Palmetto Elementary School
Student Handbook
2026-2027



Home of the Broncos

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Review this handbook with your child to understand the rules and policies. Changes do take place from year to year, so returning students/families should read the Student Handbook at the start of each new school year. Unfamiliarity with the rules and policies contained within this Student Handbook is no excuse, as all students and families are held accountable for following both district and school policies. Palmetto Elementary School's rules, policies, and other information are updated on the website, https://www.slpsb.org/o/pes. More district policies and information, including the district Student Handbook, are available on the St. Landry Parish School Board website, https://www.slpsb.org.

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Principal's Message

Welcome to Palmetto Elementary School, home of the Broncos. Palmetto Elementary serves students from Pre-K through 6th grade. Our goal is to provide an environment and educational experience that enables all students to become successful members of our community through consistent social and academic development.

We, at Palmetto Elementary, follow a set of shared values that guide our beliefs about teaching and learning. We believe that all children can learn and deserve a safe, satisfying, and successful school experience. We know that high expectations for student achievement combined with adequate support and intervention will result in academic proficiency and growth. At Palmetto Elementary, our focus is to help children learn and grow. To do this, our teaching and professional development must be intentional and purposeful. Cooperation, collaboration, and communication are an important part of our educational success. At Palmetto Elementary, we strive to be life-long learners. We believe it is important to model respect and foster a caring school culture where students feel valued and appreciated. Our students receive an intentional, focused education which combines research-based educational practices with a high quality curriculum. Professional learning and collaboration amongst staff regarding curriculum implementation and instruction occurs weekly. Our Special Education program and school-wide interventions allow us to meet the specific needs of all students. Finally, we believe in building partnerships between school, home, and community. Through these shared values and beliefs, students experience an education that is profound and lasting.

However, you as parents are the most critical part of our school's success. You take an active and crucial role in providing an atmosphere that promotes education and quality work habits. Your support provides the foundation for students to come ready to learn. I strongly encourage you to be an active part of your child's education by making sure they get to school on time and attend school regularly. Please ensure that your child reads every night. Academics require practice, just like football, baseball, and dance. You will find your child's teacher is your best resource, and I encourage you to build a positive partnership with them.

Our community is extremely active and is supported by very caring and committed members. We are proud of the efforts made by our children, staff, and parents. At Palmetto Elementary, we work together as a TEAM - Together Everyone Achieves More. As a TEAM, we know our school will continue to excel. We invite you to be a part of this process, and experience the learning at Palmetto Elementary.

Your partner in education,

Billie L. Cortez
Principal

St. Landry Parish School District Vision Statement

St. Landry Parish School District will promote excellence in education for all citizens.

St. Landry Parish School District Mission Statement

The mission of the St. Landry Parish School Board is to ensure high quality instruction while working collaboratively with families and communities to maximize every student's potential.

Palmetto Elementary School's Vision Statement

To have all stakeholders work together to achieve excellence by creating a safe and caring environment that fosters the development of responsible individuals who are lifelong learners

Palmetto Elementary School's Mission Statement

Since "Children are our Greatest Resource" we strive to educate and prepare them for the future.

Strategic Plan Priorities

1. Exceptional Instruction
2. Equitable Schools
3. Robust Supports and Opportunities
4. Thriving Team
5. Connected Community

Philosophy of Education

Palmetto Elementary School is organized for the purpose of educating young people for a satisfying and productive life. The challenge of the school is to recognize each student as an individual and to help the student develop a feeling of self-worth. Education should stimulate the student to develop the attitudes, skills, and ideals which will help him/her to become a useful and knowledgeable citizen. The school affirms high moral and ethical standards.

As part of a total community, the school seeks to cooperate with the community, recognizing that this relationship contributes to the development of its youth. The school encourages parents to play a significant role in this cooperative effort.

Because the development of man and society is an ongoing process which cannot be separated from the past and because the preservation of man's past achievements and failures make it possible for man to enhance his present and future conditions, it is necessary to preserve and transmit the heritage of mankind.

The past does not provide all the answers; however, in today's world it is characterized by change. Change is inevitable, and it can be beneficial. It necessitates major adjustments for its society; therefore, it is essential to provide our students with the learning tools to meet successfully the challenge to change.

As students respond to the educational experiences provided for them, it is the expectation that they will recognize that school is a challenge, a privilege, a right, and an opportunity. Common sense, however, dictates that many variables, not the least of which is the degree of motivation of the individual student, influence the outcome of education.

The school must be accountable for doing all within its power to see that every student has every opportunity to take advantage of the education the school provides. That, combined with individual motivation and cooperation from the student and the home, should provide the maximum in education for all concerned.

SCHOOL OBJECTIVES

To adequately achieve such a philosophy, the school, through its activities and facilities, must strive to provide a complete program with the following main objectives:

I. To aid each child to acquire and develop the best self-realization, we emphasize:
   a. The development of positive self-concept.
   b. The creation of situations that will arouse, motivate, and stimulate curiosity and interest through the use of concrete, abstract, and scientific methods.
   c. An understanding of facts and principles.
   d. Learning how to study.
   e. The use of dependable sources of information.
   f. Daily attendance.
   g. The need for a sound body.

II. To aid each child to develop human relations, we emphasize:
   a. The need to speak clearly and correctly.
   b. Conformity to disciplinary rules in order to achieve socially acceptable behavior.

III. To develop civic responsibility, we emphasize:
   a. A respect for all property.
   b. A sense of responsibility and self-discipline.
   c. Application of democratic principles in work and play.
   d. Assistance in civic projects.

IV. To safeguard our students, we emphasize:
   a. The development of safe practices and crisis management.
   b. Fire and emergency evacuation drills.

V. To promote aesthetic values, we emphasize:
   a. Audio-visual and technological educational facilities.
   b. The use of various library materials.
   c. The use of art and music in curricular activities.
   d. The use of community resources.

We emphasize the need for a complete education and the right each child has to acquire it along with the pursuit of happiness in the process.

The School Day (Arrival/Dismissal)

Arrival:

- School begins at 7:45 AM.
- Car riders may not arrive before 7:00 AM.
- Upon arrival, students are expected to go to the cafeteria to eat breakfast and then report to their designated area.
- Tardy students must report to the office for an admit slip.
- Students are tardy if they arrive at school after 7:40 AM.
- A parent or guardian must come into the office to sign in a student who is tardy.

Dismissal:

The procedures for dismissal must be adhered to for the safety and protection of all students:

- Bus riders will be called to the front at 2:55 pm to board buses. After buses are loaded, car riders will be dismissed.
- No student will be allowed to leave the school grounds without permission of the principal or the principal's designee.
- **IMPORTANT: Written permission is required anytime a student's usual departure routine is changed.**

Legal Issues Regarding Student Custody

Any parent or legal guardian requesting that their child is not to have contact with their mother and/or father **must present legal court documents to the school stating this provision**. A parent's word such as "his dad is not allowed to see them" is not acceptable. The school is not responsible for determining who has legal custody. Proper documents are needed in order for the school to know custody information.

Visitors/Closed Campus

- For the safety of our students, faculty, and staff, PBES has a closed campus policy. This means that all visitors must check in with the main office immediately upon arrival on campus, to be cleared by the principal or secretary before visiting the campus. Visitors are not allowed to enter any classroom without a pass from the main office.
- All external doors, as well as all classroom doors, will remain LOCKED throughout the school day. Visitors must report to the front entrance of the school; ring the doorbell; and someone will assist you. Parents and visitors are not permitted to visit classrooms or walk about the campus unless they have checked in at the office and they are accompanied by a member of the office staff.

School Tardy/Early Departure Policy

Arriving late (tardy) or leaving school early (early departure), even by a few minutes can significantly impact a student's learning. It disrupts the classroom learning environment, causes students to miss important instruction and can negatively affect a student's academic performance.

Tardy:

- Students who are tardy, arriving at school after 7:40, must be accompanied to the office by the parent/guardian to sign the student in and obtain an admit slip. The parent/guardian must be at least 18 years of age.
- When students enter a class late, this interrupts instructional time. Teachers must stop instruction to receive the students. Students do not have the opportunity to get their supplies ready for the day's work. Students have missed instruction. Directions and procedures must be repeated.
- Tardies are only excused with doctor's notes.
- A student shall be considered tardy to class if the student is not in the classroom when the class begins at 7:45 AM.

