

Morse Elementary

School

2025-2026

Student Handbook



Welcome back to all our amazing returning families and a special welcome to our new families.

Morse Elementary is a fantastic place to learn and grow academically as well as socially and emotionally. I am excited to continue this journey with you as your principal.

I trust you will find all the information that you are looking for about our school in this handbook. If not, please do not hesitate to give me a call with any questions. Morse Elementary is a special place with amazing teachers, students, parents, and staff, and we are grateful for the opportunity to serve your child/children.

Our school team is ready, willing, and dedicated to providing a quality education with high expectations for learning in a safe and fun environment. Together, we are looking forward to working with you to improve our school and create a positive educational experience for your child. We are committed to creating a safe environment for all students and staff, where courtesy and kindness prevail, and where there is respect for differences in other people. We want our students to work hard individually, and as a classroom community, to achieve an environment where everyone feels valued and believes they can be successful.

You will find your child's teacher to be your best resource, and I encourage you to build a positive partnership with them. As parents and educators, we must form a strong partnership to ensure that all of our Morse Elementary students receive an exceptional education. We encourage you to participate in school activities and special occasions, as well as, volunteer in your child's classroom if your schedule allows.

Thank you for allowing us to be a part of your child's educational experience. I am honored to be your child's principal, and I look forward to working with you. If you have any questions, please call or stop by the office.

We will have an amazing year!

Chad Breaux, Morse Elementary Principal

STUDENT HANDBOOK DISCLAIMER: The purpose of this handbook is to ensure parents and students are made aware of the policies, procedures, and expectations of the Acadia Parish School District and Morse Elementary School. This handbook does not provide a complete listing of all board policies and procedures. Policies and procedures contained within this handbook are subject to change as a result of changes in state and federal guidelines, decisions made by the Acadia Parish School Board, district level administration, and the Morse Elementary School administration. The school administration also reserves the right to alter school level procedures and practices as deemed necessary.

MISSION STATEMENT

Morse Elementary: Where children and learning come first!

PBIS EXPECTATIONS

Practice respect, Act responsibly, and Work cooperatively and safely

PHILOSOPHY OF EDUCATION

The faculty of Morse Elementary School recognizes that life is precious. We believe in the dignity and worth of every individual. The faculty believes that, after satisfying survival needs, education is the most important task of the human race. Education prepares students for life and improves the quality of life. We will provide helpful learning environments, models worthy of imitation, and instruction and guidance students need to develop their potential. Our profession has a duty to society. Personnel will work cooperatively with students, parents, and community. This will help all learners gain self-motivation, ethical attitudes, essential life skills, and appreciation of beauty and the visual and performing arts.

STATEMENT OF COMMITMENT

The faculty of Morse Elementary School dedicates itself to equal educational opportunity and excellence in the classroom. We believe that all children can learn and strive to teach every child, emphasizing quality instruction and student achievement. The faculty commits to the research-based effective school model. This requires a clear school mission, strong instructional leadership, a safe and orderly environment, high expectations, parental involvement, and a system to measure achievement. This commitment enables the faculty to dedicate their energies to improving student achievement.

GOALS AND OBJECTIVES

We embrace the premise that the worth and dignity of the individual is of primary concern and that all students are entitled to the best in learning environments. The teacher is the key figure in carrying out the school's responsibility in the education process, but the support of the administration, students, parents, community, central office, and the board of education is essential.

The faculty and staff will foster the following instruction:

- 1) To help students develop concepts and skills in the basic subjects that address state content standards.
- 2) To help the student develop skills necessary for continual learning such as critical thinking, problem solving and communication.
- 3) To help students master fundamental skills and knowledge which are essential to all other learning.

- 4) To help students to gain an understanding that respectable membership in a community must be earned through self-discipline, hard work, and concern/respect for others and for personal/public property.
- 5) To help students acquire salable skills in order to take their places in the economic world.
- A continuing evaluation of our program of studies is necessary to provide learning experiences that are current and that meet the needs of a society in rapid transition. These learning experiences reach optimum results only as we plan, organize, and relate our objectives toward the development of talents and capabilities.

Morse Elementary School
200 Wisconsin Street
Morse, Louisiana 70559
337-783-5391 (office)
337-783-6562 (fax)

Principal: Chad Breaux

Instructional Assistant: Brittany Romero

Counselor: Roxy Rubin

Pre-Kindergarten: MaRanda Trahan

Kindergarten: Michelle Paquette

First Grade: Hannah Gautreaux

Second Grade: Kylie "Nikki" Landry

Third and Fourth Grade Math, Science: Christy Dailey

Third and Fourth Grade ELA and Social Studies: Megan Guillotte

Fifth Sixth, and Seventh Grade Science: Kevin Broussard

Fifth Sixth, and Seventh Grade Social Studies: Morgan Myers

Fifth Sixth, and Seventh Grade Mathematics: Blair Guidry

Fifth Sixth, and Seventh Grade ELA: Andre Hoffpauir

Band: Luke Broussard

Librarian: Jillian "Jill" Jones

Physical Education: Tonya Breaux

Resource: Monica Lopez

Speech Therapy:

Nurse: Kate Comeaux

Secretary: Denise Primeaux

Paraprofessionals: Inger Bellard, Angela Breaux, Rebecca Guidry, Shannon Doucet, Hannah Myers, Caleb Larson

Custodians: Ray Thibodeaux and Angie Simon

Cafeteria Staff: Jessica Boudreaux, Kelly Patin, and Tomeka Vincent

District Calendar 2025-2026.....	6
Morse Elementary 2025-2026 Important Dates.....	7
Schedule for Progress Reports and Report Cards.....	7
School Hours.....	7
I. General Policies and Procedures.....	8
A. Student Dress Code.....	8
B. Dress and Personal Grooming.....	8
C. Body Armor.....	8
D. Acadia Parish Uniform Policy.....	9
E. School Attendance Regulations.....	12
F. Policy On Student Attendance.....	13
G. Truancy.....	14
H. Tardiness.....	14
I. Leaving School Grounds.....	14
J. Drop-Off and Pick-Up Procedures.....	15
K. Phone Calls.....	15
L. Emergency Cancellation of School.....	15
M. Withdrawals and Transfers.....	15
N. Change of Address/Phone Number.....	15
O. School Volunteers.....	15
P. School Visitors/Visitors Code of Conduct.....	16
II. Student Performance, Support, and Assessment.....	17
A. Grading Policy.....	17
B. Academic Reports/Report Cards/Parent Conferences.....	17
C. Promotion and Retention Policies.....	18
D. Written Excuses.....	18
E. Homework Policy.....	18
III. Student Discipline.....	18
A. Student Code of Conduct.....	18
B. Disciplinary Guidelines for Schools.....	22
C. Battery/Assault on a School Teacher or Any School Employee.....	23
D. Procedure for Handling Battery on Teacher or Any School Employee.....	23
E. Sexual Harassment.....	24
F. Bullying and Hazing.....	24
G. Positive Behavior Plan.....	30
IV. Student Services.....	31
A. Health Services.....	31
A. Medication at School.....	32
C. Student Breakfast/Lunches.....	36
D. Cafeteria Rules and Policies.....	36
E. Using the Library.....	36
F. Organizations.....	37
G. Athletics.....	37

H. Homework Resources.....	37
V. Other Important Policies and Procedures.....	37
A. Video/Electronic Monitoring.....	37
B. Vehicles.....	38
C. Loitering on Campus.....	38
D. Procedures for Parents & Students with Grievances.....	38
E. Reporting Suspected Child Abuse/Neglect.....	39
F. Student Awards Program.....	39
G. Sales on School Property.....	39
H. School Parties.....	39
I. Recess/Free Time.....	39
J. Band.....	39
K. Physician/Hospitalization Cost.....	39
L Student Property/Lost & Found.....	40
M. Responsibility for School Property.....	40
N. Procedures for Search and Seizure.....	40
O. Computer Use and Internet Safety.....	41
P. School Field Trips.....	45
Q. Student Privacy and Educational Records.....	45
R. Directory Information.....	49
S. School, Parent, and Family Engagement Policy.....	52
T. LDE Complaint Procedures for Elem. & Secondary Act.....	53
U. Homeless Children and Youth Education Program.....	53
V. Teacher Bill of Rights (Revised 2008).....	54
W. Family Education Rights and Privacy Act (Buckley Amendment).....	54
X. Money Collection Procedures.....	55
Y. Bus Rules and Procedures.....	56
Z. School Parent Compact.....	59

Acadia Parish School System 2025-2026

District Calendar



August 2025						
Su	M	Tu	W	Th	F	Sa
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31						

October 2025						
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November 2025						
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December 2025						
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February 2026						
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March 2026						
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April 2026						
Su	M	Tu	W	Th	F	Sa
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May 2026						
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31						

September 2025						
Su	M	Tu	W	Th	F	Sa
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January 2026						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

Important Dates

Aug 4-5	Teacher Professional Days
Aug 6	Students First Day
Sep 1	Labor Day
Oct 17	Rice Festival
Nov 24-28	Thanksgiving Holidays
Dec 22-Jan 2	Christmas Holidays
Jan 5	Teacher Professional Day
Jan 19	Martin Luther King Day
Feb 16-18	Mardi Gras Break
Mar 2	Teacher Professional Day
Apr 3-10	Easter/Spring Break
May 21	Students Last Day/ Early Dismissal
May 22	Teacher Professional Day

Nine Weeks End: 10/9, 12/19, 3/13, 5/21
 Progress Reports: 9/5, 11/13, 2/5, 4/17
 Report Cards: 10/16, 1/9, 3/20, 5/27

TESTING DATES determined by LDOE

* Four Day Week Schedule begins Aug 11
 * Early Dismissal May 21

Color Legend			
	Teacher Professional Days		
	Student First/Last Day		
	Holiday Breaks		
	Monday Off		

Total Student Days: 149
 Total Teacher Days: 154

Seniors completing Graduation Requirements shall not be permitted to leave before May 7, 2026.
 Commencement exercises are to be scheduled beginning May 14, 2026.

*In case of emergency, student make-up days will be taken from existing holidays or No school Mondays in the above schedule.

