementary students (Kindergarten-8th grade) shall be in attendance a minimum of 60,120 minutes which is equivalent to 167 six-hour days a school year. Elementary students may not accumulate more than 10 unexcused absences per year.
- High school students (9th-12th grade) must be in attendance 30,060 minutes which is equivalent to 83.5 six-hour days per semester. High School students may not accumulate more than 5 unexcused absences per semester.

Attendance Guidance for All Students

- A parent/guardian should notify the principal's office via the telephone in advance of the student's absence or on the morning of absence. All student absences shall be entered by teachers in JCampus. Parents will receive an automated call as notification that their child is absent from school. Parents are responsible for notifying the school of their recent contact information.
- Any student returning to school after being absent for 1 or 2 days shall present to the principal/designee the parish-adopted Daily Absentee Form (SJ No. 2) within two days after returning. These can be obtained from the school secretary. Failure to do so shall result in absences being unexcused. The student is allowed 1 SJ2 per semester with up to 2 consecutive days. Any other unexcused absences should be appealed to the Director of Child Welfare and Attendance. The deadline to appeal unexcused absences for the Fall Semester will be the second week of school in the Spring Semester. The deadline to appeal unexcused absences for the Spring Semester will be the second week of the summer break.
- Students who are physically present at a school site or participating in an authorized school activity for 25% or more of the school day shall be deemed present for attendance purposes. Students who are under the supervision of authorized personnel for 25% or less of the school day shall be deemed absent for attendance reporting purposes.
- The only exception to the attendance policy comes from absences that fall under the "extenuating circumstances" provision, which would allow a student to miss school for one of five reasons and still be credited as present.

- Those reasons, according to the state department's Administrative Code, include extended leave from school (more than three days missed) for physical or emotional illness, a hospital stay, recuperation from an accident, a contagious disease in the family or observance of special and recognized holidays of the student's own faith.
- Missing three or more days of school for any of the first four reasons would require verification from a physician, dentist or nurse practitioner licensed in the state.
- An absence resulting from disciplinary procedures (i.e. suspension or expulsion) shall be entered in JCampus. These days are unexcused.
- Five unexcused late sign-ins will result in a truancy referral.
- Three unexcused late sign-ins, after official homeroom, shall equal one (1) day absent for parish perfect attendance determination.
 - To receive a perfect attendance certificate, a student must attend school for 177 days or full term as defined by the St. James Parish School Board and/or State Board of Elementary and Secondary Education.
 - A student must attend school a full day, with the only exception being the following: (a) School sponsored trip; (b) Arrival during homeroom period (not to exceed two occasions); (c) Leaving school because of death in family; (d) Leaving school because of illness (not to exceed two occasions); other circumstances approved by the Administrative Director of Child Welfare and Attendance in consultation with the principal.
- A parent/guardian or other person having control of any child that has either major surgery, major illness, or has not been in attendance for an extended period of time, shall be required to submit a doctor's statement indicating the following: special care needed, diagnosis, action to be taken in case of emergency, and medication(s) prescribed.
- Re-admittance shall be determined by the Director of Child Welfare and Attendance after consulting with the school nurse and/or doctor(s). To receive homebound/hospital bound instruction, the parent/guardian is responsible for contacting the Director of Special Education at (225) 258-4598 to request special services.
- Parents/Guardians of students with excessive absenteeism will be referred to the District Truancy Officer. A report of each meeting will be documented and shared with principals.

Medically Excused Disabled Students

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

- The student shall submit a doctor's excuse to the principal on the first school day upon the student's return to school. The doctor's notice to the principal shall specify whether the student can participate in physical education activities, whether the student can dress out for physical education activities, and the period of time the student is disabled. The principal shall forward a copy of the medical excuse to the teacher.
- The teacher shall assign theoretical activities (approved by the principal) in the instructional unit being studied to compensate for physical activities and to continue the learning process for the student to have an opportunity to earn a maximum grade of "A" if the students' disability prohibited the required physical activities in Physical Education class. The teacher shall establish a time frame (approved by the principal) in which the student is to complete assignments to change the grade of "I" to an academic grade.
- The principal shall notify the student's parents/guardian in writing or via a parent-principal-teacher conference within five (5) school days of receipt of the medical excuse of the modified curriculum prepared by the student's teacher and the established time frame for the temporarily disabled student to attain an academic grade for each applicable nine weeks grading period.
- The teacher shall assign an incomplete grade of "I" when the disabled student does not complete one or more assignments per each applicable nine weeks grading period. The principal shall notify the student's parent/guardian in writing within five (5) school days of all curricular modifications and pending academic grade status.

Health Conditions

It is the parent's responsibility to inform the School RN if the child has an existing medical condition, any new medical condition, or change in their current medical condition. An individualized health plan may be written at the discretion of the School RN. All student information shall be kept confidential; however, will be shared with school personnel at student's assigned school(s) as needed for the health and safety of the student. The parent/legal guardian may be required to sign a *Release of Information* for the exchange and release of confidential information so that health information can be shared between the School RN and health care providers.

Food Allergy/Special Diet Request

If a student has a food allergy or needs a special diet, contact the school secretary, the cafeteria manager, or the nurse to receive a **DIET PRESCRIPTION REQUEST FOR MEALS AT SCHOOL** form. When the form is returned correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions can be made. Until such determination is made, parents may be required to send their child's meals to school. A new diet prescription request must be made at the beginning of each school year. An Individualized Health Plan will not be written for Special Diets and Food Allergies until the School RN receives a diet prescription that has been received and approved by the Child Nutrition Department. If you have any questions, please contact the Child Nutrition Department at 225-258-4561.