Early departure:

- Early departure shall mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal time. Habitual tardiness or early departure of students shall not be tolerated.
- Parents wishing to check students out of school early must come to the office and sign the check-out form. We will call the child on the intercom. Please DO NOT call in advance of your arrival to check out a student and request that they be in the office waiting. Students will not be pulled from class until the parent arrives.
- **All parents and visitors must check in and out at the front office and receive a visitor's pass before going past the office area.** A Louisiana photo identification or Driver's License is required.
- The individual checking out a student must be **at least 18 years of age**.
- Parents may make us aware of any restrictions regarding who may pick up your child by completing the transportation form or you may come into the office during office hours.
- No changes in dismissal transportation will be allowed after **2:00 PM**.
- No student will be allowed to check out after **2:40 PM**.

Students who exhibit habitual tardiness/early departures shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy or leave school early shall be notified for a conference with the principal, the student may be subject to school detention, and the parent/legal guardian subject to being referred for truancy which may result in court fines or community service.

School Attendance / Excuse Policy

School attendance is very important. Students must attend classes daily, be on time for all classes, attend classes for the entire school day, and obey school and district regulations.The following is the policy received from the St. Landry Parish School Board regarding school attendance for elementary students.

- Students are expected to be in attendance every school day scheduled by the St. Landry Parish School District. The only acceptable reasons for being absent from school are listed below:
  a. Extended personal, physical, or emotional illness as verified by a physician
  b. Extended hospital stays as verified by a physician
  c. Extended recuperation from an accident as verified by a physician
  d. Extended contagious disease within a family as verified by a physician
  e. Visitation with a parent who is a member of the U.S. Armed Forces who has been called to duty or is on leave from a combat zone (not to exceed 5 days)
  f. Observance of special and recognized holidays of the student's faith
  g. Prior school district approved travel for education
  h. Death in the immediate family (not to exceed one week)
  i. Natural catastrophe and/or disaster

  Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed.

  Parents will be contacted via telephone, letter and/or home visit on the 3, 6, 9, 12, 15, 18, etc. absence and/or tardy. We are mandated to report every fifth (5th) absence and/or tardy to the St. Landry Parish School Board Office of Child Welfare and Attendance. If attendance does not improve, the parent shall be referred to the St. Landry Parish City Prosecutor and Opelousas City Court.

- **Louisiana law mandates compulsory school attendance and every parent or legal guardian of a student shall enforce and be held accountable for the attendance of their child for every day scheduled by the School Board until their 18th birthday, unless the student graduates before their 18th birthday. La. R.S. 17:221(A)**

Types of Absences

The days absent for elementary and secondary school students shall include *non-exempted excused absences*, *exempted excused absences, unexcused absences*, and *suspensions*.

1. *Non-exempted excused absences* are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

2. *Exempted excused absences* are absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.

3. *Unexcused absences* are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.

4. *Suspensions* are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

WRITTEN EXCUSES

- **For a student to be eligible to receive credit and make up work following an absence,** the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented **within five (5) school days of the student's return to school**, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

Attendance Awards

Guidelines for Attendance awards are as follows:
- Students must report to school each day and remain at school until dismissal.
- For Perfect Attendance, the student may have no missed instructional time.***
- For Excellence in Attendance/Merit Attendance, the student must have three or less absences.

***Tardy to school and checking in and out counts as not achieving perfect attendance due to missed instructional time.

Student Performance & Evaluation

- **Progress reports** will be issued to students in grades K-4 once, midway through each nine-week reporting period. However, parents may log into JCampus at any time to review their child's performance.
- **Report cards** are issued to each student in grades K-4 by the homeroom teacher at the end of each nine weeks reporting period.
- Progress reports and Report cards will be sent home to parents to be signed and returned to school. A copy will then be issued to keep at home.
- **Students will be graded in each subject according to the Pupil Progression Policy Handbook of the St. Landry Parish School Board.**

Grading Scale:

A = 100-90%	Outstanding Achievement
B = 89-80%	Good Achievement
C = 79-70%	Satisfactory Achievement
D = 69-60%	Minimum Acceptable Achievement for passing
F = 59% or below	Does not meet minimum course requirements

O (Outstanding) 100 - 90%
S (Satisfactory) 89 - 80%
G (Good) 79 - 70%
N (Needs Improvement) 69 - 60%
U (Unsatisfactory) 59 - 0%

Accelerated Reader

What is it? Accelerated Reader is a program which Palmetto Elementary uses to enrich our reading program.

Who is it for? Accelerated Reader is designed for use by all students, regardless of reading ability. There are thousands of AR books available, at all levels.

Why should my child participate? Your child will benefit from AR in many ways. First and foremost, reading comprehension scores have been proven to improve with AR. Secondly, it has also been shown that the more a child reads, the more his/her reading comprehension, vocabulary, and writing skills improve. Last, but not least, students are rewarded with incentives for a certain number of points and are treated to AR celebrations if they earn above their points..

1. AR will count for 1 reading grade per nine-weeks. This grade will be based on the points students earn in that one nine week period for the 1st through 4th grading period.
2. Students' AR test scores must be witnessed by a teacher or the computer lab facilitator before clearing the screen or the test will be invalid.
3. Students must obtain the number of points listed below for each nine weeks to score a grade 100/A. Other grades are prorated according to the number of points actually earned.

Participation in AR is mandatory for every student.

Grade level point earning expectations per nine weeks:

Kindergarten	2.0 points
1st grade	3.0
2nd grade	4.0
3rd grade	5.0
4th grade	6.0
5th grade	7.5
6th grade	8.5

JCampus

The St. Landry Parish School System currently utilizes an online system that compiles student data in all aspects of the student's educational profile. You will receive a form letter at the beginning of the school year that will include your child's unique login information as well as unique codes needed to set up parent account(s) to track your child's grades, attendance, and discipline. Please utilize this system to stay informed of your child's educational growth and experience.

Academic Dishonesty

All students are encouraged to exhibit personal honesty in their work and expect the same from others. Offenses of academic dishonesty include, but are not limited to:

- Cheating on a test or quiz by using concealed answers or by copying another student's work
- Copying the answers to an assignment/worksheet from a classmate or other means
- Sharing information about an assignment, test, or quiz with another student
- Offering to another student the answers to an assignment, worksheet, quiz, or test, whether solicited or unsolicited, in written or verbal communication
- Theft of intellectual property, such as assignments, worksheets, notes, notebooks, quizzes, tests, or test answer keys
- Lying to a teacher about academic activities
- Plagiarism: Failing to indicate quotations taken from a source or failing to identify sources in writing when using the ideas of others. This includes copying anything directly from the internet.

Consequences: Students who act in an academically dishonest manner will receive no credit (a zero) for any and all assignments that were not their own intellectual work. Academic dishonesty may also result in additional consequences.

Student Success in School

1. **Class work**:
    - Students are expected to do all class work as assigned by the teacher.
    - Recess time may be utilized to make-up/complete assignments and class work.

2. **Materials**:
    - Students are expected to have all necessary school related materials for each subject in class daily.
    - Materials are to be used in accordance with the teacher's instructions.

3. **Student Work**:
    - Students are to bring graded work home as determined by the teacher.
    - Parents are encouraged to review graded work, sign them, and return them by their child to the teacher the following day.

4. **Homework**:
    - Homework promotes the development of self-discipline, good study habits, a sense of responsibility, mastery of skills, and comprehension of subject content.
    - Homework may be assigned on a regular basis and will vary according to grade level, subject area, and instructional needs of the student.
    - All students are expected to complete homework and to have it ready for each class at the designated time.
    - Homework folders are provided to each student. The teacher will send important information and homework home in this folder.

Regular Instructional Program Courses/Special Services

Classroom teachers provide instruction in the following areas: English Language Arts, Mathematics, Science, and Social Studies. In addition to the regular academic program, St. Landry Parish School Board provides special services designated to meet the total needs of the students. These services include pupil appraisal services, speech therapy, Title 1 services, vision and hearing screenings.