MORSE ELEMENTARY 2025-2026 IMPORTANT DATES

August 6 - Students report
Oct. 13 Full day of school, off Friday the 17th for Rice Festival
Nov. 24-28 Thanksgiving Break
Dec 22-Jan 2 off Christmas break
Feb. 16-18 Mardi Gras break
Apr. 3-10 Easter break
May 21 - Student's last day of school

MORSE ELEMENTARY TITLE I OPEN HOUSE NIGHT

September 4th, 2025

APSB STAFF DEVELOPMENT DAYS

FULL DAY – TEACHERS ONLY – NO STUDENTS

Monday, January 5, 2025

Monday, March 2, 2026

SCHEDULE FOR PROGRESS REPORTS AND REPORT CARDS

	Progress Reports	NineWeeks Ends	Report Card
1st	09/05/25	10/09/25	10/16/25
2nd	11/13/25	12/19/25	01/09/26
3rd	02/05/26	03/13/26	03/20/26
4th	04/17/26	05/21/26	05/27/26

SCHOOL HOURS

1. The gate will be open for students between 7:20 a.m. and 7:40 a.m.
2. Students may **not** be dropped off before 7:20 a.m.
3. The school day begins at 7:40 a.m.
4. Students who arrive after 7:40 a.m. will be considered tardy.
5. Car rider gate will be closed as the 7:40 a.m. bell rings.
6. **Parents must sign-in tardy students in the front office.**
7. Walkers and car riders dismiss at 3:40 p.m.
8. Car riders should be picked up **NO LATER** than 4:00 p.m. Please be on time.
9. Please send a note if your child is going home a different way than usual. Phone calls will be accepted in emergency situations **ONLY**. This **CANNOT** be a daily occurrence.

I. GENERAL POLICIES AND PROCEDURES

A. STUDENT DRESS CODE

The policy of the Acadia Parish School Board shall be that no mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

NOTIFICATION

The School Board shall notify the parent or guardian of each student of the dress code specifications and their effective date. The dress code shall be distributed in written form or posted on the school's website annually.

If the School Board modifies the existing uniform policy, it shall notify in writing the parent or guardian of each student of the policy adoption or uniform policy modification at least sixty (60) days prior to the effective date of the new or revised policy. Each school shall display any uniform selected for a reasonable period prior to the proposed effective date for wearing of the uniform.

However, nothing shall prohibit the School Board from requiring a new or revised dress code or uniform policy without the required notice in the event of an emergency. For the purposes of this policy, *emergency* shall mean an actual or imminent threat to health or safety which may result in loss of life, injury, or property damage.

B. DRESS AND PERSONAL GROOMING

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 which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Beards and goatees shall be prohibited. 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.

The School Board shall not exclude a student on account of a natural, protective or cultural hairstyle. *Natural, protective, or cultural hairstyle* shall include, but is not limited to, afros, dreadlocks, twists, locs, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.

C. BODY ARMOR

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exceptions as enumerated in La. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack on school property or a school bus that has bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any

extracurricular activities. A firearm-free zone means any area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in La. Rev. Stat. Ann. §§14:95.2(C) and 14:95.6(B).

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

D. ACADIA PARISH UNIFORM POLICY

Students will wear khaki or parish-approved plaid pants, shorts, box-pleated skirts, A-line skirts, bib skirts, or jumpers. Skorts may be worn, but because the skorts tend to run shorter than skirts, the 2" hem rule shall be strictly enforced. Khaki denim shorts and pants are also acceptable. Shirts/blouses are to be navy or the school color, polo (golf) shirts, either short or long sleeves, with two or three buttons and a collar. Students in the alternative school shall wear only navy colored shirts. Emblems/insignias, or monograms on shirts or sweaters are prohibited.

Uniforms shall be the classic, traditional style - no baggy or oversized clothes, no pockets on lower legs, etc. Pants can have pleated or straight front. All pants and shorts must have a front waistband and belt loops. Shirts must be worn tucked into pants, shorts or skirts. Students must wear either a black, blue, or brown belt. The end of the belt shall not exceed the buckle by more than six inches (6"). PRE-K AND KINDERGARTEN STUDENTS MAY WEAR PULL-ON PANTS, BUT THEY MUST HAVE A FRONT WAISTBAND. Elastic will be allowed only on the back and/or sides of the pants. Hems are to be no more than 2" above the knee when the student is kneeling. Girls may wear shorts under their skirts as long as the shorts are not visible. Tights that match the uniform may be worn with or without socks. However, when tights are not worn, a student must wear crew length or longer socks. Navy or school colored sweatshirts may be worn over polo shirts during cold weather. Navy turtlenecks may be worn under polo, but polo cannot be taken off during the school day. White undershirts ONLY may be worn under the polo. Pullovers with zippers are considered outerwear.

Students who transfer into Acadia Parish shall be allowed two (2) weeks to purchase uniforms and comply with the policy.

Spirit Day shirts may be worn with approved pants/shorts/skirts on designated days set by the principal. Special "dress up days" may be approved by the principal. Students will have the option of "dressing up" or wearing their uniforms.

Revised: June, 2008

Revised: March 7, 2016

Revised: February 2, 2009

Revised: September 10, 2018

Revised: September 13, 2010

Revised: September 12, 2022

Ref: La. Rev. Stat. Ann. §§14:95.2, 14:95.6, 14:95.9, 17:81, 17:111, 17:416, 17:416.7

Scott v. Board of Education, 304 N.Y.S.2d 601 (1969)

Karr v. Schmidt, 460 F. 2d 609 (5th Cir. 1972)

Board minutes, 11-1-83, 1-5-98, 4-14-98, 5-3-99, 8-2-99, 6-5-00, 2-11-08, 2-2-09, 9-13-10, 3-7-16, 9-10-18, 9-12-22

Acadia Parish School Board

IN EACH SCHOOL WARD, STUDENTS WILL BE ALLOWED TO WEAR NAVY POLO SHIRTS OR POLO SHIRTS THE

SCHOOL COLOR OF THE FEEDER HIGH SCHOOL:

Ward 1

Crowley High – Hunter Green or Navy

Crowley Middle
North Crowley
South Crowley
Ross Elementary
Crowley Kindergarten

Ward 3

Church Point High – Black or Navy

Church Point Middle
Church Point Elementary
Richard Elementary

Ward 5

Midland High – Red or Navy

Estherwood Elementary
Morse Elementary
Mermentau Elementary

Ward 2

Rayne High – Dark Purple or Navy

Armstrong Middle
South Rayne Elementary
Martin Petitjean
Central Kindergarten
Mire Elementary
Branch Elementary

Ward 4

Iota High – Maroon or Navy

Iota Middle
Iota Elementary
Evangeline Elementary
Egan Elementary

NOTE: If a student is sent to the Alternative School, only the parish-approved navy polo shirt will be allowed.

1. **SHIRTS**

- Shirts/Blouses will be polo shirts, either short or long sleeve, with a collar and two or three buttons.
- Shirts **MUST** be long enough to be tucked in at all times with the belt visible.
- Students are allowed to wear short-sleeve solid **white** T –shirts under their polo school shirts.
- ONLY Navy or Feeder School Colored** long-sleeve shirts may be worn under the polo shirt, but polo cannot be taken off during the day.
- Emblems, insignias, or monograms on shirts are prohibited.

2. **PANTS/SHORTS**

- Pants/Shorts are to be standard, classic, traditional style and must either be khaki or school board approved plaid.
- Pants/Shorts must be worn high enough so that shirts are tucked in at all times.
- All Pants/Shorts must have a front waistband, belt loops, and a finished hem.
- Pants/Shorts can have straight or pleated front and are to be worn as intended.
- Pre-K and Kindergarten students may wear pull-on pants or shorts, but they must have a front waistband. Elastic will be allowed only on the back and /or sides of the pants.
- Please pay attention to the following restrictions:**
 - -Pants/Shorts must have the traditional 2-front and 2-back pockets
 - -**No external pockets allowed on lower leg of pants/shorts**
 - -No baggy, sagging, oversized, or tight pants/shorts are allowed
 - -Shorts must be no more than 2 inches above the knee when kneeling and no longer than the bottom of the knee.
 - --No capris are allowed

3. **SKIRTS/SKORTS**

- Skirts/Skortts are to be standard, classic, traditional style and must either be khaki or school board approved plaid.
- Female students are allowed to wear box-pleated skirts, A-line skirts, bib skirts, jumpers, or skortts.
- All skirts/skortts **MUST** be worn at the waistline at all times.
- Female students must wear shorts under their skirts. Shorts must not be visible.
- Hems must be no more than 2 inches above the knees when the student is kneeling.

4. **BELTS**

- Belts must be solid **navy blue, black, or brown ONLY.**
- Belts must be worn at all times when a student is wearing approved pants or shorts.
- Prek and Kindergarten students are not required to wear belts.
- Belts must be visible at all times and must be securely fastened at the waist.
- The end of the belt shall not exceed the buckle by more than 6 inches.
- Buckles for belts must be standard size. (Oversized buckles are not allowed.)

5. **SHOES/SOCKS/TIGHTS**

- Shoes must be worn at all times.
- Backless or open-toe shoes, sandals, cleats, Crocs and light up shoes are not allowed.
- Students are required to fasten all laces and straps on their shoes. (Shoes must be worn as the manufacturer intended them to be worn.)
- Girls may wear **tights** that match with the uniform skirts. Acceptable colors of **tights** are solid colors such as navy, brown, white, black, gray, or feeder school color. Leggings are not permitted.
- Students are required to wear socks at all times.
- Socks must be visible.

6. **JACKETS/COATS/SWEATERS**

- Full-length trench coats are not permitted at any time.
- Depending on the temperature of the weather, coats and jackets will not be worn on warm-weather days at the discretion of the principal or designee.**

7. **HOODIES**

- Hoodies are not permitted. Any outerwear that does not completely button or zip will be considered a pullover. Pullovers (half-zip, quarter-zip, and crew neck sweatshirts) must be navy blue, gray, red or Morse Elementary issued spirit pullovers.
- Jackets that zip all the way down can be any color or design as long as it does not cause a distraction in the classroom and it is school appropriate.

*****THE ADMINISTRATION HAS FINAL APPROVAL REGARDING APPROPRIATENESS OF DRESS*****

8. **SPIRIT DAY GUIDELINES**

- Spirit Day shirts may be worn with parish-approved pants/shorts/skirts on designated days set by the Principal.
- Students may wear a current Spirit shirt that has **Morse Elementary** printed on it.
- Spirit shirts must be worn **tucked** into pants, shorts, or skirts.
- The principal may designate other special “dress up” days.

*****It should be noted that any student who comes to school attired in such a fashion as to be distracting to classes or regular school activities will be sent home to change to acceptable attire and will be required to report to the Principal before being readmitted to class.*****

9. **OTHER SPECIFIC DRESS CODE POLICIES:**

- Only tennis shoes or a shoe with a rubber sole are allowed for P.E. No boot-like shoes will be allowed. Ugg

boots and slippers are not allowed.