Illness

Students who attend school on a regular basis are more successful. However, students who are ill should remain home. If a student becomes ill while at school and needs to go home, a parent/guardian will be notified. It is important that the school has up-to-date phone numbers for the parent/guardian and emergency contacts (home, cell, work). Please notify the school office when contact numbers change or are no longer in service. If the parent or an emergency contact cannot be reached, the school will ask the Sheriff's Department for assistance in locating the parent/guardian. In the event of a health emergency, 911 will be called and the parent/guardian will be notified. For illness/conditions in which a student should stay home or the student will be sent home, please see our **Health Guidelines**. A note from your physician will be needed in certain instances for the absence to be excused.

Injury

In the event of an injury at school, school systems are only equipped to provide "First Aid" treatment. School RNs are also only able to provide "First Aid" and are available at schools on a limited basis to handle health conditions or emergencies. If a student is injured at school, he/she should report the injury to school personnel. Once school personnel are notified, an accident report will be written by the staff member responsible for the student at the time of the accident. Parents will also be notified and provided with a copy of the accident report. Any accident, which results in injury and requires medical treatment beyond "First Aid", is the responsibility of the parent/guardian.

If a student has a health emergency or is seriously injured, 911 will be called and the parent will be notified. If the school is unable to contact the parent/guardian, the student will be sent to the nearest hospital and the school will ask the sheriff's department for assistance in locating the parent/guardian.

The school system will not pay for treatment unless negligence on part of the school system or its employees can be proven. Parents are urged to purchase the school insurance if additional insurance coverage is needed. Forms for school insurance are given in the beginning of school year packets.

If a student is injured at home or outside of the school system and he/she has complaints from the injury, the student should be brought to the student's family physician or to the emergency room for evaluation. Students should not be sent the following day to the School RN for evaluation.

Health Guidelines

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Please encourage your child to wash their hands frequently, to cough into their elbow area or a tissue, and to discard any used tissue into the garbage can.
- The above signs and symptoms may indicate that your child has a Communicable disease that is CONTAGIOUS to others. If a Health Referral form is sent home by the School RN, the student must be seen by a doctor, the Health Referral form completed by a doctor and returned to the school office, in order for the student to return to school.
- A Student will be excluded from school until seen by a doctor, if a suspected Communicable Disease is present, appropriate care has not been rendered or condition has not been resolved after an adequate time period.
- Health conditions not listed above will be at the School RN's discretion whether the student is sent home, referred to a doctor, or excluded from school.
- For more information on the above guidelines, you can go to the CDC website @ www.cdc.gov and the DHH website @ www.infectiousdisease.dhh.louisiana.gov.

Requirements for Medication at School

SJPSB follows State and Federal legislation's medication guidelines. Legislation states that: medication that can be given before or after school, shall not be given at school. School medication orders must be limited to medications, which can be administered during school hours. However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or to allow a student to participate equally in the education setting. Louisiana State Legislation has put into place some required conditions to insure the health, safety, and welfare of children who need medicine during the school day.

A few of these requirements are as follows (SJPSB Medication Administration Policy and Procedures may be viewed, in its entirety, on the school board website):

- No student shall bring or consume any medication on campus. If consumption of medication on campus becomes necessary, the parent/guardian/student shall comply with the St. James Parish School Board policy for administering medication at school.
- The parent/legal guardian must provide a completed and signed *Medication Order*, by BOTH the physician and parent, for EACH medication to be given at school. This form is also required for any over-the-counter medication to be given at school.
- Students shall be able to swallow the form of medication ordered by the physician.
- Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by a (TAP) Trained Authorized Personnel. Eye drops, antibiotics, and other short-term medications, including over-the-counter medications, shall not be given by school personnel, unless a *medication exception* has been granted by the school RN.
- Medication MUST be delivered to the school office by a parent/legal guardian or a responsible adult. Students are NOT allowed to transport medication to school or have medication in their possession without the School RN approval. Teachers and principals have the right to take medication from a student and contact the parent. Emergency medications such as asthma inhalers, EpiPens, and glucagon can be carried and self-administered by a student, ONLY if it has been approved by the physician, parent/legal guardian, and the School RN.
- The parent/legal guardian must count and sign-in the amount of medication that is delivered to the school with a (TAP) trained authorized personnel, on the students' medication log.
- No more than a (35) day supply of medication shall be brought to school.
- Medication MUST be in a container properly labeled from a pharmacy and MUST match the *Medication Order*.
- The parent/legal guardian MUST provide the names and working telephone numbers of persons to be contacted in case of a medication emergency. Emergency phone numbers should be updated immediately if there is a change in contact information.
- The parent/legal guardian shall provide a statement, stating that the initial dose of medication was administered outside of the school jurisdiction, allowing at least (12) hours of observation for adverse reactions, with the exception of emergency medications such as, an asthma inhaler, epipen, or glucagon.
- Medication not retrieved by a parent/legal guardian or responsible adult, will be destroyed (2) weeks after the expiration date, if the order is discontinued, or at the end of the school year, following notification to the parent/legal guardian.

- *All student information shall be kept confidential.* The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.
- If a student refuses medication administration, an administrator will be notified and will notify the parent. If refusals continue, medication will no longer be administered at school.

***A NEW Medication Order is required at the beginning of EACH school year (cannot be dated prior to July 1st, of that school year) and anytime DURING the school year, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is NOT allowed to make changes on a medication, a new *Medication Order* MUST be given.

Lip Balm and Cough Drops

- If lip balm/cough drops are labeled “medicated”, it cannot be brought to, or used at school without a doctor’s note.
- There are many products available over the counter for a dry lip problem. “Vaseline/ Wax balms” would provide adequate prevention and protection of dry/cracked lips.
- Please educate your child about no sharing, playing with or excessive use of lip balm during class.