Home / School Communication

One of the most important things we can do to help children grow academically is to keep in touch. There are several ways we do this:

- Each student will be given a School to Home folder. Please check this folder daily for any communication from the teacher. You may place any communication that you have in the folder and inform your child to give the folder to his teacher.
- Grades will be posted on JCampus. This will be the main form of communicating the results of assessments to parents. Please notify the school should you have difficulty accessing your student's account.
- Signed test papers may go home in grades K-2 at the teacher's determination. Please sign as an indication that you have reviewed these with your student.
- **Progress reports** will be sent home with the student in Grades K-4 midway through the nine weeks grading period.
- **Report cards** will be sent home with students in Grades K-4 at the end of each nine-week period.
- Download the **SLP APP** on Google Play or the Apple Store to receive school and district reminders.
- Palmetto Elementary has a **Facebook** page. Please visit our page to stay informed about things happening around school.

- Please be sure the school has the name and phone number of someone who can come to school and pick up your child in case of an accident or illness. It is critical that we have an emergency telephone number should such a situation occur.
- Children are permitted to use the school telephone only when there is an emergency. Books, paper, or other school supplies forgotten at home will not be considered an emergency.

Parent-Teacher Conferences

Parent-teacher conferences are encouraged, however prior arrangements are needed to meet with the teacher during their planning period only. The principal should be consulted and be able to attend any parent-teacher conference. Teachers should not interrupt teaching time to hold parent conferences of any kind.

The principal maintains an open-door policy to the teachers, students, and parents alike; however, previous arrangements made for principal-parent conferences will ensure effective use of everyone's time.

Student Accidents

All accidents must be reported immediately to the principal's office. For all injuries that require medical attention, parents will be notified. Only primary first aid procedures can be administered to children here at school. In case of an emergency, the school authorities will call for an ambulance to take the student to a hospital.

School Fees

- The school registration fee is $25, which includes a $5 technology fee. This fee must be paid by October 31, 2026. This fee may be paid online.
- This fee helps defray the cost of initial ID, School to Home folders, copy supplies, report card mailing at the end of year, lease and contract on copy machine, and any other educational items that directly affect student learning.
- Each grade level also has an additional supply list.
- Other charges may be assessed for special projects, programs or field trips.
- A separate check must be written for field trips, lunch, etc. You cannot pay more than one fee per check ***(No refunds will be given if a student cannot go on a field trip due to behavior)***.
- Refer to **Addendum A** for additional information regarding fees, charges and fines.

Identification Cards

Identification cards (ID cards) are new to incoming elementary school students. All students will be issued an identification card with their picture and bar code. These are needed for identification of all students, checking in and out, cafeteria count for meals and **admission at a discounted price** to enter all regular season athletic events **(excluding tournaments and playoff games)** at North Central. The student must present the ID card in order to get the discount.

Identification cards must be worn at all times, clipped on the left side of the uniform collar. If an identification card is lost or stolen, a new ID card must be purchased. New ID cards can be purchased throughout the year for $5.00. Each day that a student does not have his/her ID card, a temporary ID must be issued and a fee of $1.00 is charged to the child's JCampus account. These fees must be paid prior to attending any scheduled field trip.

Textbooks

Textbooks are furnished by the St. Landry Parish School Board for the student's use at the beginning of the school year. This is done with the hope that this major investment will be properly safeguarded.

- Each teacher must account for each book issued to a student.
- The student must either return the book(s) issued in a usable form or pay the full price for replacing the book(s).
- A fine may be charged for slightly damaged books.

Immunization Procedure

All students must have all the immunizations required by the local health unit on file at school. At the beginning of each school session or upon the entry of a new student, the immunization record of each student will be checked. If a student is found deficient, he will be allowed ten (10) days to get his/her immunizations up-to-date or he/she will be sent home until the immunization record is brought up-to-date. The rule is for the protection of all students. It is also state law. **Exception:** Kindergarten students will not be allowed to register without proper immunization records.

Proof of Residence

Before a student can be registered at Palmetto Elementary, he/she must provide proof of residence as required by the St. Landry Parish School Board policy. The name of the parent or legal guardian must appear on a copy of the at least two (2) of the following:

1. Electric bill; Cable TV/Satellite bill; Landline Telephone bill; Tax Assessor's bill
2. Original, current Medical/Medicare or SSI card
3. Original homestead exemption form
4. Original mortgage or original lease agreement/rental contract on company letterhead (if utilities are included in rental fee, you must provide a bill showing the name and address)

Unannounced Drills

Fire drills will be held once per month and are unscheduled. Students are to exit the building in a quiet and orderly manner. **Tornado drills** are provided to share safety instructions and evacuation procedures in the case of severe weather conditions. **Lock down drills** are also held in order for students to become familiar with our procedures in case an emergency arises.

Lost and Found

All articles found on school grounds should be promptly turned into the office. A student may inquire at the office about a lost item during their break. All articles which have not been claimed by the end of the school year will be discarded. The school is not responsible for lost articles. Please label jackets, hats, and other such items with your child's name.

Birthday Parties and Invitations

Student birthdays that occur during the school year will be announced during morning announcements. Summer birthdays will be recognized at the end of the school year. Other than recognition during morning announcements, no other type of birthday celebration will take place at school. Regarding birthdays and invitations, parents are asked to adhere to the following guidelines:

- Treats may not be sent to school for birthdays.
- No deliveries of any kind will be accepted.
- Students are not permitted to hand out party invitations in school unless every student in the class is being invited.

Prohibited Non-Related School Items

Toys and other non-related school items are not to be brought to school unless otherwise determined by administration. Students may not sell items at school. The school will not be responsible for lost or stolen personal items. Electronic devices are not allowed.

Student Recognition

Our students are honored for excellence in the classroom, conduct and work habits, service, personal growth, citizenship, attendance, extra-curricular participation and achievement.

Honor Roll: At the end of each nine week's grading period, students are recognized for achieving A's and B's in academic subjects.

PBIS: Students are rewarded for making positive academic and life choices. Incentives are determined by the student and the teacher (Examples are no shoes in classroom pass, pencil, lollipop, free dress day, etc.).

Awards Day: Students will receive awards for academic and attendance achievements, which will be held at the conclusion of the school year. Student awards may include - "A" and "A/B" Honor Roll, Excellent Effort, Most Improved, Attendance (3 days or less) and Reading Award.

Accelerated Reader: Students in grade K-6 have the opportunity to read Accelerated Reader books, take a quiz on the book, and earn points upon completion of the quiz. At the end of the school year, an award may be given to the top three point-earners in grades K-6.

Positive Behavior Interventions and Support

Positive Behavior Interventions and Support (PBIS) is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Our Palmetto Elementary mission statement defines our behavior expectations in our school. You will see these expectations posted throughout the school and your child will be learning them during the first days of school. Please take an opportunity to talk with your child about the expectations at school and the importance of continuing to demonstrate Palmetto Elementary School's mission. With your continued support and involvement, Palmetto Elementary will remain a school where students can excel.

The 3 B's aim to improve the quality of our instructional programs by allowing teachers to teach and students to learn. The 3 B's ensure an optimal learning environment.



Be Respectful
Be Responsible
Be Safe



The following behavior expectations are unique to each specific area.

CLASSROOM ● Follow directions quickly ● Raise your hand to speak ● Have all materials for class ● Keep desk area clean and organized ● No eating or chewing gum ● Listen and pay attention - No sleeping ● Be on time	**CAFETERIA** ● Do not use excessive soap/paper towels ● Push chairs under table ● Clean eating area before leaving
PLAYGROUND ● No running on concrete areas ● Freeze at the sound of the whistle ● Wait until your class is called to line up	**RESTROOM** ● Do not open stall doors when in use ● Be cautious of wet floors ● No hanging or climbing ● Leave lights on ● Limit use of soap and towels ● Flush toilet ● Throw paper in trash can ● Be quick and quiet ● Use designated restroom
BUS ● Keep aisles clear ● Do not throw items from bus ● Keep entire body inside bus ● Remain seated when bus is moving	**ASSEMBLY** ● Respond appropriately to the speaker ● Speak only at appropriate times ● Be courteous and respectful to the speaker and those around you

Student Behavior

All students are expected to exhibit proper and appropriate behavior at all times. In an effort to help students recognize the behaviors expected of them, the following rules have been set and will be enforced.