- Nose rings, tongue rings, and other facial rings are not allowed.
- Students may wear one earring in each lobe only. Dangling earring or gauges may not be worn.
- No headgear, such as caps, hats, excessively large headbands, bandanas, and sunglasses may be worn. Gloves are to be removed inside the building.
- Bangs on boys and girls should not be worn covering the eyes. Hair with designs or letters may not be worn. Hair must be of a hue which naturally occurs on humans. Kool-aid dyed hair is not permitted.
- Facial hair such as beards and goatees are not permitted on students. Visible tattoos, including Henna tattoos, are not allowed on students.
- Clothing, hair designs, or other articles bearing slogans or pictures promoting drugs, occult/satanic worship, alcohol, tobacco, profanity, obscenity, or political candidates or any other articles that might cause disruption of the education process are not allowed.

- Excessive or inappropriate jewelry that distracts from the learning environment will not be allowed. This includes large dangling chains, necklaces or earrings. Expensive necklaces, watches, jewelry, clothes, shoes, etc. should **NOT** be worn at school. If worn, it is at the students own risk.
- In general, anything that might cause disruption of the education process or considered inappropriate by the administration is not allowed at school. Appropriateness of hair length or style will be monitored by administration.

10. FREE DRESS GUIDELINES:

Throughout the school year, students are often rewarded with free dress days. Students may earn free dress days for things such as: receiving AR rewards, PBIS Day, class rewards, etc. All students must adhere to our free dress guidelines listed below:

- -Spandex or biking pants/shorts are not allowed.
- -If jeans are worn, any tears, rips, or holes in the jeans must not expose the skin underneath.
- -Shorts **must** extend past the student's fingertips when standing in the full, upright position with shoulders relaxed.
- -Leggings/jeggings can **only** be worn with shorts on top.
- -Shirts must cover the shoulder, midriff, and all undergarments. No see-through or low cut attire allowed.
- -Skirts/dresses **must not** be shorter than 2 inches above the knee. Shorts must be worn underneath.
- -Footwear must cover the entire foot. No sandals, open back or open toe shoes.
- -Print/Messages/Images on all clothing must be school appropriate.

*****THE ADMINISTRATION HAS FINAL APPROVAL REGARDING APPROPRIATENESS OF DRESS*****

E. SCHOOL ATTENDANCE REGULATIONS

“EVERY MINUTE COUNTS”

Students are expected to be in attendance every minute of every day.

Louisiana State 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 student at the school to which the student is enrolled and assure their

student's attendance at school every day scheduled by the local school board until their eighteenth (18th) birthday. Parents will be asked to sign a notification letter on the 3rd unexcused absence or tardy and attend a conference with school personnel if deemed necessary.

A student's attendance & disciplinary history prints on his/her report card every nine (9) weeks and at any time, parents can view their child's current grades, attendance, discipline, and teacher lesson plans on any on-line computer through the Parent Command Center located at the Acadia School District website at <http://www.acadia.k12.la.us>. Ask your school for your login & password.

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of five(5) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day.

The parent or legal guardian of a child who resides in Louisiana and who is age five by September thirtieth of the calendar year in which the school year begins though eighteen shall send the child to a public or nonpublic school, as defined by R.S. 17:236, unless the child's parent or legal guardian opted to defer enrollment of his child in kindergarten pursuant to R.S. 17:151.3 (D) or the child graduates from high school prior to his eighteenth birthday. A child below the age of five who legally enrolls in school shall also be subject to the provisions of this Subpart.

A student is considered to be in attendance when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

- Half-day attendance - A student is considered to be in attendance for one-half day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.
- Whole-day attendance - A student is considered to be in attendance for a whole day when he or she (1) is physically present at a school site or is participating in an authorized school activity and (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six hour school days), per semester or 60,120 minutes (equivalent to 167 six hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken.

JURISDICTION

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

In order for Acadia parish elementary students to be considered for promotion or for high school students to receive Carnegie credit for each course taken, students shall be in attendance 94% of the required time. Based on our instructional calendar of 149 days, students may not exceed **12 instructional days per year**, or 6 instructional days per semester of absences. The only exceptions to the attendance regulations as verified by the Supervisor of Child Welfare and Attendance are newly defined by State Law. These extenuating circumstances are:

1. Extended personal, physical, or emotional illness as verified by a physician or nurse practitioner licensed in the

- state;
2. Extended hospital stay as verified by a physician or dentist;
 3. Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner licensed in the state;
 4. Extended contagious disease within a family as verified by a physician or dentist licensed in the state; or
 5. Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials..
 6. Observance or special, recognized holidays of the students own faith.
 7. Visitation with a parent who is a member of the United States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five school days per school year.
 8. Absences verified by the school principal or designee as stated below:
 - a. Prior school system-approved travel for education;
 - b. Death in the immediate family (not to exceed one week); or
 - c. Natural catastrophe and/or disaster.
 9. Minors engaged in artistic or creative services.

For any other extenuating circumstances, parents must make a formal appeal to the Supervisor of Child Welfare and Attendance through the school principal. (Well in advance of the missed days if possible.) Examples: Military Deployment, Court Appearances.

All excuses, including original doctor/dentist verification, for a student's absence must be presented to the school within three(3) days of the student's return to school to be considered for extenuating circumstances.
Denial of Credit Procedure: When a student has exceeded the allowable days of absences as defined by the new 94% mandate and no extenuating circumstances are documented, a committee appointed by the Principal will review the student's absences before credit or promotion is denied. If no extenuating circumstances are confirmed by the committee, the student and parents will be notified in writing of the decision to deny credit or promotion. An appeal may be made to the Supervisor of Child Welfare and Attendance.

NOTE: Acadia Parish School Board policy requires a report to be sent to parents for their child being absent a total of three days, five days, thirteens days or more., whether absences are **EXCUSED OR UNEXCUSED**. Therefore, you will receive a letter from the Supervisor of Child Welfare and Attendance with regard to these absences.

F. POLICY ON STUDENT ATTENDANCE

1. Documentation is required of students returning from absences and may consist of:
 - A statement from a physician, dentist, or other health care provider.
 - A written statement from a parent/guardian explaining the absence(s). This note must be dated. **Parent notes allow your child to make up the work missed during the absence, but the absences will count in the maximum allowed. In other words, parent notes ARE NOT considered to be extenuating circumstances.** Parent/Guardian notes are used only for justification of make-up work and not necessarily for excusing absences.
2. Students who are absent for valid reasons are required to make up work missed in each class. **Make-up work is not required to be given for unexcused absences.** The Principal and/or teacher will decide if work may be made-up for unexcused absences.
3. A chronic medical condition/pregnancy will require that medical documentation from a licensed health care provider be submitted to the Principal at the beginning of the school year for pre-existing medical conditions or at the time of diagnosis for the medical condition.

G. TRUANCY

The Acadia Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action.

Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

Tardy, for the purpose of notification, shall include, but not be limited to being late to school, or leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day. However, it shall not include reporting late to class when transferring from one class to another during the school day.

GUARDIAN RESPONSIBLE

With regard to any student in grades kindergarten (K) through eighth (8th) grade who is considered habitually absent or tardy, in any case where the student is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the student shall be responsible for the student's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days.

Revised: November 3, 2008

Revised: January 11, 2010

Revised: August 5, 2019

Ref: La. Rev. Stat. Ann. §§17:221, 17:223, 17:228, 17:233

La. Children's Code, Art. 728, Art. 730

Board minutes, 11-5-01, 11-3-08, 1-11-10, 8-5-19

Acadia Parish School Board

H. TARDINESS

STUDENTS WHO ARRIVE LATE FOR SCHOOL MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN. A record is kept of all tardies.

I. LEAVING SCHOOL GROUNDS

1. **All students arriving after 7:40 a.m. or leaving before 3:40 p.m. must go through the office.** No student is allowed to sign in or out with anyone other than a parent/guardian unless written permission is on file.
2. Students **MUST** be dropped off and picked up at the gym unless being signed in or out in the front office unless approval is granted by the principal.
3. The side parking lot is reserved for the faculty. **Please do not drop off or pick up your child in the faculty parking lot.** Car rider drop-off is in the back of the school.
4. Please let your child know ahead of time how they are getting home.
5. It is against DS Bus South policy for students to ride a bus to an alternate location without proper forms being filed ahead of time.

J. DROP-OFF AND PICK-UP PROCEDURES

1. Drop-off and pick-up will take place on N. Jules Avenue in the back of the school. Please refer to the map for specific details of each line. *(If you have a child in 1st and 6th, you will line up using the 4th - 7th line)*
2. Please make sure your children are dropped off **NO LATER THAN 7:40 a.m.** or they will be considered tardy for class. Excessive tardiness, 5 or more unexcused tardies, will result in morning or after school detention that will be scheduled with the parent and principal.
3. Parents who drop off children after **7:40 a.m.** will have to sign them into school. **PLEASE DO NOT DROP CHILDREN OFF IN THE FACULTY PARKING LOT.**
4. In the afternoons, the first bell will ring at 3:40 p.m. to dismiss **WALKERS** and **BUS RIDERS**. Any student that walks home will need to complete a walker paper signed by a parent before they are allowed to walk home.
5. The second bell will ring at 3:45 to dismiss **CAR RIDERS**.



K. PHONE CALLS

1. Students are not allowed to go to the office to call home for forgotten items. Students must be responsible for bringing homework, binders, band instruments, clothes for after-school activities, etc. to school each day.
2. If a parent is contacted by the office to fulfill a student's need, office personnel will call the student to the office when the parent arrives.

L. EMERGENCY CANCELLATION OF SCHOOL

As soon as the school receives notice concerning the status of schools in Acadia Parish and the possible closing of schools, especially during or because of inclement weather we will send out the information through *Remind*. Announcements will also be given to all media outlets.

M. WITHDRAWALS AND TRANSFERS

1. Students must be accompanied by a parent or guardian for withdrawal or transfer from an Acadia Parish School.
2. A student will not be allowed to drop from a class until authorized from the school office. Return all items belonging to APSB and/or Morse Elementary including the following examples: Chromebook/tablets, chargers, and library books.
3. Completed withdrawal/transfer form must be turned in to the office for final clearance. A parent or guardian must sign a loss or drop card.

N. CHANGE OF ADDRESS/PHONE NUMBER

Parents are required to keep the school office and teachers informed of any change of address or phone number, either by note or phone call. It is important that we maintain an up-to-date record on each student.

O. SCHOOL VOLUNTEERS

The Acadia Parish School Board recognizes that volunteers can make many valuable contributions to the school. Therefore, the Board welcomes volunteers and endorses a Volunteer Program in the district, subject to suitable regulations and safeguards, to be promulgated by the Superintendent or staff, in cooperation with the schools.

Appropriate effort shall be made to incorporate the use of school volunteers into all schools as well as any or all other programs or activities of the school district.

The School Board's Volunteer Program shall meet certain requirements, including, but not limited to the following:

1. Every volunteer permitted to assist personnel in any school related program shall sign a volunteer behavior agreement stating that he/she understands and will abide by all policies, regulations, and procedures of the School Board.
2. The agreement shall include a statement that the volunteer shall not abuse any child or student by physical or emotional means or commit any criminal act involving a minor student.
3. If requested by Acadia Parish School Board, a volunteer must agree to undergo an extensive criminal background check as required by statute in order to continue as a volunteer
4. Every volunteer shall agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program.