Health Screenings

Vision Screening: According to Act 522, St. James Parish School nurses will coordinate the vision screening to be completed. Vision screening will be conducted on all students in grades K, 1, 3, 5, 7, 9, and 11, and any special request. If the student fails the vision screening, a letter of referral will be sent home notifying the parent/guardian of the need for further medical evaluation and/or correction as needed.

Hearing Screening: According to Act 522, St. James Parish School nurses will coordinate the hearing screening to be completed. Hearing screening will be conducted on all students in grades K, 1, 3, 7, and 11, and any special requests.

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

Scoliosis Screening: A parent/guardian of any student with a concern of their child’s back or posture needs to submit a written request for a scoliosis screening to the school nurse at that student’s school.

Breast Self-Examination/Cervical Cancer: According to Act 789, Breast Self-Examination/Cervical Cancer is taught to 8th and 10th grade girls in St. James Parish. This class is conducted by the school nurses and/or St. James Parish Hospital. The parent/guardian must sign a negative consent form in order for their daughter NOT to participate.

Immunization Requirements for School Attendance

Each student attending school within the state of Louisiana for the first time, entering sixth grade, and entering 11th grade, shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases at the time of registration or entry into school, in accordance with the schedule established by the La. Department of Health and Hospitals (DHH), Centers for Disease Control (CDC), and Office of Public Health (OPH). Students who are not in compliance with these state legal requirements of immunization and/or who exhibit evidence of any communicable disease, shall be promptly excluded from school. The schedule below provides specific requirements based on age and grade.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:170, R.S. 17:170.4, and R.S. 17:236.1, Title 28: Education, Part CLVII Bulletin 135- Health and Safety

Students 4 years of age or prior to school entry, and for all new students entering the parish, the following immunizations listed below are required or a notice of exclusion will be sent home until immunizations are up to date.

- DTaP (Diphtheria-Tetanus- Acellular Pertussis)
 - Last one after the 4th birthday (the 3rd and 4th at least 6 months apart); **5 required upon school entry**
- OPV/IPV (Polio)
 - Last one after the 4th birthday (the 2nd and 3rd at least 6 months apart); **4 required upon school entry**
- HBV (Hepatitis B)
 - 1st and 2nd at least a month apart; 3rd dose required after the child has reached 6 months of age
 - **3 required upon school entry**
- MMR (Measles-Mumps-Rubella)

- First dose after 12 months of age.; Second dose is at 4 years of age.; **2 required upon school entry.**
- HIB (Haemophilus Influenza Type B)
 - **4 required upon school entry**
- VAR (Varicella (Chicken Pox))
 - First dose after 12 months of age.; Second dose is at 4 years of age; **2 required upon school entry**

Students **11 years of age**, entering the 6th grade or as they turn 11 years of age in any grade, and for all new students entering the parish, the following immunizations are required or a notice of exclusion will be sent home until immunizations are up to date.

- Tdap (Tetanus-Diphtheria-acellular Pertussis)
 - It is required by the state to receive this vaccination at 11 years old. **Do not get immunization before your 11th birthday.**
- MCV4 (MENINGOCOCCAL)
 - It is required by the state to receive this vaccination at 11 years old. **Do not get immunization before your 11th birthday.**

Students **16 years of age**, entering the 11th grade or as they turn 16 years of age in any grade, and for all new students entering the parish, the following immunizations are required or a notice of exclusion will be sent home until immunizations are up to date.

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

Child Nutrition Program

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

Community Eligibility Program (CEP):

All enrolled students in the St. James Parish Public School System are eligible to receive breakfast and lunch at **NO CHARGE beginning the first day of school through the end of this school year only (2023-2024).** No further action is required of you. Your student(s) will be able to participate in these meal programs without having to pay for a reimbursable meal or submit a meal application. This institution is an equal opportunity provider.

Meal Payments:

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

Extra Meals and Sales:

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

Field Trips:

The Child Nutrition Program shall be the provider of meals on approved field trips away from campus. The school's cafeteria manager will provide bag lunches for all approved field trips when notified two weeks in advance.

For additional Child Nutrition Program information please contact:

Mrs. Sherien Lovette, School Food Service Supervisor 225-258-4561 slovette@sjpsb.org

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

Currently, all students are participating in the Community Eligibility Program (CEP); therefore, there is no charge for student meals.

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

If you would like to use "MySchoolBucks" to pay lunch fees, follow these directions: To begin, go to the St. James Parish School Board website. Under Quick Links, select MYSCHOOLBUCKS. You will be brought to the MySchoolBucks website. Click on Sign Up. Follow the prompts to set up your account. There is a small service fee to participate in MySchoolBucks. My MySchoolBucks provided customer support on their website as well.

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

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

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

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

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

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

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

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

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

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

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

Public Notice of Nondiscrimination

The St. James Parish School Board adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973) or age (Age Discrimination Act of 1975) in the establishment of educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may call (225) 258-4500 or by mail at 1876 West Main St. Litcher, LA 70071 to contact:

Kelly Cook kcCook@sjpsb.org - Personnel Policies & Procedures, Title IX Coordinator

Amy Laiche alaiche@sjpsb.org - District Section 504 Coordinator of the Rehabilitation Act of 1973

Anne Detillier adetillier@sjpsb.org - Vocational Education

This also includes where students of St. James Parish School System of all races are encouraged to participate in all extracurricular activities offered at any school and that no student shall be denied participation in extracurricular activities on the basis of race, color, national origin, sex, or disability. In furtherance of this policy, racially diverse panels of judges will be utilized whenever students are required to audition or try out for extracurricular activities."

Child Find Notice

The St. James Parish School District identifies, locates, and evaluates all children, birth through 21 years of age, suspected of having a disability and in need of special education and/or related service residing within its jurisdiction.

- The Individuals with Disabilities Education Act (IDEA) states: "The State must have in effect policies and procedures to ensure that—All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated."
- Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students.