Students Are:

1. To be respectful to all adults.
2. To behave in a cordial and respectful manner towards their schoolmates.
3. To refrain from using vulgar language and obscene gestures.
4. Not to bring or have in their possession any form of a weapon onto campus.
5. Not to bring or have in their possession any form of illegal drugs, prescription drugs, or over the counter medication.
6. Not to bring onto campus any type of electronic device.
7. Not to bring onto campus any type of toy or ball.
8. To walk on sidewalks and inside classrooms and cafeteria. Running is not allowed.
9. To walk in a straight and quiet line from one destination to the next not to disturb the learning environment of others on campus.
10. Financially responsible for textbooks and library books or other material loaned to them by the school. Books lost or damaged must be paid for by the student and/or their guardian.
11. Not allowed to bring food/snacks from home (including gum) unless approved by the administrator.
12. To leave foreign objects on the ground. Objects are never to be thrown.
13. To report to the cafeteria upon arriving at school in the morning.
14. Not allowed in the teacher's lounge or copy room.

Discipline Policy

ALTHOUGH THE ULTIMATE RESPONSIBILITY FOR STUDENT CONDUCT RESTS WITH THE STUDENT AND THE PARENTS/LEGAL GUARDIAN, IT IS THE DAILY RESPONSIBILITY OF SCHOOL PERSONNEL TO SEE THAT NO SINGLE PERSON INTERFERES WITH THE TOTAL LEARNING ENVIRONMENT OF OTHER STUDENTS. THE SCHOOL DEMONSTRATES CONCERN FOR THE GROUP AND ITS WELFARE BY PRESERVING THE PROPER ATMOSPHERE FOR TEACHING AND LEARNING.

The St. Landry Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instruction time. Every teacher and other school employee shall endeavor to hold each student accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during intermission or recess, or at any school sponsored activity or function.

The St. Landry Parish School Board takes a position of “ZERO TOLERANCE” with regard to weapons, explosives, physical attacks or batteries, fighting, and illegal narcotics, drugs, alcohol, and controlled substances. Such conduct will not be tolerated by the School Board. **These offenses require immediate recommendation for expulsion.**

The disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. They should be taken with parental involvement and notification. The purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with reasonable rules and regulations and that there will be consequences for noncompliance.

Deviations of behavior may result in attendance at Saturday School, Time-out rooms, Character Action Training classes, suspensions, and/or expulsions. It is the express policy of the School Board to utilize alternatives to suspensions and expulsions and to reserve the use of suspensions and expulsions as the last step in progressive discipline based on the nature of the offense.

As prescribed by law, every teacher and school employee shall endeavor to hold every student accountable for his/her behavior in school or on the playground of the school or on any street, road, or school bus going to or returning from school, during intermissions or recesses, or at any school sponsored activity or function. (La. R.S. 17:416 (A)(1)(a)).

It is the final authority of the principal or a designee to maintain discipline during the school day and at any school function. Keeping the school safe is of such importance that it is necessary to prohibit the use of any object as a weapon on the school grounds or bus. Suspensions and expulsions of a student with disabilities shall be handled in accordance with the requirements of state and federal laws and regulations applicable to such students. Copies of such laws and regulations may be obtained from the Special Education Department. Multiple strategies/interventions may be used depending on the individual student’s needs. All students’ documentation of interventions and supports will be maintained for referral to the PBIS/RTI team if necessary.

MINOR OFFENSE REGULATIONS/MINOR OFFENSES AND DISCIPLINE

Definition: Minor offenses shall include but not be limited to the following:

1. Cutting class
2. Unexcused tardies
3. Disobedience
4. Profane/abusive language
5. Possession of inappropriate articles at school, such as trading cards, comic books, games, etc.
6. Failing to use respectful terms required by La.R.S. 17.416:12(B) for students in kindergarten through twelfth grade.
7. Throwing objects
8. Refusing to sit in assigned seat
9. Dress code violations

DISCIPLINE PROGRESSION - Classroom

Disposition of Minor offenses

1. The teacher shall do one or more of the following:
   a. Counsel/warn the student.
   b. Administer constructive punish work.
   c. Contact parent or guardian by phone or request a conference to be held at school.
   d. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal.
   e. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.
   f. Refer student to administration when necessary, using the proper referral procedure

2. The administrator shall do one or more of the following:
   a. Counsel/warn the student.
   b. Refer the student to the school counselor.
   c. Refer to after school or Saturday detention
   d. Seek and encourage parent/guardian involvement.

*NOTE: An accumulation of offenses may result in the taking of more severe disciplinary action such as short-term suspension or long-term suspension, except for any offense involving item 6 under Minor Offenses and Discipline.

DISCIPLINE PROCEDURES

REMOVAL FROM SCHOOL CAN BE ONE OF THREE TYPES:

A. Short-term suspension – two (2) to nine (9) days.
B. Long-term suspension – ten (10) to forty-five (45) days
C. Expulsion – removal from all regular school settings for a period of not less than one school semester.

****The discipline policy in its entirety can be found in the St. Landry Parish Students Rights & Responsibilities Handbook****

Bus Safety

Emergency Procedures for Early Dismissal

School buses will run their regular routes if conditions permit. We recommend that parents listen to local radio and television stations for information concerning early dismissal. Students will be allowed to contact parents if an unexpected situation arises

Bus Regulations

1. Students shall:
   a. cooperate with the driver since their safety depends on it
   b. be on time because the bus will not wait
   c. cross the road cautiously when waiting for and leaving the bus
   d. follow driver's instructions when loading and unloading

e. remain quiet enough not to distract the driver
f. have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own
g. be courteous and safety conscious in order to protect and enjoy their riding privilege

2. Students shall not:
    a. stand when a seat is available, and the bus is in motion
    b. extend arms, head or objects out of windows or doors
    c. throw objects in the bus or out windows or doors
    d. use the emergency door except for emergencies
    e. eat or drink on the bus
    f. damage the bus in any way*
    g. use the following items on the bus: tobacco, matches, cigarette lighters, obscene materials*
    h. fight on the bus*
    i. board the bus at the incorrect stop
    j. leave the bus without permission
    k. show disrespect to the driver*
    l. commit an immoral or vicious act*
    m. refuse to occupy an assigned seat
    n. use profane language
    o. show willful disobedience*
    p. carry objects or implements which can be used as weapons*

3. The following items are not allowed on the bus:
    a. alcohol, drugs, tobacco, matches, cigarette lighters, and ALL telecommunication devices
    b. pets (cats, dogs, etc.)
    c. glass objects (except eyeglasses)
    d. weapons (including knives or objects or implements which may be used as weapons)*
    e. objects too large to be held in laps or placed under seats
    f. use or possession of any item which is inappropriate at school shall not be allowed on the bus

Bus Privileges

Students who ride the school bus to and from school should recognize that it is a privilege. Students have the right to expect that the school bus will be a safe means of transportation.

Transportation for Grades Two and Under:

- All students in grades two and under must be accompanied to the bus. On the return trip, a responsible party must also be waiting at the designated stop to accept the student when the bus arrives.
- In the event a responsible party is not at the bus stop/home to accept these students, an attempt will be made to contact the parent by phone number on record and a suitable designated stop for the child will be agreed upon. In the event that we are unable to contact a parent, the child will be brought to the school. After normal business hours, the child will be brought to the local police authority or to the St. Landry Parish Sheriff Department and may be reported to child protection services.

- Bus drivers are not to drive around the neighborhood or repeatedly double back to the stop looking for someone to accept the student.

Bus Discipline

Discipline problems on the bus will be dealt with by the principal or a designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or a designee will take action necessary to ensure operational safety of the buses.

Bus Discipline Progression

Students may be subject to the following consequences for minor offenses:

- 1st Offense: A student conference will be held. The parent/guardian will be notified and a warning will be issued.
- 2nd Offense: A conference with the student and the parent/guardian will be held.
- 3rd Offense: The student will be denied bus transportation for 3-5 days.
- 4th Offense: Permanent suspension for the school year from all bus transportation will be enforced after notifying parent/guardian.