Ref: La. Rev. Stat. Ann. §§15:587, 15:587.1, 17:15, 17:81

Acadia Parish School Board

P. SCHOOL VISITORS/VISITORS CODE OF CONDUCT

The Acadia Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times. Programs may be planned throughout each school year to provide opportunity for visits to the schools.

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors shall report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged.

Principals are authorized to take the necessary steps in dealing with unauthorized visitors.

The School Board, in accordance with state law, shall authorize principals, school administrators, or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

Ref: La. Rev. Stat. Ann. §§17:416.6, 17:416.10

Acadia Parish School Board

Visitor's Code of Conduct

We encourage partnerships with our parents, and work hard to maintain mutual respect and recognition of shared responsibility for the children. The code of conduct for visitors to school is that of mutual respect for school staff and children to all visitors. Included in this is respect for school property, other visitors and children.

The school expects visitors to respect all of the following:

1. Understand that parents and teachers need to work together for the benefit of children
2. Demonstrate in their own behavior that all members of the school community should be treated with respect
3. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
4. Approach school staff to help resolve issues

In order to support a peaceful and safe school environment the school does not tolerate:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of school staff
- Damaging or destroying school property
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on facebook or other social media sites if it interferes or causes problems at the school
- Chastising someone else's child
- Deliberate intimidation of other children, visitors or staff
- Smoking or consuming alcohol or drugs while on school property

II. STUDENT PERFORMANCE, SUPPORT, AND ASSESSMENT

A. GRADING POLICY

The Acadia Parish School System follows the Uniform Grading Policy outlined in Bulletin 741, §2302. Uniform Grading Policy. Additional grading guidelines specific to the Acadia Parish School System can be found in the most current Pupil Progression Plan. Numerical scores recorded in the electronic grade book will be converted to letter grades at the end of the grading period according to the following scale:

Letter Grade	% Scale	Quality Points	Average of Quality Points	Grade Definition
A	90 - 100	4	3.50 or more	S = Satisfactory
B	80 – 89	3	2.50 to < 3.50	
C	70 - 79	2	1.50 to < 2.50	N = Needs Improvement
D	60 – 69	1	1.00 to < 1.50	
F	0 – 59	0	Less than 1.0	U = Unsatisfactory

1. A student must have an absolute “D” average (1.0), or better, for the second semester marking periods in order to pass the course. In grades 1-7, in order for a student to pass a particular subject for the year, the student shall make at least a 1.0 average or “D” by earning four quality points and one of these quality points must be in the last nine weeks period.
2. **GRADES (K – 7)**
 - -In **Kindergarten** - the letter grades are: S = Satisfactory performance; N = Needs Improvement; U = Unsatisfactory performance.
 - -In **1st & 2nd Grade** – Letter grades will be given in Language Arts/Reading and Math; S, N, U will be given in Science/Social Studies, handwriting, music, arts & crafts, and P.E.
 - -In **3rd Grade** – Letter grades will be given in Language Arts/Reading, Math, Science, and Social Studies. S, N, U will be given in handwriting, music, arts & crafts, and P.E.
 - -In **4th -7th Grade** – Letter grades will be given in Language Arts/Reading, Math, Science, Social Studies, music, arts & crafts, and P.E.
3. **HONOR ROLL/PRINCIPAL’S LIST**
 - -The Parish Honor Roll will consist of any student who maintains an A or B in all major subjects. (Conduct and other subject areas where S and U are given are excluded). All schools will be encouraged to recognize students who maintain an A or B in all major subjects and satisfactory in all other areas including Conduct.
 - -A student who receives an “A” in each subject at the end of a nine-week period will be placed on the Principal’s list.
 - -A student who receives grades no lower than a “B” at the end of a nine-week period will be placed on the Honor Roll.

B. ACADEMIC REPORTS/REPORT CARDS/PARENT CONFERENCES

1. **Academic Progress Reports** – Academic reports will be sent home every 4.5 weeks. This report will designate a student's 4.5 week average in all subject areas.
2. **Report Cards** – Report Cards are issued at the end of each nine-week session. Letter grades are used to designate a pupil’s progress

1. **Parent Conferences** – Parents must make appointments for conferences with teachers, the counselor, or the principal by telephoning the front office. Conferences may be held at 7:30 a.m., 4:00 p.m. or during the

teacher's unencumbered period.

C. PROMOTION AND RETENTION POLICIES

1. School building level committees should recommend intervention strategies for those students who have been recommended for retention and are at-risk. Such strategies might include, but not limited to the following: variation of instructional methods and techniques, variation of time requirements, and instructional goals and objectives.
2. If a teacher or parent feels that a student in grades K – 7 should be placed without meeting the minimum requirement for promotion as listed for Acadia Parish, that teacher or parent may request placement and present such request to the school building level committee (SBLC).
3. Special Education students in specially designed regular instructional programs shall be placed in accordance with state and federal regulations. Decisions regarding placement shall be made by the IEP committee and documented in the Individualized Education Plan (IEP).

REQUIREMENTS FOR PROMOTION – Pupil Progression Plan will be posted on the Acadia Parish School Board district website. Your child should strive to do his best. Questions as it relates to a specific grade level can be addressed with the administration. Any child in danger of failing a class and/or grade will be notified, as well as the parents, as early as the 2nd nine weeks so that assistance can be given.

D. 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.

E. HOMEWORK POLICY

Students should review all material presented from the current day's lessons. Routinely assigned homework is designed to reinforce concepts previously taught and presented to students. Given the four day work week, homework assignments per subject shall not be excessive nor should new concepts be incorporated into homework.

III. STUDENT DISCIPLINE

A. STUDENT CODE OF CONDUCT

The Acadia Parish School Board's *Code of Conduct* shall include progressive levels of minor through major infractions and identify corresponding minor through major interventions and consequences. Before an initial referral for a student's expulsion, the *Code of Conduct* shall require the prior administration of interventions in accordance with the minor tiers in the *Code of Conduct*, except in instances where the expulsion referral is the result of accumulated minor infractions in accordance with the Code of Conduct, or the underlying incident threatens the safety and health of students or staff. Expulsions shall be reserved for the major tier of behavioral infractions involving weapons or drugs, or when the safety of students and staff has been put in jeopardy.

All Students

1. All students shall maintain school attendance as described by the Acadia Parish School Board.
2. All students shall be obedient and respectful.
3. All students shall refrain from obscene language and/or expressions.
4. All students shall refrain from violent and/or threatening behavior.
5. All students shall be held accountable for their academic performances and behavior.
6. All students shall respect school property and the property of others.
7. All students shall abide by the rules and regulations of the classroom teacher, the school, and the Acadia Parish School Board.

NOTE: Students shall abide by the above standards in school, on the playgrounds of the school, 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.

INFRACTIONS AND CONSEQUENCES

NOTES:

- For students in Grades PreKindergarten-12, the severity of the incident is to be considered by the school administration when determining minor and major infractions.
- All schools may have the option of operating a detention day/time outside of normal school hours at the school's expense and with the Superintendent's approval.
- Schools are to follow Positive Behavior Intervention Systems (PBIS) and/or Leader In Me as a proactive approach to managing student behavior.
- The discipline infractions listed in this student *Code of Conduct* do not account for every type of misconduct that could possibly occur. Furthermore, the school board cannot reasonably be expected to develop a *Code of Conduct* to anticipate every type of misconduct; however, the *Code of Conduct* shall enumerate the necessary discipline actions to maintain a safe and orderly environment that complies with all existing policies, rules, and regulations of the Louisiana State board of Elementary and Secondary Education and all state laws relative to student discipline.

THE FOLLOWING INFRACTIONS WILL FOLLOW CONSEQUENCES A-Q UNLESS OTHERWISE NOTED:

State Code	Infraction	State Code	Infraction	State Code	Infraction
01	Willful Disobedience	21	Commits any other serious offense	46	Failure to serve assigned consequence
02	Treats an authority with disrespect	22	Possesses electronic telecommunication devices. Subject to disciplinary action up to suspension.	47	Misusing internet/violates electronic/technology policy
03	Makes an unfounded charge against authority	23	Students K through 8 shall address teachers and administrators using respectful terms such as "yes, ma'am" and "no, ma'am" and using courtesy titles Mr., Mrs., or Miss. The first six weeks shall be an adjustment period for kindergarten students. (Discipline for violators will be handled in each school by teachers and principals, with the principal having final discretion as to enforcement. Violators cannot be suspended or expelled for violation of the respect rule.	48	Sexual harassment
04	Uses profane and/or obscene language	24	Consequences for Uniform Violations:	49	False report
05	Commits immoral or vicious practices	25	Commits assault/battery	50	Crime of violence (per R.S. 14.2B)
06	Conduct or habits injurious to his/her associates	30	Discharge or use of weapon(s) prohibited by Federal Law		
07	Uses /possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	31	Possesses pocket knife or blade cutter lesser than 2 1/2 inches		
08	Uses/possesses tobacco/lighter/ matches	33	Use of OTC medication in a manner other than prescribed or authorized		
09	Uses/possesses alcoholic beverages	34	Possession of body armor		
10	Disturbs the school and/or habitually violates any rule	35	Bullying/Harassment (*Complete bullying form provided by LDOE)		
11	Cuts, defaces, or injures any part of a public school building/property of school personnel (on or off campus)/vandalism	36	Cyberbullying (*Complete bullying form provided by LDOE)		

12	Writes profane, and/or obscene language or draws obscene pictures	37	False alarm/bomb threat (Use AFPSB Threat Assessment Form)	
13	Possesses weapon(s) prohibited under federal law as defined in Section 921 of Title 18 of the U.S. code. *Use Code 13 requires additional admission of Weapon Type Code.	38	Forgery	
14	Possesses firearms, knives, mace, pepper spray, laser pointers, and other implements not prohibited by federal law, which can be used as weapons, the careless use of which might inflict harm or injury. Excludes pocket knives with a blade length of less than 2 1/2 inches. Refer to Code 31.	39	Gambling	
15	Throws missiles, objects liable to injure others	40	Public indecency	
16	Instigates or participates in fights while under school supervision	41	Obscene behavior or possession of obscene/pornographic material	
17	Violates traffic and safety regulations	42	Unauthorized use of technology	
18	Leaves school premises or classroom without permission	43	Improper dress	
19	is habitually tardy and/or absent	44	Academic dishonesty	
20	Takes another's property or possessions without permission	45	Trespassing violation	***As defined by LDOE School Behavior Report

ONE OR MORE OF THE FOLLOWING DISCIPLINARY MEASURES SHALL BE IMPLEMENTED, BUT MAY NOT BE LIMITED TO, PRIOR TO A STUDENT RETURNING TO CLASS:

- A. Verbal/Oral Warning (removal from group, time-out in classroom, conference between teacher and student)
- B. Parent Contact (in-person, phone, or virtual)
- C. Removal of Students from Classroom
 - **Grades K-5: Minimum of 30 minutes out of class requirement.
 - **Grades 6-12: No return during the same class period.
- D. Parent Conference
- E. Peer Mediation
- F. Consider Referral to School Building Level Committee (SBLC)
- G. Referral to Administration/Conferencing with Principal or designee.
- H. Recommendation for counseling services/Documented Behavior Intervention
- I. Restorative Justice Practices
- J. Loss of Privileges
- K. Detention
- L. Suspension (In-School or Out-of-School)
- M. Behavior Plan as documented through SBLC
- N. Initiation of Expulsion Hearings
- O. Referral for Assignment to Alternative Setting (examples: Behavior Clinic, Incentive Clinic, etc.)
- P. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension.
- Q. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or the school building level committee pursuant to law and board policy.