The St. James Parish School District utilizes a Response to Intervention (RTI) model of universal screening, intervention and progress monitoring to respond to the needs of the struggling student. Students who continue to demonstrate a lack of progress are considered for more intense intervention. For students who still struggle after more intensive interventions, they shall be referred to the School Building Level Committee (SBLC). The SBLC, with the parent's invited participation, will consider additional options, including continued interventions. If a student is suspected of having a disability under IDEA (and may need special education services) or Section 504, parental consent for evaluation shall be requested.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 or Special Education programs, please contact the District's Special Education Director at (225) 258-4598 or the District's SBLC Chair at (225) 258-4511. Requests for evaluation may be mailed to: District's SBLC/504 Chair 1876 West Main St. Litcher, LA 70071

Reporting Violence

The **Crimestoppers Safe Schools Louisiana** anonymous reporting solution is available to our students in grades 6-12. Students are asked to download the mobile app if they have a mobile device. It is also available to all parents and guardians for free through apple or google play. Students can use the **Safe Schools Louisiana App** to report: bullying, suicide concerns, depression, sexting, stealing, threats, cutting, abuse, dating and domestic violence, fights, drugs, alcohol, weapons or other types of dangerous situations that threaten their safety or the safety of others for the purpose of prevention and interventions. Please encourage your students to use this life saving technology to better our schools and community. You may also visit their website to learn more www.safeschoolsla.com.

Safe Schools Louisiana will help keep our students and our school be safer by:

- Creating a positive school culture and community
- Giving students a voice to share concerns
- Gathering information to then proactively address concerns.
- Preventing tragedies from the personal level to the community level.
- Building trust within our school community

Erin's Law - Child Assault and Abuse Awareness

St. James Parish School Board has implemented a state-mandated child assault and abuse awareness program, also called [Erin's Law](#) and noted as R.S 17:81Y. This law requires all public schools in Louisiana to provide education on child assault awareness, including what constitutes abuse or assault. Schools will be presenting information to all students during the school year. The goal is for students to recognize abuse and learn how to speak out if they need assistance. It is important for parents to become aware of and educated on signs and symptoms of abuse. Information is posted on our district's website. To report abuse or neglect, call the Child Protection Hotline, 1-855-452-5437.

Resource List

- **Childhelp** 1-800-4-A-CHILD (Childhelp is a national nonprofit organization that helps victims of child abuse and neglect.)The hotlineoperates 24 hours a day, 7 days a week.
- **RAINN** 1-800-656-HOPE (www.rainn.org) Rape, Abuse, & Incest National Network) is the nation's largest anti-sexual assault organization.
- **Stop It Now!** 1-888-PREVENT (www.stopitnow.org) Stop It Now! Offers adults the tools they need to prevent sexual abuse before a child is harmed.
- **Department of Children and Family Services/Child Welfare** (Child Protection) 1-855-452-5437 to report or file an abuse or neglect case.
- **United Way** provides a free and confidential service to find local help resources. www.louisiana211.org. Dial 211.
- <http://www.erinslaw.org/>

Tips for Parents

- **Building Skills with Your Child** - Teach your child to speak up if something isn't right, be open and honest when communicating, and encourage and teach them to talk about how they feel.
- **Observe Your Child's Behaviors** - Keep an eye open for changes in your child, notice their actions as they play, and monitor inappropriate words and behaviors.
- **If Your Child Has Been Abused** - Listen to the child, do your best not to react in an emotional way, do not put the blame on yourself, be supportive and strong, don't treat abuse as a deep dark secret, show them that you believe them so they can trust you, and share information with people who need to be informed.
- **Help for You and Your Child** - Give your child an opportunity to talk about what happened in a safe environment, choose a counseling provider that is a good fit for you and your child, ask for recommendations, and use provided resources.

Dating Violence

Louisiana Revised Statute §17.81 requires the governing authority of each public school to provide students in grades seven through twelve enrolled in health education - instruction regarding teen dating violence.

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

10 Signs of an Unhealthy Relationship

- **Intensity** - Over the top behavior that feels like too much too soon. Lying to cover up insecurity. Obsessive behaviors.
- **Jealousy** - Irrational, angry behavior when you speak with someone that he/she perceives as a threat. Accusing you of flirtatious or inappropriate behavior.
- **Control** - Telling you what to wear, who to hang out with, when to speak or what to think.
- **Isolation** - Insisting you only spend time with him/her. Making you dependent on him/her for money, love, or acceptance.
- **Sabotage** - Making you miss school, work, or something important to you by starting a fight, pretends to be sick, hiding your phone or keys
- **Criticism** - Calling you names. Brainwashing you to feel worthless.
- **Blame** - Making you feel guilty. Making you feel like everything is your fault.
- **Anger** - Overreacting to small issues. Losing control. Violent outbursts. Making you feel afraid.
- **Substance Abuse** - Becoming overly-emotional, sobbing, threatening to harm oneself, becoming violent or angry.
- **Group Conquest** - Acting differently when in a group than when alone. Treating partners as conquests.

Reporting Or Seeking Help Relative To Dating Violence

- Trust your intuition and talk to someone immediately - A school counselor, school administrator, teacher or parent can assist you and help you with a safety plan
- If you are in immediate danger, call 911
- Live Chat loveisrespect.org provides confidential chat (IM-style) with a peer advocate available 24/7
 - Text Message - Get a quick response from one of the LoveIsRespect's peer advocates by texting "loveis" to 22522
 - Call a Peer Advocate – Speak with a trained LoveIsRespect advocate for education and support for you or someone you love who is in a violent relationship 1-866-331-9474
- Call the Hotline – Reach a trained expert advocate 24/7 for education and support for you or someone you love. The National Domestic Violence Hotline 1-800-799-7233
- More information can be found at <http://www.joinonelove.org>.