***NOTE:** Major offenses will result in more severe punishment such as suspension/expulsion from school. Any misbehavior on the bus, walking to or from the bus stop, or going to or returning from school may result in temporary or permanent loss of bus riding privileges. In this case, transportation to and from school becomes the responsibility of the parent/guardian.

Car Rider Rules

Please adhere to the following car rider rules to ensure the safety of all students.

- Please follow the car rider route.
- Please respect other's property and remain in your car while waiting in the car rider line.
- No cell phone usage in a school zone. This is a state law.
- We must follow Louisiana law as it pertains to where your child is placed in the car.

Student Dress Code and Uniform Policy

Students have a right to a safe and orderly environment. Uniforms promote a safe and orderly environment for learning. The St. Landry Parish School Board adopted a policy that requires all students to wear uniforms. The School Board believes that a mandatory school uniform policy provides a more secure environment, promotes an atmosphere for greater discipline, and increases learning opportunities for all students. The student dress code policy shall apply to all students in grades pre-kindergarten through 12th grade. This policy shall apply to all students attending public schools in St. Landry Parish. The principal of each school shall make the final decision about proper or improper dress according to the guidelines provided. School Spirit Day and any other school activities requiring a deviation from the uniform policy will be left to the discretion of the principal. Any complaint concerning the dress code shall be dealt with by the school administration.

Uniform Policy

The uniform policy has been in effect for several years. It is your responsibility to see that your child is dressed appropriately before he/she leaves home every morning. If you are in doubt about an article of clothing adhering to the policy…do not allow your child to wear it! This policy covers all grades.

The principal, not uniform vendors, should address any questions about the dress code. Although it is impossible to anticipate all problems, distracting "fads" which disrupt the spirit, education, philosophy, or dignity of the St. Landry Parish School District will be unacceptable.

1. THE UNIFORM SHIRT - **The shirt shall consist of a white or navy polo knit shirt with no logo and with either short or long sleeves**. Each school will have the option of another colored shirt. The optional top may have the school logo imprinted on the left chest over the heart. All shirts must be tucked in at the student's waist. All shirts must be long enough to remain tucked when seated. An undershirt may be worn under the uniform top. The undershirt must be white and the sleeve cannot be longer than the sleeve length of the uniform top. Turtlenecks or mock turtlenecks are not allowed under/over the uniform shirt.
   NOTE: Maternity wear will consist of a white or navy button-down blouse or school optional color shirt. The white or navy maternity blouse need not be tucked. However, standard uniform shirts must still be tucked.

2. UNIFORM BOTTOMS - **Bottoms shall consist of classic, traditional, straight leg dark khaki/navy cotton twill uniform pants or walking shorts with a finished hem** (side slits on hems are not allowed). Uniform bottoms must fit at the waist and crotch and be within one (1) size of the student's actual waist/inseam measurement. No cargo pockets or flaps on back pockets are allowed on uniform bottoms. Bell-bottoms, joggers, carpenter/cargo style pants, hip huggers or jeans of any color and/or type are not allowed. Brand name emblems on uniform bottoms may not exceed 1" to 2" in size. All uniform bottoms must have a waistband with belt loops. Walking shorts shall not be more than four inches (4") above the back crease of the knee. Sagging of the uniform bottoms will not be allowed.
   NOTE: Maternity wear will consist of uniform colored maternity pants. Should uniform bottoms be worn, they must remain zipped and buttoned.

3. UNIFORM BOTTOMS FOR GIRLS - In addition to the above uniform bottoms, traditional style uniform jumpers and skirts will be allowed and must have a finished hem and shall not be more than four (4) inches above the back crease of the knee. All items of clothing must be worn as intended by design. Allowable colors are dark khaki and navy. Overalls are not permitted. Stone, white or dark brown uniform bottoms are not allowed. Dark khaki/navy skorts are allowed for Pre-K-2nd grade.
   NOTE: No tight or revealing clothing worn by any student will be tolerated.

4. BELTS - A black, brown, khaki, white, navy or optional school color belt must be worn or a plain belt with a buckle no larger than 2" x 3". No studs will be allowed. The entire length of the belt must be worn inside the loops. Hanging of any part of the belt outside the belt loops is not allowed. However, Pre-K through 2nd grade students may wear uniform bottoms with an elastic waistband without having to wear a belt. Belt loops should not be removed; if present, a belt must be worn for Pre-K-2nd grade.

5. SOCKS - Socks must be worn at all times. They must be solid navy, white, black, brown or the school optional color with no inappropriate emblem or logo.

6. SHOES - Students must wear a closed shoe (front and back). Shoes must be laced and tied; Velcro straps must be secured. **Note: No sandals, clogs, flip-flops, slippers, boots (cowboy, dress, or rubber), or other similar type of shoes are allowed. (Note: Rubber boots may be worn on days of rainy weather.)**

7. OUTERWEAR - In cold weather, students will be allowed to wear the following over their school uniform:

   SWEATSHIRT - A sweatshirt must be waist length with a tight, ribbed elastic bottom, must be plain, solid colored in black, white, heather gray, or navy with no emblem, logo, or marking. Students can wear a sweatshirt in the optional school color with the school logo.

   SWEATER - Crew neck, v-neck, or cardigan style (those that button or zip from the bottom) sweaters must have sleeves, must be waist length, must be plain, solid-colored in black, white, heather gray or navy with no emblem, logo, or marking. Optional school color with school logo and school-issued sweaters are permitted.

   LIGHTWEIGHT JACKET/WINDBREAKER/COAT - All outerwear, except for sweatshirts, must zip, button, or snap from top to bottom and must not be longer than upper midthigh. Outerwear must be plain, solid-colored in black, white, khaki, heather gray or navy with no emblem, logo, or marking, however, jackets in the optional school color with school logo and school-issued jackets are permitted.

8. KNIT CAPS (Beanie) (without a face covering, ear flaps or poms) - allowed as head gear and must be removed when entering school buildings/classrooms. Optional school color with school logo and school-issued beanies are permitted.

Note: Outerwear guidelines apply to all students (including athletes) at all school events (including athletic events).

DRESS CODE GROOMING COMPONENT

Earrings are the only body piercings allowed. Well-groomed mustaches or facial hair is allowed in grades 7-12 and shall not be distracting in length or style. Hairstyles for both males and females shall be neatly maintained and/or restrained for health, safety, and identification of students.

All students have a responsibility to dress and appear on school campuses according to standards of propriety, safety and health set forth by the St. Landry Parish School Board and the School Improvement Team.

The School Improvement Team will, after consultation with the populations they represent, recommend to the principal a suggested dress and grooming code in order that the principal may make informed decisions regarding the dress and grooming code for the school. The principal will make his/her decision in accordance with the federal and state constitution and laws. The dress and grooming policy shall be posted at each school, and a copy sent home to each parent.

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. **Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.** No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things (including hair style and hair color) which presents evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment. Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted.Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear.

- Hairstyles for both males and females shall be neatly maintained and/or restrained for health, safety, and identification of students. Hair color must be of natural color (brown, black, blond, red).
- No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things (including hair style and hair color) which presents evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.
- Any jewelry worn should not distract the student from learning. If it becomes a distraction, the student will be asked to not wear said jewelry to school.
- Earrings are the only body piercings allowed. Earrings must be modest in size and not hang off of the ear.
- Hats/ball caps are not allowed at school (except on days determined by administration).
- Stockings worn under a dress/skirt must be **solid white, navy, or black in color.**

- Shirts must remain tucked at all times.
- No sandals, clogs, flip-flops, slippers, boots (cowboy, dress, or rubber), or other similar type of shoes are allowed. (NOTE: Rubber boots may be worn on days of rainy weather. Cowboy boots may be worn on days determined by administration.)
- No acrylic or false nails are allowed to be worn to school.
- No makeup is allowed to be worn or applied at school.