B. DISCIPLINARY GUIDELINES FOR SCHOOLS

All referrals leading to detention (before or after school), in-school suspension, or out-of-school suspension include parent contact by teachers, bus operators, and/or administrators. Schools shall endeavor to address student behavior with a focus on evidence based intervention and support to reduce the loss of academic instructional time. Referrals must include documented behavior interventions.

Possible consequences for disciplinary infractions, shall include but are not limited to the following steps:
(Refer to disciplinary measures listed under infractions and consequences A-J)

1st step: Verbal warning

2nd step: Teacher/student conference

3rd step: Parent Contact (one or more of the following)

- A. Phone call/document date/time
- B. Conference- before school, teacher prep time, after school
- C. Parent notification form- signed by parent, returned to teacher and administrator. (Administrators can step in if the notification form was not returned after a reasonable length of time.)

4th step: Counseling and/or Counselor referral sent by teacher.

- A. Student Conference
- B. Document date/time

5th step: Referral sent to office/Consider Referral to SBLC.

** Disciplinary measures and referrals beyond the 5th step listed above shall include Disciplinary Measures I-Q from the “INFRACTIONS AND CONSEQUENCES” section of the *Code of Conduct*.

**Out-of-school suspensions and referrals for expulsions shall be reserved for the most significant behaviors (drug possession, weapons, serious bodily injury, threats, bullying, pornography, etc.) at the discretion of principal.

**Principals and/or designee(s) have the authority to assign consequences for disciplinary infractions in accordance with school, local, state, and federal mandates. Refer to the “INFRACTIONS AND CONSEQUENCES” section of the *Code of Conduct* for possible consequences for disciplinary infractions.

Appeal Process for Expulsions

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the school board to review the findings of the superintendent or designee at a time set by the school board; otherwise, the decision of the superintendent shall be final. If requested, as herein provided, and after reviewing the findings of the superintendent or his/her designee, the school board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student shall have such right of review even if the recommendation is reduced to a suspension.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal to the district court for the parish in which the student’s school is located, and adverse ruling of the school board in upholding the action of the superintendent or his/her designee. The court may reverse or revise the ruling of the school board upon a finding that the ruling of the school board was based on absence of any relevant evidence in support thereof. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to suspension.

C. BATTERY/ASSAULT ON A SCHOOL TEACHER OR ANY SCHOOL EMPLOYEE

Assault on a school teacher is an assault committed when the offender has reasonable grounds to believe the victim is a schoolteacher acting in the performance of his/her duties. “School teacher” means any teacher, instructor, administrator, staff person, or employee of any public elementary or secondary school.

ACT 283: Amends and reenacts LA Rev. STAT. 14:34.3 to provide for increased penalties for battery of a school teacher. If the battery was committed by a student (defined to mean any person registered or enrolled at the school where the teacher is employed), the offender shall be fined not more than \$5,000 or imprisoned not less than 30 days nor more than 1 year. If the battery was committed by someone who is not a student, the offender shall be fined not more than \$5,000 or imprisoned with or without hard labor for not less than 1 year nor more than 5 years, or both. If the battery produces an injury that requires medical attention, the offender shall be fined not more than \$5000 or imprisoned with or without hard labor for not less than 1 year nor more than 5 years, or both. For assault on a school teacher, a student shall be fined not more than \$2,000 or imprisoned not less than 30 days nor more than 180 days, or both. If the assault was committed by someone who is not a student, the offender shall be fined not more than \$2,000 or imprisoned with or without hard labor for not less than 1 year nor more than 3 years, or both.

D. PROCEDURE FOR HANDLING BATTERY ON TEACHER OR ANY SCHOOL EMPLOYEE

Whenever a student commits a battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of suspension procedures. However, the necessary notifications and other procedures shall follow as soon as practicable.

No pupil suspended for a battery on any school employee shall be considered for readmission to the school to which the school employee allegedly battered by the pupil is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

Except when the school system has no other school of suitable grade level for the pupil to attend, no pupil found guilty by a court of competent jurisdiction of violating the provisions of R.S. 14:34.3 or found guilty at a school system suspension hearing of committing battery on any school employee shall be assigned to attend the school to which the school employee battered by the pupil is assigned.

A school system shall not be required to provide transportation to any pupil reassigned to attend a school pursuant to the provisions of this item if providing such transportation for the pupil will result in additional transportation costs to the school system.

E. SEXUAL HARASSMENT

Sexual harassment is a serious offense and will not be tolerated. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate gifts of a sexual or suggestive nature will also be considered a form of harassment. Hostile environment harassment occurs when sexual harassment conduct has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment. Three steps are involved in effective response to a complaint: investigation, documentation, and follow-up. Discipline resulting from a documented incident ranges from conference to recommendation for expulsion and referral to the appropriate law-enforcement agency.

F. BULLYING AND HAZING that no student is subject to bullying, hazing, or similar behavior while in school or participating in school-related activities. Students and their parents or legal 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 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,

The Acadia Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so hazing, or similar behavior towards other students or school personnel 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

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 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 function or activity, at any designated school bus stop, in any other school bus or 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 shall 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 shall 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.

Each elementary and secondary school shall institute a program to prohibit and prevent bullying. The program shall:

1. Define bullying as provided above.
2. Ensure each student, each student's parent or legal guardian, and each school administrator, teacher, counselor, bus operator, school employee, and volunteer is aware of his/her duties and responsibilities relative to preventing and stopping bullying.
3. Provide for a process for reporting and investigating alleged incidents of bullying.
4. Provide for appropriate discipline of a student found guilty of bullying.
5. Provide appropriate remedies for a student found to have been bullied.
6. Provide for procedures for investigating and reporting each school administrator, teacher, counselor, bus operator, and school employee for failure to act as provided.

HAZING

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 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 exception of 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. The form shall be available on the website of each public elementary and secondary school.

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, or any parent or legal 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 legal guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any chaperone supervising a school function or activity. Any report shall remain *confidential*.

School Personnel

Any school employee, whether full- or part-time, and any chaperone supervising a school function or activity, who witnesses or learns of bullying, hazing, or similar behavior, immediately shall report the incident to the principal or his/her designee. Verbal reports shall be submitted by the employee or chaperone on the same day as the employee or chaperone 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 or 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 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 as expeditiously as possible, but 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 oral, visual or written evidence, including, but not limited to statements, writings, recordings, electronic messages, and photographs. Interviews shall be conducted privately, separately, and confidentially. Unless necessary for the purpose of the investigation, the alleged offender and alleged victim shall not 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 parent or legal guardian of each involved student 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.

Before any student under the age of eighteen (18) is interviewed, 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.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged perpetrator 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 perpetrator.
- B. Parents or legal guardians of the alleged victim and of the alleged perpetrator 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, 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 Article 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 of each involved student, the principal or his/her designee or School Board shall:

- A. Prepare a written report containing the findings of the investigation, including input from the involved students' parents or legal guardians, and the decision by the principal or his/her designee or school system official. The document shall be placed in the school records of each involved student.
- 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. Maintain reports/complaints and investigative reports for three (3) years.
- E. 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.
- F. As applicable, provide a copy of any reports and investigative documents to the appropriate law enforcement officials.

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.

Handling Evidence

Whenever an employee/administrator receives notice of a bullying or hazing, or similar behavior, any physical evidence of the act/communication shall be secured in the building administrator's office with as little physical contact as possible. If the act/communication is in the form of graffiti, the area shall be sealed off by the building administrator. Photographs shall be taken as soon as possible. Student/public exposure shall be as minimal as possible. Graffiti shall not be removed until law enforcement has properly examined the area.

APPEAL

If the school principal or his/her designee does not take timely and effective action in any bullying incident, the student, parent, or legal guardian, 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 legal guardian, 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 actions of the offender substantially interfere with the education opportunities or educational programs of the student victim and/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 alleged 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 into 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.

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 School 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.

FAILURE TO ACT

Any teacher, counselor, bus operator, administrator, or other school employee, whether full- or part-time, who witnesses bullying or who receives a report of bullying from an alleged victim, and who fails to report the incident to a school official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report and the length of suspension issued to each employee who failed to report to the State Department of Education.

Any school administrator or official who fails to notify a parent or legal guardian of a report of bullying, timely investigate a report of bullying, take prompt and appropriate disciplinary action against a student that was determined to have engaged in bullying, or report criminal conduct to the appropriate law enforcement official shall be investigated by the School Board. Upon finding a reasonable expectation that the individual failed to act, the School Board shall suspend the individual without pay. The length of the suspension shall be determined by the School Board based on the severity of the bullying inflicted on the victim. The School Board shall report each finding of a failure to report bullying and the length of suspension issued to the employee who failed to report to the State Department of Education. The report shall be submitted by August first annually.

TRAINING

The School Board shall provide a minimum of four (4) hours of training for all new employees who have contact with students and two (2) hours of training each subsequent year for all school employees who have contact with students, including bus operators, with respect to bullying, in accordance with state statutory provisions.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, 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.

Revised and recoded: July, 2004

Revised: December 9, 2013

Revised: September 13, 2010

Revised: November 5, 2018

Revised: November, 2012

Revised: September 12, 2022

Ref: [20 USC 1232\(g-i\)](#) (*Family Educational Rights and Privacy Act*)

La. Rev. Stat. Ann. §§14:40.1, 14:40.3, 14:40.7, 14:40.8, 14:403, 17:105, 17:105.1, 17:183, 17:416, 17:416.1, 17:416.13, 17:416.14

La. Children’s Code, Art. 609, Art. 730, Art. 731

[Davis v. Monroe County Board of Education](#), 119 S. Ct. 1661 (1991)

Board minutes, 7-2-01, 8-2-04, 9-13-10, 12-9-13, 11-5-18, 9-12-22

Acadia Parish School Board

G. POSITIVE BEHAVIOR PLAN

What is School Wide PBIS?