Sexual Harassment

The St. James Parish School Board disapproves of and does not tolerate sexual harassment by employees to students, by students to employees, or by one student to another student. No employee or student, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. This shall apply to employees against employees, employees against students, students against other students, students against employees, and non-employees against employees or students. Sexual harassment does not refer to occasional compliments of a socially acceptable nature.

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following that interferes with the purposes of the employee and/or student in the academic, extracurricular, and co-curricular atmosphere.

- **Prong 1** - An employee of the St. James Parish School System conditioning the provision of an aid, benefit, or service of the St. James Parish School System on an individual's participation in unwelcome sexual conduct
- **Prong 2** - Unwelcome conduct determined by a reasonable person to be so *severe, pervasive, and objectively offensive* that it effectively denies a person equal access to the St. James Parish School System's education program or activity;
- **Prong 3** - "Sexual assault", "dating violence", "domestic violence" or "stalking"
 - **Sexual Assault** - An offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation
 - **Dating Violence** - Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship (ii) The type of relationship (iii) The frequency of interaction between the persons involved in the relationship.
 - **Domestic Violence** - Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - **Stalking** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to– (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should contact **St. James Parish School's Title IX Coordinator, Kelly Cook** at kcook@sjpsb.org or (225) 258-4518 to document a formal complaint. Formal complaints must be signed by the complainant.

Family Educational Rights and Privacy Act (FERPA) Notice

The St James Parish School Board occasionally receives requests from individuals and/or businesses seeking students' names, addresses and other information. The Family Educational Rights and Privacy Act of 1974 (FERPA) allows an educational agency or institution to disclose personally identifiable information from an education record of a student without the written consent of a parent or eligible student if the disclosure is information that has been designated as "directory information." However, prior to disclosing "directory information" to the public, the educational agency or institution is required to give public notice to the parents of students and eligible students in attendance of (1) the types of personally identifiable information; (2) a parent's or eligible student's right to refuse to let the agency or institution designate any or all of those types of information about the student as directory information; and (3) the period of time within which a parent or eligible student has to notify the agency or institution in writing that he or she does not want any or all of the types of information about the student designated as directory information.

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

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

Search and Seizure

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

- Property consists of lockers, desks, and other property owned by the school. The school exercises exclusive control over the school property and a student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.
- According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects are also subject to being searched by school officials and are subject to the same rule. Effects may include automobiles located on school property. The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." If school officials conclude that a more intrusive search (i.e. strip search) is needed, they shall call the parents of the students involved and report their suspicions to the police who shall be responsible for any such search. School officials shall not conduct such searches.
- Group searches - Searches of students and their effects must be particularized. Group searches generally lack particularized suspicion and will not be permitted.

LDOE Complaint Procedures Department of Elementary and Secondary Act of 1965

If the St. James Parish School District's Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with *The Louisiana Handbook for School Administrators*, Bulletin 741, Section 349, which is available online at the following website address: [Bulletin 741](#). Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-272 or contact the District's Supervisor of Federal Programs at 225-258-4559. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

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

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

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

Parents Right To Know

Parents of students in the St. James Parish Public School System have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows parents to ask for certain information about their children's classroom teachers and requires the information to be given in a timely manner if requested. To receive this information, contact the school principal, visit www.teachlouisiana.net website, or Kelly Cook, Chief of Human Resources at (225) 258-4518.

Homework Louisiana

The State Library of Louisiana, offers FREE online tutoring from a LIVE tutor for Louisiana residents from K-12th grade. The service can be accessed from a Louisiana public library, from a home computer, or from a mobile device. Tutors are available Sunday - Thursday 2:00 p.m. to 10:00 p.m.(www.homeworkLa.org)

Student Insurance

The St. James Parish Public School System carries "General Liability" insurance to protect students in cases in which injuries occur as a result of System negligence on the part of an employee and/or the condition of a facility and/or grounds. In most cases, children's injuries are the result of carelessness by the child, recess/play-related accidents, and non-hostile "horseplay" between/among children, etc. Expenses incurred from these types of injuries are the responsibility of the parent/guardian. To ensure that students are adequately protected while at school, all parents/ guardians are encouraged to enroll their child/children in the "Student Accident Protection" insurance plan (sent home with your child at the beginning of the school year) depending upon the status of your child's existing insurance coverage. Additional information may be requested from the school principal.

Use of Electronic Devices and the Internet

The St. James Parish School Board believes it is necessary for all persons to become aware of acceptable use of electronic devices, and the Internet. Any person using an electronic device or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files on all electronic devices for compliance to all regulations and/or procedures. The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the St. James Parish School Board.

The St. James Parish School Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized employees or students from having unfiltered or unrestricted access to Internet or online

services, including online services of newspapers with daily circulation of at least 1,000 for legitimate scientific or educational purposes approved by the Board.

Media Release

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

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

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

Student One to One Devices

Providing electronic devices to St. James Parish PreSchool - 12th Grade students create new learning environments that engage students and prepare them for tomorrow. The device labs of yesterday are not sufficient to provide the access that students need on a daily basis to support learning. Our students will now have the necessary tool at school and home to meet the needs of the 21st century learner.

St. James Parish teachers will guide our students through this wealth of information by developing digital classrooms that extend and enhance everyday learning opportunities. They will also continue to drive our students to achieve content mastery by leveraging the device as a learning tool. This includes the ability to wirelessly communicate with fellow students and content experts anywhere in the world as they address meaningful issues happening around the globe. We are on the brink of exciting changes and we look forward to sharing this experience with you.

Ownership

Electronic devices and accessories are the property of the St. James Parish Public School District. They are provided for the exclusive use of St. James Parish Public School students and staff. Due to insurance and liability issues, these devices should not be lent to other individuals, groups, or institutions.