****Note: Pre-K students are expected to follow the regular school uniform policy.**

Dress Code Compliance Timeline

- All parish students and incoming Pre-K students shall comply with the dress code on the first day of school.
- Any student transferring from another parish shall be given ten (10) school days to comply with the uniform policy.

Dress Code Violations

For the first offense, the Parent/Guardian will be informed by letter or phone contact regarding the violation. If the student continues to not be in compliance with the dress code policy, further disciplinary actions will result.

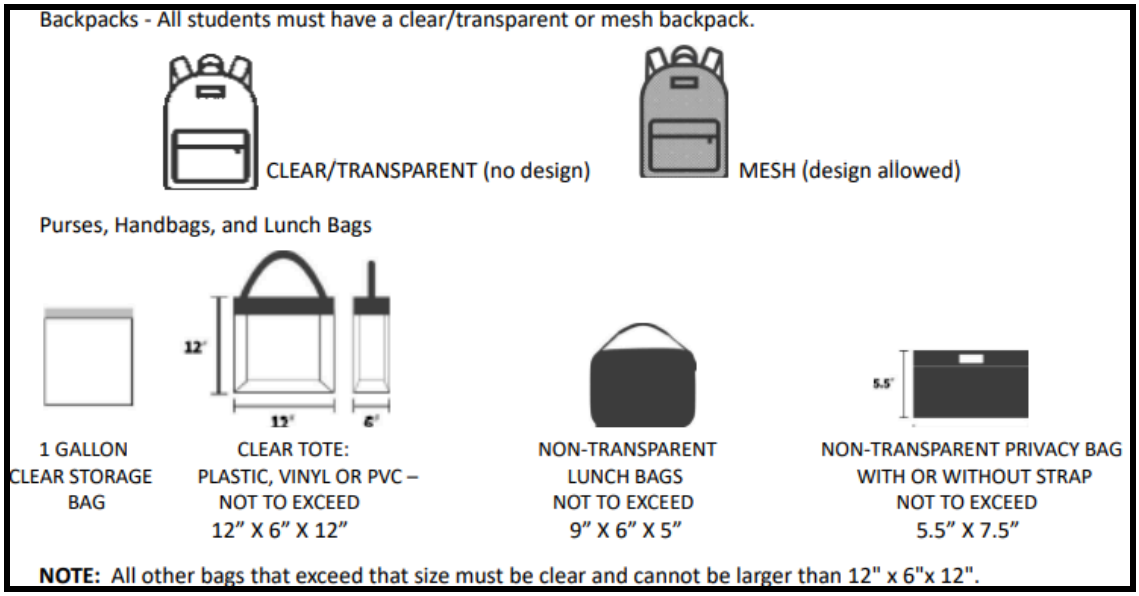
JEAN DAY ATTIRE (As designated by the principal)

- **Blue denim jean pants** ONLY (no shorts, skirts, capris, or jeans with holes/cuts, stonewashed or faded jeans). Holes in jeans, in which skin is shown underneath, are not permitted.
- White, navy, or royal blue school approved polo shirt or spirit wear T-shirt unless otherwise directed.
- Boots may be worn on designated jean days.

**The dress code policy in its entirety can be found in the St. Landry Parish Students Rights & Responsibilities Handbook.

Bookbag Policy

ALL students, PreK - 12th grade, will be required to use a mesh or clear bookbag.



Water Bottle Policy

Water bottles must be clear or transparent.

Bottles Cups (ie. Stanley/Yeti style cups) that are not clear/transparent are prohibited.

The container must have a secure, closeable top such as screw on, push-down, or slide closure. NO STRAWS.

Only water is allowed. No other drinks are allowed.

Water bottles are to be refilled outside of class time. A student may not leave class to refill a bottle

Field Trip Policy

Palmetto Elementary's Field Trip Policy is the guideline for implementing safety measures for the well-being of all participants. All field trips must be educational and correlated to the lessons taught in the classroom. The teachers should prepare the students for what they are going to see and hear. Besides supplementing and enriching students' individualized learning experiences, such trips encourage new interests among students, help them relate their experiences to the outside world, and provide a social element to our school community. It is the responsibility of the teacher/sponsor(s) to adhere to the following:

- Each student shall have a permission slip with parent/guardian signatures on file prior to the trip. **No Exceptions!**
- Students **MUST** ride the assigned bus when attending the field trip. If a parent wishes to remove his/her child prior to the end of the trip, the parent **MUST** sign the child out on the school provided sign out sheet.
- During some field trips, a limited number of chaperones may attend based on need and space availability. Chaperones must be 21 years of age or older. Chaperones are not allowed to ride the bus to the selected destination. Chaperones may meet the bus at school and follow it to the field trip destination.
- **ATTIRE** – Students shall wear Palmetto Elementary school uniform top with uniform bottom or denim blue jeans with no holes in which you can see skin underneath.
- All attendees are expected to dress and behave in a manner that is respectful.
- Toys and electronic devices (from home) shall not be allowed on any field trip.
- Attendance of students with delinquent fees shall be at the discretion of the principal.
- Attendance of students with behavioral problems will be allowed only if the parent attends with the student.
- Students **may not** be eligible to attend a field trip (at the discretion of the teacher/principal) if they:
    - Have excessive missing assignments in a class
    - Owe school fees
    - Have F's or U's in conduct
    - Have an identified disciplinary problem
    - Does not meet the attendance requirement stated by SLBSB (10 or more unexcused absences)

- ****Students may also be denied field trip privileges for any other offense, not elsewhere listed, at the discretion of the teacher/principal.**

- **IMPORTANT: Funds paid in advance for a field trip are <u>not refundable</u> if for some reason the student is not able to attend the field trip.**

- ****Students who become discipline problems on field trips will not be allowed to attend future field trips and are subject to disciplinary actions.**

Electronic Communication Devices

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including, but not limited to, any cell phone, camera, video tape recorder, digital recorder, any facsimile district, radio paging service, mobile telephone service, intercom, or electro-mechanical paging district in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. ***Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.***

St. Landry Parish School District **shall not be held** liable for any stolen electronic devices. For purposes of this policy, the terms of use and operation shall mean whenever the electronic telecommunication device is turned on.

GRADES PRE-K-8 No electronic telecommunications device may be brought to school by an elementary or middle school student in grades Pre-K – 8.

STUDENT COMPUTER/NETWORK ACCEPTABLE USE POLICY

The St. Landry Parish School Board is making Internet access available to students to prepare them to participate productively in the information society of the 21st century. Internet access will give students the opportunity to inquire, study, communicate, and gain new understandings about our global society.

A. RIGHT

Students have the right to use the district's educational network as a tool to enhance learning, as it becomes available at their location.

B. RESPONSIBILITY

Students have the responsibility to learn and follow guidelines that are deemed appropriate in using the educational network. All access to the Internet will be teacher directed and will conform to the following:

RULES FOR USE OF COMPUTER NETWORK AND INTERNET:

Students shall:

- Sign a statement as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies before using the computers at St. Landry Parish School Districts.
- Use World Wide Web search engines and/or other Internet tools only under the direction and supervision of teachers.
- Not access visual depictions that are obscene, pornographic, or abusive to minors.
- Not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.

- Not access objectionable or inappropriate material over the Internet.
- Not post any e-mail or other messages or materials that are derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, dangerous, slanderous, sexually harassing, terrorizing, or illegal. Students shall not use any language online that is not permitted in the classroom.
- Not post personal information about themselves (last names, addresses, or telephone numbers) or any other person.
- Not forward personal mail without permission.
- Not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
- Observe the copyright law. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
- Not make any purchase on the Internet while using school equipment or Internet service.
- Not use email, chat rooms, net meeting rooms, and other form of direct electronic communication, including instant messaging systems unless authorized.