A major advance in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non classroom settings (such as hallways, restrooms). Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior more functional.

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student’s educational experience. A much more positive approach is teaching behavioral expectations and rewarding students for following them than waiting for misbehavior to occur before responding. The purpose of school wide PBIS is to establish a climate in which appropriate behavior is the norm.

Morse Elementary implements a school wide PBIS in order to reward the students for their great behavior. It is important to focus on the positive behavior that we are seeing at our school.

Positive Behavior Intervention Support Mission Statement

Where every day is a learning experience for all students. We are striving to improve our reading and math scores. We believe that all students can be safe, be prepared, and be respectful while learning.

Positive Behavior Intervention Support Plan

Our school-wide behavior expectations are:

- PRACTICE RESPECT
- ACT RESPONSIBLY

❑ WORK COOPERATIVELY AND SAFELY

SCHOOL WIDE BEHAVIOR EXPECTATIONS

1. PRACTICE RESPECT 2. ACT RESPONSIBLY 3. WORK COOPERATIVELY & SAFELY

The following behaviors apply to ALL areas of the school campus and school bus.

I. PRACTICE RESPECT

- Respect/listen to school personnel
- Keep hands to yourself
- Respect others property – Do not touch or steal the property of others
- No teasing or bullying-Be helpful, kind, and friendly
- Use clean/decent language
- Respond to adults when addressed-Use sir, ma'am, please, thank you
- Have permission before leaving your seat/desk/chair/table
- Be honest – No lying, no cheating
- Report any problems to an adult
- Speak when given permission
- Use quiet voices

II. ACT RESPONSIBLY

- Stay in designated areas
- Follow the dress code
- Take care of your school - Do not cut or deface school property/do not touch lights/fire alarms
- Leave non school related items at home (toys, cards, games, cell phones, etc.)
- Report any problems to an adult

III. WORK COOPERATIVELY AND SAFELY

- Maintain low noise level – No yelling
- Walk to the right – No running
- No kicking, hitting, throwing
- The following are NEVER to be brought on the bus or to school:
 - o Drugs, including medication of any type
 - o Tobacco or alcoholic beverages
 - o Lighters, knives, guns, or any other device that can cause harm
 - o Report any problems to an adult

IV. STUDENT SERVICES

A. HEALTH SERVICES

It is the parent/guardian's responsibility to notify the school nurse of any medical/health condition(s) the student may have, including any changes to their previously reported condition.

In the event of an emergency, the school staff will contact 911 and follow their instructions. Every attempt will be made to contact a parent, guardian, or designated emergency contact. By signing the handbook receipt, I consent for Acadia Parish School District (APSD) to provide care, including accident and injury care to my child.

I am aware that if my child has an emergency in school, and I am not available, the school principal or his designee will have my child transported to the nearest emergency room. I will be responsible for paying for the emergency room.

In order to keep our kids healthy, the following guidelines must be adhered to:

Any child experiencing fever, vomiting, or diarrhea should not attend school. The child will be sent home by the school if experiencing any of these symptoms. The child must remain out of school until the child is free of fever, vomiting, or diarrhea for at least 24 hours and without the use of medication to relieve the symptoms.

When to keep your child home

Temperature > 100 degrees, students must be fever free for 24 hours WITHOUT use of fever reducing medications (i.e. tylenol, motrin)

Vomiting- Free from vomiting for 24 hours and able to tolerate food

Diarrhea- Free from diarrhea for 24 hours

Skin/Rash- Must be free of symptoms and/or have been evaluated by a doctor and have a note to return to school stating diagnosis and treatment

Eye- redness, itching and or “crusty” drainage from eye(s)- evaluated by a doctor and have a note to return to school stating diagnosis and treatment.








Hospital Stay- Released by a doctor/provider with a note to return to school stating diagnosis and treatment.

Lice- Completely free of lice (bugs/nits) . Student must be brought to school by parent or guardian and hair will be examined. The student must be cleared prior to returning to class. Subsequent check of the child will be done within 8-10 days upon returning to school. If the same condition exists, the same procedure will be followed.

Whole classroom screenings, as well as class notifications to others, except for the parent/guardian of the student with head lice infestation will not be performed due to confidentiality concerns and through the recommendations of the CDC and American Academy of Pediatrics. Students will be screened for lice as symptoms present or if a household member is found to have an infestation.

Communicable Conditions

Students who have communicable conditions such as impetigo, scabies and ringworm, etc. must be sent home to receive medical treatment. It is necessary, in this instance also, for the parent or guardian to submit to the school upon the child's return a physician's statement that the child is either free of the condition or is no longer contagious.

MY CHILD NEEDS TO STAY HOME IF:						
I HAVE A FEVER  TEMPERATURE OF 100.0 OR HIGHER	I AM VOMITING  WITHIN THE PAST 24 HOURS	I HAVE DIARRHEA  WITHIN THE PAST 24 HOURS	I HAVE A RASH  WITH ITCHING AND/OR FEVER	I HAVE HEAD LICE  WITH BUGS AND/OR NITS	I HAVE AN EYE INFECTION  REDNESS, ITCHING, AND/OR "CRUSTY" DRAINAGE FROM EYE(S)	I HAVE BEEN IN THE HOSPITAL  HOSPITAL STAY AND/OR ER VISIT
STUDENT IS READY TO RETURN TO SCHOOL WHEN:						
FEVER FREE FOR 24 HOURS WITHOUT THE USE OF FEVER REDUCING MEDICATION (I.E. TYLENOL, MOTRIN)	FREE FROM VOMITING FOR 24 HOURS AND FREE FROM VOMITING AFTER EATING AT LEAST 2 SOLID MEALS	FREE FROM DIARRHEA FOR AT LEAST 24 HOURS	FREE FROM RASH, ITCHING, FEVER AND/OR HAVE BEEN EVALUATED BY A DOCTOR AND HAVE A NOTE TO RETURN TO SCHOOL STATING DIAGNOSIS AND TREATMENT	COMPLETELY FREE OF LICE (BUGS/NITS) MUST BE CHECKED BY SCHOOL NURSE OR STAFF TO BE CLEARED PRIOR TO RETURNING TO CLASS	EVALUATED BY A DOCTOR AND HAVE A NOTE TO RETURN TO SCHOOL STATING DIAGNOSIS AND TREATMENT. IF PINK EYE, MAY RETURN AFTER 24 HRS OF 1 ST DOSE OF MEDICATION	RELEASED BY A DOCTOR OR MEDICAL PROVIDER WITH A NOTE TO RETURN TO SCHOOL STATING DIAGNOSIS AND TREATMENT

B. MEDICATION AT SCHOOL

Medication will be administered by school personnel when an order from a Louisiana, or adjacent state, licensed physician or dentist certifies in writing that it is medically necessary that the medication be administered during school hours. The Medication order must be completed in its entirety and signed by a Louisiana, or adjacent state physician. This form must also be signed by the parent/legal guardian. Parents or legal guardians must meet with the school nurse prior to any medication being administered.

Medication will only be dispensed at school when the following conditions have been met:

1. At the beginning of each school year and anytime there is a change in medication, a new form must be obtained from the physician along with the properly labeled medication and the new order and medication must be assessed by the school nurse.
2. The initial dose of medication shall be administered by the student's parent/guardian outside of school jurisdiction with **sufficient time** for observation for adverse reactions.
3. The medication bottle with the pharmacist label must include the patient's name, date of birth, name of medication, strength of medication, dosage of medication, time medication is to be given and directions for administration.

Medications must be brought to school and picked up by the parent or legal guardian. Students will not be allowed to have any medication in their possession on school grounds or on the school bus. Exceptions to this regulation will be made in extenuating circumstances if it is medically certified that the student must have medication on his/her person to sustain life and that student has been properly instructed on its care and use.

Acadia Parish School Board and its employees shall incur no liability as a result of injury sustained by the student from self-administration of medications.

Medication is to be administered by school personnel who have been trained according to La. Rev. Stat. Ann. & 17:436:1 (B) (2) and must be recorded when administered on the medication log.

Medication will be/must be kept in a secure, locked, centrally located place.

Parents may come to school and administer medication to their children at any time during the school day after first checking with the office.

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

When bringing in a refill, please keep in mind that the label on the prescription bottle must have the identical information as the Medication Authorization Form, which we have on file. This includes the healthcare provider’s name, type of medication, dosage amount, and time to be administered while at school. The school will keep the newest prescription bottle. Please take out any medication you may need at home if medication is given on the weekend/holidays.

Emergency medications and inhalers will be brought on field trips. Any other medications that have been signed in at school, including controlled substances (ex. ADHD medications) will not be brought on a field trip, unless the following has been done:

1. Parent provides a written note attached to the permission field trip slip stating the child needs to have medicine on the field trip.
2. A separate medication bottle labeled with instructions must be obtained by the parent and brought to school for one dose of medication to accompany the child on a field trip.

Both of these conditions must be met in order for medication to accompany the child on field trip.

Immunizations

16 years of Age, Entering 11 th grade or any other grade	11-12 years of Age, Entering 6 th grade or any other grade	4 years and older, Entering Kindergarten, Pre-K, Daycare or Head Start	Under 4 years, Entering Pre-K, Daycare, or Head Start
Two (2) Meningococcal Vaccine (MCV-4)	One (1) Meningococcal Vaccine (MCV-4)	Booster dose of Poliovirus (IPV) – Received on or after 4 th Birthday	Three (3) doses of Pneumococcal Conjugate Vaccine (PCV) – For children less than 24 months of age. If a child is less than 24 months of age and has received 4 doses of PCV-7 he/she is to get a single dose of PCV-13 for Daycare and Head Start
Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)	Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)	Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)	Two (2) or Three (3) doses of polio vaccine (IPV)

Three (3) doses of Hepatitis B vaccine (HBV)	Three (3) doses of Hepatitis B vaccine (HBV)	Three (3) doses of Hepatitis B vaccine (HBV)	One (1) or Two (2) doses of Measles, Mumps, Rubella vaccine (MMR)
Two (2) doses of Varicella vaccine (Var)	Two (2) doses of Varicella vaccine (Var)	Two (2) doses of Varicella vaccine (Var)	Three (3) doses of Hepatitis B vaccine (HBV)
One (1) dose of Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)	One (1) dose of Tetanus Diphtheria Acellular Pertussis vaccine (Tdap)	Booster dose of Diphtheria Tetanus Acellular Pertussis Vaccine (Dtap) received on or after the 4 th birthday	One (1) dose of Varicella vaccine (Var)
			Three (3) or Four (4) doses of Diphtheria Tetanus Acellular Pertussis vaccine (Dtap)
Two (2) doses of Hepatitis A vaccine (Hep A)	Two (2) doses of Hepatitis A vaccine (Hep A)	Two (2) doses of Hepatitis A vaccine (Hep A)	Three (3) doses of Haemophilus Influenza Type B vaccine (Hib) <hr/> Two (2) doses of Hepatitis A vaccine (Hep A)

Immunizations are routinely needed at 4, 11-12 , and 16 years of age. Please see Louisiana Immunization Requirements. Note that if you choose not to immunize your child, you must sign a dissent card and if an outbreak of a disease occurs your child may be excluded from school.