Management

St. James Parish Public Schools is responsible for asset management of electronic equipment. St. James Parish Public Schools will keep track of all devices assigned to students. Devices assigned to students will be entered into inventory and labeled. A small number of these devices will serve as loaners. Loaners may be temporarily assigned to students whose assigned device has been sent out for repair. A student withdrawing from St. James Parish Public Schools must return the device before his/her last day. A new student entering St. James Parish Public Schools will be assigned a device. Returned devices will be re-imaged to their original state. Student devices and all accessories will be turned in at the end of the school year to be evaluated, updated and cleaned over the summer. **The student is responsible for returning the device, charger components, and case with keyboard attached at the end of the school year or before being dropped from the district. If a hotspot with power adapter was checked out, it must be returned with the device. All items must be in good condition at the end of the year. Fees will be applied for damaged devices or missing accessories.**

Repairs

A student device needing repair should be brought to the school's Tech Support Center. **Students will need to drop off their device either before school or during lunch/recess.** The District Technical Support Staff will evaluate the device and determine if the device needs to be shipped for repair. If the repair is an issue requiring the device to be sent out for service, it will be returned as soon as possible. A loaner will be issued after the repair fee is paid.

Backing Up

During the course of repairs, files may be altered, erased, or destroyed. Every reasonable effort will be made to retrieve and save work files; however, it is important that files be backed up before turning a device in for repair. Every student is responsible for backing up his/her files on an external drive or online storage folder. Backing up files should be a regular part of the device routine.

Power Management

Batteries for each device may or may not last a full day depending on the amount of use. The following settings and procedures will maximize battery life:

- Batteries must be fully charged at the beginning of each school day. Charge the device every night. A device charges faster when it is off.
- Whenever the device is not in use, put the device in sleep mode.
- Keep the device in moderate temperatures. Temperature extremes will diminish battery capacity and can damage the device. Never leave a device in a car.
- Reduce screen brightness using the brightness controls on the device.
- Close all applications that are not being used.
- All cables and wires should be lined up straight when inserting and removing. Hold the plug and not the cord. If your battery is not charging, do not wiggle the power cord. Bring the device to the Technology Support Office.
- When plugging in the power cord the proper procedure is to plug into a wall socket first, then into the device.

Caring for your device

Your device is a delicate, electronic learning tool and needs to be treated with care. To get the greatest enjoyment and learning experience from your device, please follow the care procedures listed below:

Handling

- It is best to use the device on a flat, hard, and stable surface.
- **DO NOT** carry the device with the screen exposed. An accident is more likely to happen with the screen exposed.
- Close the lid from the center edge of the screen. Do not slam the lid shut.
- Do not set books or other objects on top of a device.
- Do not leave pencils, pens, or any other materials on the keyboard when closing the device.
- Keep magnets away from the device.
- Keep the device in a bag when it is not in use.
- Do not put food or drinks near the device.
- When using the device outside, avoid sand, dirt, moisture, direct sunlight, and heat.

Cleaning

- Shut down your device and disconnect the power adapter prior to cleaning the outside of the device.
- Use a damp, soft, lint-free cloth to clean the device's exterior. Avoid getting moisture in any openings. **DO NOT** spray liquid directly on the device.
- **DO NOT** use aerosol sprays, solvents, or abrasives on any part of your device.
- If you need to clean the screen, use damp clean, soft, lint-free cloth with water only and wipe the screen. Do not spray liquid directly on the screen.

1:1 Technology Fees and Charges

<u>Description</u>	<u>Cost</u>
Yearly Technology Fee If a family has more than 3 students in a household that attend St. James Parish Schools, a parent can apply for a tech fee waiver for the additional students in the household. If the waiver is approved, \$150 will be the total cost for the family.	\$50 per student / \$150 per family with waiver
Technology Damage Claim Fee	\$40
Technology Charger Replacement / Damage Fee	\$40
Technology Security Case Replacement / Damage Fee	\$100
Technology Total Replacement Fee	\$300

St. James Parish Public Schools Student Device User Rules

- The student, in whose name a device is issued, is responsible for its proper use at all times. **The primary purpose of the device is for education.** Treat it as a valuable tool for learning. Inform staff immediately of problems or concerns.
- Students must bring their device and accessories to school daily. Daily necessities include
 - Fully charged device
 - Devices are to be kept in the assigned protective case at all times
 - The identification tag must remain on the device at all times
 - Students must provide their own headphones
- Devices must be securely locked in a locker, classroom or cart during PE and after school activities and should never be left unattended.
- Students are not to touch other student's or teacher's devices without permission, either physically, or through the network. Students are not allowed to log in on another student's device.
- Protect files on an assigned device and the server by keeping passwords private.
- Students are responsible for organizing and maintaining their files. Students must not only save their documents, but also should back up their files.
- Students are responsible for all work, even if their device is being repaired or otherwise unavailable. Students may have to revert to pencil and paper or use a desktop, laptop or loaner device.
- Unapproved games, videos, music, and DVDs are NOT to be used during the school day. Headphones are only to be used for instructional purposes within the classroom.
- Accessing inappropriate Internet sites are strictly forbidden on any St. James Parish Public School device.
- Students are not allowed to copy work or plagiarize documents. Internet research and information obtained via the network or Internet should be properly documented and cited.
- The "dress code" for devices is the same as St. James Parish Public Schools' dress code. If it is not appropriate for fashion, then it is not appropriate on your device. This includes the desktop, screensavers, documents, graphics, sounds, icons, etc. Also, DO NOT write, draw on, or place stickers on the device.
- If an assignment must be printed, it must be done at home. *Assignments must be printed and ready to turn in at the beginning of class on their due dates.* Approved printing may be done at school before and after school.
- E-mailing, forwarding, downloading, displaying, posting, or using obscene, threatening, offensive, and all other inappropriate material is prohibited. The consequences for such behavior may be severe.
- Students are not to join chats at school unless a teacher gives students permission to join as a class project.
- Security/confidentiality of systems must be respected and no effort should be made to bypass or gain access to server information not open to the public.
- Devices are loaded with district and site approved software and applications. Installing additional software and applications are prohibited. Do not change settings. Never open the inside of the device.
- Devices must be handled responsibly. Each student is responsible for his/her own device condition. Swapping and sharing devices is prohibited.
- Do not download audio or video files during the school day. Audio and video streaming is not allowed during the school day. Exceptions made for specific teacher directed classroom instruction, backup, or assignment completion.
- Use the device only within the designated areas in the school, classroom, or home.