Also Note:

- Installation of software is allowed only by the District's administration and should not be undertaken by any other user.
- Users are not permitted to work in or to modify the Network Operating System.
- Unauthorized exploration of or changes to any system files are prohibited.
- The St. Landry Parish School Board computers must be used only for educational activities and are limited to activities that have been approved by a teacher or staff member.
- The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.
- Documents and/or mail stored on the District network should be deleted regularly in order to conserve file space.
- The St. Landry Parish School Board reserves the right to purge accounts after proper notification of exceeding space regulations.
- Students are not to download large files unless necessary; students should download the file at a time when the system is not being heavily used and immediately remove the file from the system computer once the research project in question is completed.
- Users must remember to log off any computer before leaving the area as use rids will be used as the primary method for tracking computer usage.
- If a user is concerned that their password is no longer secure, then see the system administrator for a new password.
- CDs and portable memory devices **will no longer be allowed** for use of file storage. All students should utilize their Google drive, as it is the preferred form of file storage.
- Interpretation, application, and modification of the policy is within the sole discretion of the St. Landry Parish School Board.
- Any questions or issues regarding this policy should be directed to the St. Landry Parish School Board Administration.

Students who may inadvertently access a site that is pornographic, obscene, or abusive to minors shall immediately disconnect from the site and inform the teacher.

CONSEQUENCES

Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the violation.

All school and district rules apply to the Internet the same as they do in the classroom or elsewhere on school grounds. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the World Wide Web. Any activity that may be in violation of local, state, or federal laws will be reported to the appropriate law enforcement agency.

Any parent or guardian who has questions or concerns about their child's Internet Access is encouraged to discuss these concerns with the school principal. Parents or guardians are also encouraged to discuss family values with their children to guide their activities on the Internet.

Cafeteria and Meal Policies

The school cafeteria is maintained as a vital part of the health program of the school environment. To encourage good nutrition, a well-balanced breakfast and lunch is offered free of charge to all students. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all breakfast & lunch litter in trash cans.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place in a clean condition for others.
- Leaving the cafeteria immediately upon completing your meal.

Note: No food may be brought to a student during the school day unless the student is on a special diet. A statement from the doctor is necessary for verification of a special diet. By law, students are not allowed to receive food delivered from outside vendors or businesses (i.e. McDonald's, Burger King, Pizza Hut, Taco Bell, etc.). Students are not allowed to bring food or drinks into classrooms, and they will not be excused from class to eat delivered food regardless of the person who brought it. In the event that social distancing guidelines are required, allowable exceptions are Grab and Go Meals to eat in the classroom from the cafeteria.

Students with Food Allergies must provide the Diet Prescription for Meals at School Form completed and signed by a physician as well as meet with the school nurse, cafeteria manager and other stakeholders for special arrangements.

All schools are PEANUT and SEAFOOD free.

Child Nutrition Services Parent Information

The U.S. Department of Agriculture (USDA) has extended free meals to all students during the school year. The St. Landry Parish Child Nutrition Department will provide breakfast and lunch to all enrolled students through the National School Lunch Program Seamless Summer Option (SSO).

This means that all enrolled students in the St. Landry Parish public school system will receive a healthy and nutritious breakfast and lunch **free of charge** during this school year. No action is necessary for students to participate and meal applications are not required. As students return to school, they can receive meals without additional costs to parents.

Meals from Home

Food may be brought from home; however, it is at the discretion of each principal. If the principal allows students to bring meals from home, the following rules apply. All meals from home must incorporate whole grains and other nutrient-dense foods by following the current meal pattern (meat/meat alternate, grains, fruit, vegetables, and milk) for breakfast and lunch in accordance with U.S. Department of Agriculture (USDA) regulations and policies. To ensure proper holding temperatures, please make sure the food products are kept cold using ice packs until meal service. **The cafeteria cannot store student meals brought from home.**

Fast food, candy, chips, and soft drinks or sugar-based juice drinks are not allowed in the cafeteria. Milk and 100% juice drinks are allowed and can be purchased in the cafeteria.

Allergies

All school campuses are **Peanut** and **Seafood** Free. Any food brought from home may not contain any type of nuts or any kind of seafood. There are several students with allergies that are enrolled in our schools.

Microwave

Students at the elementary level (K-8) are not allowed to use the microwave at school. Therefore, parents are encouraged to pack student meals with ice packs to ensure proper temperature control for the safety of the student.

Students at the high school level (9-12) may use the microwave, if available; however, it is at the discretion of each principal. If microwave use is allowed, the following should be adhered to:

- There should be adult supervision when students are using the microwave
- Adults and students must remain by the microwave when it is being operated.
- Operating instructions should be available to users.
- School staff should provide instructions for safe use of the microwave.

Meal Accounts

My School Bucks payment service is currently disabled due to the extension of free student meals. There is no requirement to place money in a student account while meals are free. Extra food or drink items must be paid for at time of purchase with the correct amount. If you have any questions, please call the Child Nutrition Program at 337-948-3657 and we will be happy to assist you.

This institution is an equal opportunity provider.

BULLYING AND HAZING POLICY

The St. Landry Parish School Board is committed to maintaining a safe, orderly, civil, and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/ guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying, hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

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

Bullying shall mean:

1. A pattern of any one or more of the following:
    a. Gestures, including but not limited to obscene gestures and making faces.
    b. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes, but is not limited to, a communication or image transmitted by email, instant message, text message, blog, or social networking website, or through the use of a telephone, mobile phone, pager, computer, or other electronic device.
    c. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
    d. Repeatedly and purposefully shunning or excluding from activities

2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs or is received by a student while on school property, at a school-sponsored or school-related func on or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school. You can access the bullying report form on the Louisiana Department of Education website: https://www.louisianabelieves.com/schools/public-schools/bullying

Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation on or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

NOTICE TO STUDENTS AND PARENTS

The School Board shall inform each student, orally and in writing, at the required orientation conducted at the beginning of each school year, of the prohibition against bullying, hazing, or similar behavior of a student by another student; the nature and consequences of such actions; including the potential criminal consequences and loss of driver's license, and the proper process and procedure for reporting any incidents involving such prohibited actions. A copy of the written notice shall also be delivered to each student's parent or legal guardian.

REPORTING

The principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exceptions under state or federal law. The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

Students and Parents

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, parent, or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function on or activity. Any such report shall remain confidential.

School Personnel

Any school employee, whether full-time or part-time, and any parent/ volunteer chaperoning or supervising a school func on or activity, who witnesses or learns of bullying, hazing or similar behavior from a student or parent, shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or parent/volunteer on the same day as the employee or parent/volunteer witnessed or otherwise learned of the incident, and a written report shall be filed no later than two (2) days thereafter.

All other members of the school community, including students, parents/legal guardians, volunteers, and visitors shall be encouraged to report any act that may be a violation of this policy to the principal or his/her designee.

False Reports
Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

INVESTIGATION PROCEDURE
Investigations of any reports of bullying, hazing, or similar behavior of a student by another student shall be in accordance with the following:

1. **Timing** The school shall begin an investigation of any complaint that is properly reported and that alleges the prohibited conduct the next business or school day after the report is received by the principal or his/her designee. The investigation shall be completed not later than ten (10) school days after the date the written report of the incident is submitted to the principal or his/her designee. If additional information is received after the end of the ten-day period, the school principal or his/her designee shall amend all documents and reports required to reflect such information.
2. **Scope of Investigation** An investigation shall include documented interviews of the reporter, the alleged victim, the alleged bully or offender, and any witnesses, and shall include obtaining copies or photographs of any audio-visual evidence. Interviews must be conducted privately, separately, and confidentially. At no time shall the alleged offender and alleged victim be interviewed together. The principal or his/her designee shall collect and evaluate all facts using the Bullying Investigation form.
3. **Parental Notification** Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice.

   For an investigation of alleged bullying, before any student is interviewed by district staff, his/her parent or legal guardian shall be notified by the principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation. If, after three attempts in a forty-eight-hour period, the parents or legal guardians of a student cannot be reached or do not respond, the student may be interviewed.

   All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:
   A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
   B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

In any case where a teacher, principal, or other school employee is authorized to require the parent or legal guardian of a student who is under the age of eighteen (18) and not judicially emancipated or emancipated by marriage to attend a conference or meeting regarding the student's behavior and, after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/ her designee shall file a complaint, pursuant to Louisiana Children's Code, Article 730 or 731, with a court exercising juvenile jurisdiction.

The principal may also file a complaint on the grounds the student is a truant or has willfully and repeatedly violated school rules, or any other applicable ground when, in his/her judgment, doing so is in the best interests of the student.