Nut Free Policy

All schools within Acadia Parish are nut free. This is to reduce the risk of an anaphylactic reaction while at school. When sending your child to school with his/her own snacks or lunch, it must not contain nuts or be manufactured in a facility that processes nuts. When providing treats for class/school, this policy must be followed.

Annual Notice Regarding Medicaid Reimbursements

The disclosure of personally identifiable information to Louisiana Medicaid and access to Medicaid reimbursement for the school district shall not result in any decrease in available lifetime coverage, shall not result in any cost to you or your family, shall not increase premiums or lead to the discontinuation of your child's benefits or insurance, and shall not create any risk of loss of your child's eligibility for home and community-based waivers based on total health-related expenditures.

You may withdraw your consent in writing at any time. If you have refused to consent or withdraw consent to allow access to the Medicaid benefits, it will not relieve the school system of its responsibility to ensure that all required IEP services are provided at no cost to your child.

Act No. 315 “Louis Williams Junior Act”

If a student has an allergy severe enough to induce anaphylaxis,

The parent/legal guardian must provide the school with all of the following:

1. A supply of auto-injectable epinephrine to be kept in each classroom
2. Written authorization for the student to be administered the medication
3. Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine.
4. A written treatment plan from the student's licensed prescriber for managing anaphylactic episodes.

5. The school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine.

BLUE LIGHT IMPACT IN CHILDREN

Blue light can cause retinal damage

Visible light passes through the media of the eye to the retina where photoreceptors transform it into an electrochemical signal. Humans depend on this process for image-formation and regulation of daily sleep-wake cycles. Commonly encountered light emitted by the sun and personal electronic devices contain significant amounts of high-energy, short-wavelength blue light.¹

Ultraviolet (UV) light contains more energy than blue light, but is absorbed by the cornea and crystalline lens, limiting retinal exposure.

Visible blue light may potentially be harmful to the human retina, as it can be absorbed by the retinal pigment epithelium (RPE) and certain photoreceptors, generating localized oxidative and thermal stress. Laboratory studies on rodent and primate models have demonstrated that extended time periods of direct retinal exposure to bright blue light accelerate rates of RPE and photoreceptor death.^{2, 3}

Is outdoor blue light exposure dangerous for children's eyes?

Researchers have hypothesized that sunlight exposure is a risk factor for the development of age-related macular degeneration (AMD). Large-scale epidemiological studies investigating this association in adult subjects have produced mixed results, with some supporting the hypothesis^{4, 5} and others disagreeing.⁶⁻⁸

Children may be at higher risk for blue light retinal damage than adults. The juvenile lens absorbs less short-wavelength light than the adult lens,⁹ allowing more blue light to reach a child's retina. Although one epidemiological study suggests that life-long sunlight exposure is not a risk factor for the development of AMD,¹⁰ the long term consequences of blue light exposure in children are not well understood.

The benefits of limiting sunlight exposure with UV-filtering sun spectacles are well established. These devices reduce the eye's UV and visible blue light exposure, slowing the development of cataract, eyelid cancer, pterygium and soft drusen, a risk factor for the development of exudative AMD.^{8, 11}

Thus, clinicians and parents should act with caution when managing children's outdoor sunlight exposure. Specifically, all children should possess ocular sun protection in the form of dark sun spectacles that filter UV light. Any potential safety benefits of blue-blocking anti reflective coatings are not well elucidated; therefore, these products are not an adequate replacement for sun spectacles.

Is computer-generated blue light exposure dangerous for children's eyes?

Although the light emitted by personal electronic devices is not bright enough to damage the human retina,¹² it is able to stimulate blue-light-sensitive ganglion cell photoreceptors that regulate circadian rhythms.¹³ As a result, cellular telephone, tablet and personal computer use before bedtime can delay sleep onset, degrade sleep quality and impair alertness the following day.¹⁴ Extended use of these devices has also been shown to cause symptoms of dry eyes, blurred vision and headaches.¹⁵ Limitation of personal electronic device use before bedtime is recommended to be the most effective method for reducing light-induced sleep disruption in children. The use of amber-tinted spectacle lenses during the use of electronic devices immediately before bedtime has shown promise as a strategy to reduce their altering effects,¹⁶ but such filters require more investigation before this practice can be advocated. Any potential benefits to sleep quality of blue-blocking antireflective coatings have not been investigated.

Infant & Children's Vision Resources supported by
The American Optometric Association and
Optometry Cares – The AOA Foundation

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C. STUDENT BREAKFAST/LUNCHES

For the 2025-2026 school year, students attending Acadia Parish Public Schools will be able to receive free breakfast, lunch and an afternoon meal each day.

With meals being offered at no cost to families and school meal consumption links to better academic performance, it is highly recommended and encouraged for your child to eat meals in the cafeteria.

If your child is allergic to any food items or requires any special dietary accommodations, a Diet Prescription form must be filled out by the child's physician annually.

D. CAFETERIA RULES AND POLICIES

The following list is policies and procedures students, teachers, and visiting parents will also need to follow in the cafeteria.

1. Students are asked to be silent in the breakfast and lunch line. If they need something, they can raise their hand.
2. All food, condiments, and eating materials must be obtained while in the line. If a student needs something, he/she should remain seated and raise their hand.
3. Soda cans and bottles are prohibited in the cafeteria.
4. Students in 1st through 7th grades should scrape their plates rather than banging them loudly in the trash.
5. No food can be taken out of the cafeteria.
6. We encourage students to use polite table manners such as: chewing with mouth closed, keeping hands out of others' plates, not playing with food or milk bags, speaking in a low voice, and cleaning up one's area before leaving.

7. Students are allowed to bring a **healthy, nutritious lunch** which includes the main food groups such as vegetables, fruits, grains, etc. They may only drink milk, water, or juice. No chips, candy, sugary drinks, or **PEANUT PRODUCTS** allowed in the cafeteria.
8. Visiting at the lunch table is a privilege that students will only keep if they maintain a reasonable volume and respect the rule of entering the cafeteria silently.

Children are encouraged to eat in the cafeteria unless a medical excuse states otherwise. If your child is allergic to any food items, a medical excuse is needed from the doctor.

E. USING THE LIBRARY

F. ORGANIZATIONS

Morse Elementary offers many opportunities for students to be involved on campus. The following are organizations offered to students:

- 4-H (4th - 7th grades)
- BETA (4th - 7th grades)
- Student Council (4th - 7th grades)
- Library Club (6th and 7th)

To be in good standing with a club:

- all students must maintain their grades. A grade of “F” in either math or english may result in the student being put on probation from club activities. If the grade is still an “F” at the end of the next 9 weeks, the student may be dismissed from the club or activities.
- Any student who receives an in-school or out of school suspension may be removed from the club or denied participation in club activities.

Information regarding the participation in these organizations will be sent out to students at the beginning of each school year.

G. ATHLETICS

Morse Elementary will offer basketball for boys and basketball and cheer for girls for the primary purpose of developing sportsmanship and learning the fundamentals of the game. Students, both playing in a game and observing a game, are expected to maintain acceptable behavior as established by Acadia Parish and Morse Elementary. Inappropriate behavior will receive consequences. Separate sport –specific handbooks will be given to all participants in those sports and will have to be signed by the student and parent. A physical must be on file for any athlete before they are allowed to practice, tryout, or participate.

H. HOMEWORK RESOURCES

HomeworkLouisiana (www.HomeworkLa.org) offers **FREE** online tutoring and academic resources for Louisiana residents. Students get one-on-one help in math, science, social studies or English from a live, qualified tutor.

Parents may also seek homework resources on Morse Elementary’s website: <https://www.acadia.k12.la.us/o/mes> or on individual teacher websites.

V. OTHER IMPORTANT POLICIES AND PROCEDURES

A. VIDEO/ELECTRONIC MONITORING

VIDEO MONITORING OF SCHOOL BOARD PROPERTY

The Acadia Parish School Board shall authorize the use of School Board owned and/or installed video and audio cameras on any School Board property, buildings, or facilities and/or vehicles in an effort to ensure the health, safety, and welfare of all staff, students, and visitors to the school, and to safeguard School Board facilities and equipment.

The School Board shall notify employees, students, and/or visitors through appropriate methods that video monitoring/surveillance may occur on School Board property, in buildings and facilities, as well as campuses, parking lots, and school grounds belonging to, leased, or used by the School Board, or on any vehicle owned, leased, or used to transport students or for conduction of School Board business, or at any school sponsored event, activity, or function.

Notification shall also include the erection of clearly marked, written signs, prominently displayed near the main entrance of school buildings, School Board property and facilities.

ELECTRONIC MONITORING OF CONTENT – GAGGLE

Acadia Parish Schools use Gaggle Safety Management to protect our students and help them become responsible digital citizens.

Gaggle Safety Management watch for:

1. Possible Student Situations (PSS): An immediate threat to the student, including but not limited to: violence; suicide; rape; or harmful family situations
2. Questionable Content (QCON): Not an immediate threat to a student, but content that is cause for concern and should be brought to an administrator’s attention. This includes but is not limited to: a cyber-bullying event; pornographic images; graphic, violent or sexually related stories; or files not associated with an assignment. User Violation: A situation where a student uses minor profanity or insulting language or attempts to send provocative, but not pornographic images.

B. VEHICLES

- | |
|--|
| <ol style="list-style-type: none">1. Elementary students may not drive motor-driven vehicles to school.2. Students may not remain in parked vehicles and may not leave school in a vehicle during the day without permission from the principal; or designee. |
|--|

C. LOITERING ON CAMPUS

Students should not be on the school campus after school hours except when attending school-approved activities.

D. PROCEDURES FOR PARENTS & STUDENTS WITH GRIEVANCES

All grievances brought by students or parents shall be handled in the following manner:

Step One – Informal

Within fifteen (15) days of the time that the grievant knew, or reasonably should have known, of the grievance (or within fifteen (15) days of the publication of this grievance procedure, whichever is later), the grievant shall present the grievance orally to the school principal. Within five (5) days after presentation of the grievance, the principal shall orally answer the grievance.