Expectations and Responsibility of Care

As a parent/guardian and student, the following information is provided to help you understand the expectations, responsibility of care, and use related to receiving a device.

- Students are expected to treat the device as a valuable piece of instructional equipment.
- Students must take precautions to prevent damage: (ex. Never use the device where there is a danger of liquid spills and cover the device in inclement weather.)
- Students in PreSchool - 12th grade will take the device home during the school year.
- Students will receive instruction on the proper use of the device.
- Students must take precautions to prevent theft. (ex. Do not leave the device unattended or in the passenger area of a car.)
- Students are to use the device to access only appropriate materials and websites.
- Students must not purchase goods or services via the Internet, which could result in unwanted financial obligations. (Parents/students will accept full responsibility for any financial obligations incurred from the use of the device.)
- Students are to use the device in accordance with the St. James Parish Acceptable Use and Internet Safety Policy.
- 24/7 Internet filtering is provided on all student-issued devices.
- Students should not leave devices in extreme heat or cold.

Acceptable Use Policy (AUP)

St. James Parish School Board - Student Internet Use Agreement

Use of Devices, Technology and the Internet

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

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

Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students and employees will be held accountable for all Louisiana Statutes and St. James Parish School Board policies regarding network safety. Most specifically RS: 17:416.13, RS 14:40.7, RS 14:81.1.1, and the Electronic Communications Between Employees and Students Policy.

Accountability

Faculty, staff, and student use of School Board devices or the Internet shall be reserved for academic purposes and the conducting of business aspects of the school system. All personnel using a school device, or a device network located on school property, or devices accessing the Internet, shall be accountable for its use. Teacher or class files on the network shall be treated as District property subject to control and inspection by School Board personnel.

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

Security

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

Any user who knowingly allows another to use the ID assigned to him or her will immediately lose access privileges, and may be subject to further disciplinary action. Attempts to fraudulently log on to any network as a system administrator or another user shall result in immediate cancellation of user privileges and the offender may be subject to further disciplinary action. Any user identified as a security risk, or having a history of problems with other device systems, may be denied access to any device or technology service.

Use of the Internet

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

Regulations

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

- No person shall be permitted to use the Internet unless a completed *Device and Internet Use Contract* has been submitted to the Superintendent or designee.
- Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
- No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
- Illegal activities, including copyright or contract violations shall not be permitted. Copying information from the district's technology systems and handing it in as original work also violates copyright laws and shall not be permitted.
- The Internet may not be used for financial or commercial gain.
- Nothing shall be done to disregard or circumvent the established safeguards with regard to the *Children's Internet Protection Act* and La. Rev. Stat. Ann. §17:100.7.
- Threatening, profane, or abusive messages shall be forbidden.
- No activities shall be allowed which may damage or interrupt equipment or any networking system.
- Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
- No user is permitted to upload, or create, a device virus on the Internet or any networking system.
- Consumables (paper, ink, storage devices, bandwidth) and resources offered by the Internet and paid for by the Board may not be willfully wasted.
- Installing or running a program which damages or places an excessive load on District technology shall be prohibited.
- Tampering with, damaging, or modifying devices, device systems, device networks, school district system software, hardware or wiring, or taking any action to jeopardize or violate the school district's technology systems security, shall be forbidden.
- A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
- Invading the privacy of another user, or using their account, shall not be tolerated.
- Posting personal messages without the author's consent shall be forbidden.
- Sending or posting anonymous messages shall be forbidden.
- Perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages shall be forbidden. Suspension shall automatically result for a user who accesses, sends, solicits, or configures electronically any profane or obscene language or pictures.
- Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
- Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher or supervisor when evidence of such is encountered on the Internet.
- Any subscriptions to list servers, bulletin boards, or online services shall be approved by the Superintendent or his/her designee prior to any such usage.
- When a security problem is detected, it shall be reported immediately to the teacher or supervisor. The problem shall not be demonstrated to other users.
- The use of personal hardware (such as device devices, PDAS, MP3 players, iPods) and software is prohibited. This does not include consumables such as CDs, flash/pen drives, or floppy discs.
- Any other use of District technology which is illegal or in any way violates Board policy, local, state, or federal laws and statutes is strictly prohibited.

Definitions

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

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

Consequences of Misuse

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

Network Etiquette

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

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

Responsible Use of Online Resources

The St. James Parish School Board recognizes that access to telecommunications and other information technologies is critical to the preparation of St. James Parish students for life in the 21st century. We believe that students must have the opportunity to learn how to responsibly use resources available on the St. James Parish School District network and the broad array of resources available on the Internet. Therefore, the Board is committed to continued enhancement of the District's network services and to ongoing staff development to ensure that St. James Parish students master the skills necessary to effectively tap into these vast information resources.