4. **Documentation** At the conclusion of an investigation of bullying, hazing, or similar behavior, and after meeting with the parents or legal guardians, the principal or his/her designee or School Board shall:
   a. Prepare a written report containing the findings of the investigation, including input from students' parents or legal guardians, and the decision by the principal or his/her designee or school district official. The document shall be placed in the school records of both students.
   b. Promptly notify the reporter/complainant of the findings of the investigation and whether remedial action has been taken, if such release of information does not violate the law.
   c. Keep reports/complaints and investigative reports confidential, except where disclosure is required to be made by applicable federal laws, rules, or regulations or by state law.

   d. As applicable, provide a copy of any reports and investigative documents to the School Board for disciplinary measures, or to the Louisiana Department of Education, as necessary. During the pendency of an investigation, the school district may take immediate steps, at its discretion, to protect the alleged victim, students, teachers, administrators, or other school personnel pending completion of the investigation.

APPEAL

If the school principal or his/her designee does not take timely and effective action regarding an alleged incident of bullying, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board. If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the ac ons of the offender substantially interferes with the education opportunities or educational programs of the student victim or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying, and no investigation pursuant to state law or this policy has occurred, the parent or legal guardian of the alleged victim may request that the student be transferred to another school operated by the School Board.

Such a request shall be filed with the superintendent. Upon receipt of the request to transfer the student to another school, the School Board shall make a seat available at another school under its jurisdiction within ten (10) school days of the parent or legal guardian's request for a transfer.
If the School Board has no other school under its jurisdiction serving the grade level of the victim, within fifteen (15) school days of receiving the request, the superintendent shall:

1. Inform the student and his/her parent or legal guardian and facilitate the student's enrollment in a statewide virtual school.
2. Offer the student a placement in a full-time virtual program or virtual school under the School Board's jurisdiction.
3. Enter a memorandum of understanding with the superintendent or director of another governing authority to secure a placement and provide for the transfer of the student to a school serving the grade level of the student, in accordance with statutory provisions.
4. If no seat or other placement is made available within thirty (30) calendar days of the receipt of the request by the Superintendent, the parent or legal guardian may request a hearing with the School Board, which shall be public or private at the option of the parent or legal guardian. The board shall grant the hearing at the next scheduled meeting or within sixty (60) calendar days, whichever is sooner.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such behavior, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

CHILD ABUSE

The provisions of this policy shall not be interpreted to conflict with or supersede the provisions requiring mandatory reporting pursuant to Louisiana Children's Code, Art. 609 and as enforced through La. Rev. Stat. Ann. § 14:403.

STUDENT FEES, FINES AND CHARGES

The St. Landry Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the Student Fees, Fines and Charges policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The Student Fees, Fines and Charges policy shall be reviewed annually and revised as necessary.

DEFINITIONS

Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

REGULATIONS

1. **A school shall not charge or assess a fee unless the fee has been set and included in the School Board's approved Schedule of Fees.**
2. **Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.**
3. **Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.**

SCHEDULE OF FEES:

A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the Schedule of Fees (Appendix A) attached to this policy.

Economic Hardship Waivers

A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria relative to the student or his/her family, as listed below:

- Student is in foster care or the student's family is caring for children in foster care.
- Student is homeless, as defined by law.
- Student is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a public record, but may be audited to ensure compliance with the School Board's policy. A student's personally identifiable information associated with such a waiver request shall not be made public.

SCHOOL SUPPLIES

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/ guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act. Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks.

Students shall not be denied continual enrollment each grading period nor reentry in succeeding school years as a result of lost or damaged books. Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Appendix A

St. Landry Parish Schools – Elementary/Middle Schools
SCHEDULE OF FEES
Not all fees are charged at all schools.

PURPOSE OF FEE	AMOUNT	USE OF FEE	COLLECTION METHOD
Student Fee Pre-K through 6th Grade 7TH – 8TH Grade	Not to exceed $25.00 $45.00	Instructional Materials/Technology /Classroom/Art Supplies Copies/paper/Copier Supplies/ Expenses/ Student Incentives Various student/Initial ID	Due at beginning of school; can be on installment plan if needed
Initial School Supplies for Students (List is approved by school principal.) Pre-K – 8TH	Not to exceed $60.00	Student materials (binders, paper, notebooks, pens, pencils, pencil bag, colors, markers, calculators, folders, etc.)	Purchased by parents. Due at beginning of school; school helps provide if needed
PE Uniform	$20.00	Uniform to participate in PE, lock rental	Collected at the beginning of the school year; can be on installment plan if needed

SUPPLY LIST BY GRADE

<u>Grades Pre-K – 8:</u>
Each school containing Grades Pre-K – 8 may ask for consumable school supplies from $0 - $60.00 (initially). No school or teacher may ask for supplies that exceed this amount.

Appendix B

NOTICE OF USE OF PERSONAL HEALTH INFORMATION (HIPAA)

This notice describes how medical information about your child may be used and disclosed and how you can get access to this information. Please review it carefully. We understand that information we collect about your child/children and their health is personal. Keeping health information of your child/children private is one of our most important responsibilities. We are committed to protecting their health information and following all laws about its use. You have the right to discuss with the district's Privacy Officer your concerns about how their health information is shared. The law says: i. We must keep their health information from others who do not need it. ii. You may ask us not to share certain health services information. Sometimes, we may not be able to agree to your request. Your child may receive certain services from nurses, therapists, social workers, doctors or other health care related individuals. They may see, use and share your child's health or medical information to determine any plan of treatment, diagnosis, or outcome of information as described in an Individualized Education Program (IEP) or other plan document. This use may cover such health services your child had before now or may have later. We review such health services information and claims to make sure that you get quality services and that all laws about providing and paying for such health services are being followed. We may also use the information to remind you about service or to tell you about treatment alternatives. We also use the information to obtain payments for such services as a result of the Medicaid program. We must submit information that identifies you and your child, your child's diagnosis and the treatment of services provided to your child 15 for reimbursement by Medicaid. We may share your health care information with health plans, insurance companies, or government programs to help get the benefits and so that the school district can be paid or pay for such healthcare or medical services. In most cases, you may see your child's health information, but the request cannot include psychotherapy notes or information gathered for judicial proceedings. There may be legal reasons or safety concerns that may limit the amount of information that you may see. You may ask in writing to receive a copy of your child's health information. We may charge a small amount for copying costs. If you think some of the health information is wrong, you may ask in writing that we correct or add to it. You may ask that the corrected or new information be sent to others who have received your child's health information from us. You may ask us for a list of where we sent the health information. You may ask to have the health information sent to others. You will be asked to sign a separate form, called an authorization form, permitting the health information of your child to go to them. The authorization form tells us what, where and to whom the information must be sent. You can stop or limit the amount of information sent any time by letting us know in writing. *Note: A child 18 years old or older can give consent for his or her health information to be kept private from others unless the child signs an authorization form. We follow laws that tell us when we have to share health information of your child even if you do not sign an authorization form. We always report: 1. Contagious diseases, birth defects and cancer 2. Firearm injuries and other trauma events 3. Reactions to problems with medicines or defective medical equipment 4. To the police or other governmental agencies when required by law 5. When a court orders us to 6. To the government to review how our programs are working 16 7. To a provider or insurance company who needs to know if your child is enrolled in one of our programs 8. To Worker's Compensation for work related injuries 9. Birth, death and immunization information 10. To the federal government when they are investigating something important to protect our country, the President and other government workers 11. Abuse, neglect and domestic violence, if related to child protection or vulnerable adults 12. To parents and others designated by law We may also share health care information for permitted research purposes, for matters concerning organ donations and for serious threats to public health or safety. This notice is yours. You may ask for a copy at any time. If there are important changes to this notice, you will get a new one within 60 days. If you have questions about this notice of privacy rights of your child or that such rights have been violated, you can contact: St. Landry Parish School Board Office • (337) 948-3657 Opelousas, LA 70571-0310 You can also complain to the federal government Secretary of Health and Human Services HS) or to the HHS Office of Civil Rights. Your health care services will not be affected by any complaint made to the School Board, Secretary of Health and Human Services or Office of Civil Rights.