There is a wealth of information available on the Internet—ranging from on-line databases and libraries to extremely current web pages on specialized topics. Unfortunately, many of the resources available on the Internet have not been screened for use by students. The District believes, however, that the benefits to students of access to such information and of the opportunities for collaboration afforded by the Internet greatly exceed the disadvantages. Parents and guardians and District educators must work together to ensure that students use these resources responsibly. Parents and guardians play an especially important role in setting the standards that their children should follow when using the Internet.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. The Board expects that District staff will blend thoughtful use of Internet information resources throughout the curriculum and that the staff will provide guidance and instruction to students in the analysis, evaluation, and appropriate use of such resources.

Electronic mail is an extremely powerful tool that enables students to communicate with and collaborate with people around the world. We believe that responsible use of electronic mail can greatly enrich student learning opportunities. On the other hand, we realize that the two-way communication that electronic mail makes possible introduces risks unique to this communication medium. Therefore, we offer electronic mail services to all students, but only after submission of the St. James Parish Public Schools Student and Parent forms signed by the student and, if the student is a minor, his or her parent or guardian.

Students are responsible for good behavior on school device networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Schools will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Students and employees will be held accountable for all Louisiana Statutes and St. James Parish School Board policies regarding network safety. Most specifically RS: 17:416.13, RS 14:40.7, RS 14:81.1.1, and the Electronic Communications Between Employees and Students Policy.

The Board looks forward to the educational opportunities that the District's network services afford our students.

Student Privacy Form

Introduction: Students are making increasing use of various technologies as powerful learning tools. Key benefits of such activities include opportunities to share work with and interact with other students and the world at large. Such activities are not entirely without risk. Media and technology provide students with access to people and information beyond the St. James Parish School community and enable others to view student work and interact with students in St. James Parish schools. Student work can be shared in a variety of ways, including newsletters or newspapers, radio or TV programs, web pages, electronic mail, compilations of student work on a class CD, etc. It is important for parents and students to consider the level of exposure for the students' work.

Student Privacy Guidelines: A paramount goal of the St. James Parish School District is to ensure the safety and privacy of our community of learners. To help achieve this goal, publication of student information on the Internet and sharing of student information via print media, electronic mail, video, and other technologies is restricted. Student information and student work will not be published or shared unless permission is obtained. Permission is granted only for projects or activities that take place in a specific school year. Students must submit an updated permission form each year. No personal information, such as home or mailing address and phone number, except as listed below, will be published or shared.

Student G-Suite Account

The St. James Parish School Board is pleased to offer students of the District access to the District device network for electronic mail. To gain this access, a student under the age of 18 must obtain parental permission and must return this form, signed by a parent or guardian, to the Main Office of the student's school. Students 18 and over may sign their own forms. This form is intended to be informational, as policies approved by the St. James Parish School Board apply to all users of the St. James Parish Public Schools District Academic Electronic Network, whether or not said users have signed this agreement.

Access to email will enable students to communicate with and collaborate with people throughout the world. While our intent is to make electronic mail available to further educational goals and objectives, families should be warned that it is not possible to monitor every student's electronic mail conversation. Therefore, it is important for students to accept responsibility for their behavior. We believe that the benefits to students from access to electronic mail exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

St. James Parish Schools uses the G Suite for Education. We are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. St. James Parish Schools students will use their G Suite accounts to complete assignments, communicate with their teachers and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?

Can my child share information with others using the G Suite for Education account?

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail, Google+, Calendar, Chrome Sync, Classroom, Cloud Search, Contacts, Docs, Sheets, Slides, Forms, Drive, Groups, Google Hangouts, Google Chat, Google Meet, Google Talk, Jamboard, Keep, Sites, Vault

Google Meet is a web-based video conferencing app that will allow teachers to hold live “virtual” class sessions with their students to provide assistance on optional assignments, all for class discussions and questioning and answering. When joining a Google Meet, students will be expected to follow all St. James Parish School Board Policies including dress code and attendance policies. By signing the G-Suite consent, you are giving consent for your child to use Google Meet for virtual classroom instruction.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, St. James Parish Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With St. James Parish Schools. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.

For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

meet any applicable law, regulation, legal process or enforceable governmental request.

enforce applicable Terms of Service, including investigation of potential violations.

detect, prevent, or otherwise address fraud, security or technical issues.

protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of G Suite for Education, you can access or request deletion of your child's G Suite for Education account by contacting the school's administrator. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact [insert contact information for the school administrator]. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the G Suite for Education Privacy Center (at <https://www.google.com/edu/trust/>), the G Suite for Education Privacy Notice (at https://gsuite.google.com/terms/education_privacy.html), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services are provided to us under Google's Apps for Education agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) [if school/district has accepted the Data Processing Amendment (see <https://support.google.com/a/answer/2888485?hl=en>), insert: and the Data Processing Amendment (at https://www.google.com/intl/en/work/apps/terms/dpa_terms.html)].

Managed Apple ID

Apple services and apps for education are built with the same integrated approach to privacy that's fundamental to the design of all Apple hardware, software, and services. We will never sell student information, and we never share it with third parties to use for marketing or advertising. We never build profiles of students based on their online behavior, and we don't collect, use, or disclose student information other than to provide relevant educational services.

Apple provides accounts designed for school use called Managed Apple IDs. These accounts are created, owned, and controlled by the school to give students access to iCloud Drive, iCloud Photo Library, Backup, Schoolwork, and Shared iPad. Students can also sign in to their account on a personally owned iPad or Mac at home to access their work if the school has issued a home-use password. The accounts are designed to protect student privacy, including limitations on ads, purchasing, and communications. Purchasing on the App Store, iBooks Store, iTunes, and Apple Music is disabled, and learning materials and apps are distributed by the school. The school can enable or disable services such as iMessage, FaceTime, or student progress recording with the Schoolwork app.

More information about privacy and security for Apple products in education can be found at:
<https://support.apple.com/en-us/HT208525>