Step Two – Formal

The Responsible Official

1. If the grievance is not resolved in Step One, the grievant may, within five (5) working days of receipt of the oral response, submit, on the Grievance Form, a signed grievance in writing to the “responsible official.”
2. The grievance shall: (1) name the student involved, (2) state the facts giving rise to the grievance, (3) identify the specific provisions of law or policy alleged to be violated, and (4) indicate the specific relief requested. All written evidence, whenever received, shall be dated as of the date received and shall be made available to all parties to the complaint.
3. Within five (5) days after receiving the written grievance, the “responsible official” shall respond in writing to the grievant.

The Superintendent

1. If the grievance is not resolved in Step Two, the grievant may, within five (5) days of receipt of the “responsible official’s” answer, appeal to the Superintendent by filing the grievance and the “responsible official” answer with the office of the Superintendent, which shall receive there for.
2. The Superintendent shall hear the grievance within ten (10) days after receipt of any written grievance properly filed with the Superintendent’s office and shall render a decision in writing within ten (10) days after such hearing.
3. The grievant shall be afforded a full and fair opportunity to present evidence relevant to the facts and to the issues raised by the grievance and may be represented by counsel at the hearing of a grievance by the Superintendent.
4. The grievant shall be furnished a copy of the decision of the Superintendent within ten (10) days of reaching a decision.

The Acadia Parish School Board

If the grievant so chooses, the entire record shall be presented to the Acadia Parish School Board within thirty (30) days after receipt of written decision of the Superintendent. The Board shall hear it at the next regularly scheduled meeting. In addition, the aggrieved shall have the opportunity to come before the Board and state the nature of the grievance. Thereafter, the Board shall render its decision within thirty (30) days.

Failure to Observe Time Limits

Should the grievant fail to exhaust the remedies under the grievance procedure above, or to abide by the time limits with respect to each step, the grievance shall be presumed to be abandoned and the matter shall be settled in accordance with the last answer thereto. Should an answer not be given at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step. Any time limit may be extended by written mutual agreement of the grievant and the Board.

Effect of Settlement

Any settlement of a grievance shall be applicable to that grievance only and shall not be binding authority for the disposition of any other grievance. Any grievance initiated under this procedure shall be brought by and for the student alleging action affecting the rights of the student initiating the grievance.

E. REPORTING SUSPECTED CHILD ABUSE/NEGLECT

1. School personnel are required by state law to report suspected child abuse and neglect.
2. It is legal for Family Service workers to interview a suspected abuse or neglect victim at school.

F. STUDENT AWARDS PROGRAM

At the end of the school year, time is set aside to present awards and certificates to students who have achieved in the following areas:

- a. Academics
- b. Extracurricular
- c. Athletics
- d. Attendance

Specific dates and times of Morse Elementary's awards program will be announced at a later date. Awards for GPA will be calculated using core subjects (math, ela, science, and social studies) from the first, second, and third nine weeks to give enough time to order trophies and plaques.

G. SALES ON SCHOOL PROPERTY

Students and school personnel are not allowed to sell items or chances on the school grounds unless approved by the principal.

H. SCHOOL PARTIES

Easter egg hunts are allowed before Easter break in Pre-K through 3rd grades. Other class parties shall be allowed with the approval of administration. Students are allowed to have **STORE-BOUGHT** cupcakes or cookies brought to be consumed at the end of the day. There can be no "home-made" items accepted into school for student consumption.

I. RECESS/FREE TIME

This time is provided for students to make use of the restroom and to drink water. Once the bells ring, students will not be allowed to do so except in an emergency. (Please notify the office if your child has a bladder problem so that teachers may be informed). Elementary students are escorted to the restroom in the morning and afternoon.

J. BAND

Students in grades 5-7 will be offered band class. Parents are to provide instruments for their children. Students should join band with the intention of remaining in band for the school year unless permission is granted by the principal.

K. PHYSICIAN/HOSPITALIZATION COST

The school does not assume liability for accidents involving students who do not carry insurance, nor does it assume liability for accidents which exceed that policy coverage of students who carry insurance. Student insurance is available to all students; twenty-four hour coverage is also available. Any student participating in after-school sports must have proof of insurance.

L. STUDENT PROPERTY/LOST & FOUND

Students should have names of their personal belongings including book sacks, purses, jackets, and textbooks. Never leave your wallet, purse, or money in an unsupervised location. Be very careful with your valuables. It is recommended that students not bring large sums of money to school. This school is not responsible for stolen money or articles. Any lost items will be placed in the lost and found tote in the front office. Every year numerous coats, jackets, sweaters, and other clothing items are given to Goodwill because they are never claimed by students who have lost them. Parents are welcome to come to school to look in the lost and found box for their children's lost items.

M. RESPONSIBILITY FOR SCHOOL PROPERTY

Students are responsible for school property they lose, damage, or destroy. This includes textbooks, electronic devices, library books, window panes, desks, furniture, etc.

N. PROCEDURES FOR SEARCH AND SEIZURE

Application

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from the contraband. School property shall remain under the control of school officials and shall be subject to search at any time. The administration may utilize canines.

Definitions

For purpose of policy and these administrative procedures, the following definitions are applicable:

1. "Contraband" is all substances or materials, the presence of which is prohibited by school policy or state law, including but not limited to, controlled substance, drugs, alcohol, or alcoholic beverages, abuse able glue or paint, guns, knives, weapons, incendiary devices, stolen goods, and pornographic or obscene materials.
2. "Reasonable belief" is the standard for a search of students or non-students and their effects on school property or at school-related events which is based on the reasonable experience, conviction, and opinion of related circumstances. There should be expectations on part of the person(s) authorized to conduct the search that the item(s) sought will be found.

Searches

1. School Property: Public school buildings, student lockers, desks, other equipment, and any other area of any public school building or ground set aside specifically for the personal use of the students is owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in/on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Any student who locks the locker shall open same upon the request of the school officials. If a student refuses to unlock a locker when requested to do so by school officials, such official is authorized to forcibly enter the locker.
2. Vehicles: Vehicles on school property are subject to search by a school official if that official has reasonable belief that contraband is in or on the vehicle. If the vehicle is locked, the student shall unlock same at the request of the school official. If a student refuses to unlock the vehicle parked on school property, the principal/designee should obtain a search warrant to search the vehicle, and the student shall forfeit the right to drive a vehicle on the school premises.
3. The Person: Students and their effects are subject to being searched by school officials if a school official has reasonable belief that the student is in possession of contraband. The search of a student and his/her effects will be done in the presence of an adult witness, generally of the same gender as the student. Documentation of the search will be filed with the appropriate administrative authority.

4. Non-students, Visitor, School Employees: Louisiana Rev. Stat. Ann. 17:416 et seq. has expanded the Board's authority to conduct searches of students and other persons while visiting school or on school campuses. Specifically added to the list of employees with the authority to search are "school security guards." In addition, the authority has been extended to search anyone on a school campus not a student, including school employees. Included is the authority to search the person, his briefcase, purse, handbag, or any other object in his possession. The search may be conducted either physically or with a metal detector.

Suggested Procedures:

If there is reasonable belief that contraband is present, a search of school property and/or the student's person and/or property may be instituted. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If, after being informed of the basis for the school official's reason to search, the student does not consent and the circumstances permit, the student's parent or guardian should be called and informed of the circumstances. If the parent or guardian will not consent to the search, the school official may proceed with the search, contact security, or if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his/her effects should be conducted out of the presence of other students.

Use of Canines

The administration is authorized to utilize canines, whose reliability and accuracy for sniffing out controlled substances, drugs, alcohol, guns, knives, weapons, or other materials or objects which are a violation of School Board policy have been established, to aid in the search for contraband in school-owned property and vehicles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable belief that the student possesses such items on his/her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that drugs, alcohol, weapons, or any other item of violation is present on school property or in a vehicle shall be reasonable cause for further search by school officials.

Notice

Students will be provided notice of the policy and procedures regarding search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the policy and procedures will also be available in the principal's office or another prominent place at each school site. No teacher, principal, school security guard, or administrator shall be held personally liable for any action authorized by this section if performing in accordance with school board policies adopted pursuant to this section.

Reporting of Confiscated Items (Weapons) to Authorities

Any implement which includes a firearm, bomb, knife, or any other object that can be used as a weapon and the careless use of which might inflict harm or injury, or any controlled dangerous substance as defined in R.S. 40:961 (7) shall be reported by the principal/designee immediately to the appropriate law enforcement official. The principal shall also notify the Superintendent and Supervisor of Child Welfare and Attendance of the object(s) seized and the reporting of the incident to the appropriate law enforcement official. Written documentation shall be submitted to the Superintendent within three (3) days of the seizure.

Proper and Safe Retention and Disposal of a Illegal Item

After the seizure and reporting of an illegal listed in the section above, the principal/designee shall retain and secure said items in a locked area. The item is to be secured in such a manner as to avoid destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the item or provides notice to the principal that it no longer be retained. In the event the item is placed in the custody of a law enforcement official, written documentation of the transfer is required. If the item is to no longer be retained, the principal/designee shall write a letter to the appropriate law enforcement official requesting the disposal of said item(s). A copy of this letter along with written documentation of the transfer for disposal shall be kept on file at school.

O. COMPUTER USE AND INTERNET SAFETY

ACCEPTABLE USE OF INTERNET AND DISTRICT NETWORK RESOURCES FOR STUDENTS

Internet access is available to students of the Acadia Parish School System (APSB). The school district is privileged to provide this access, and believes that the Internet offers vast, diverse, and unique educational resources.

The Internet is an "electronic highway" connecting billions of computers and individual subscribers all over the world. The goal in providing this service is to enhance innovative educational opportunities for students through access to unique resources and collaborations. Furthermore, employees will facilitate learning and teaching through research, teacher training, communication, collaboration, and dissemination of successful educational practices, methods, and materials.

APSB *Acceptable Use Policy* is provided so that students are aware of the responsibilities they will assume when using this APSB resource. Responsibilities include efficient, ethical, legal, and acceptable utilization of the network resources. The student's signature on the AUP signature page is legally binding and indicates that he/she has read the AUP carefully and agrees to abide by it, understanding that all usage can and will be monitored by the APSB Technology Department Staff.

INTERNET SAFETY AND REGULATIONS

Acadia Parish School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Age and grade appropriate Instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, including cyber bullying, awareness and response, and interacting with other individuals on social networking sites and in chat rooms, as well as areas of concern as authorized in state and federal law.

In an effort to enforce Internet safety, the Acadia Parish School Board shall incorporate the use of computer-related technology and the use of Internet service provider technology designed to block access or exposure to any materials or information that is harmful to minors, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on criminal activities or manufacturing of bombs and other incendiary devices shall also be prohibited. However, the School Board does not prohibit authorized students from having unfiltered or unrestricted access to Internet or online services, including online services of newspapers with daily circulation of at least 1,000, for legitimate scientific or educational purposes approved by APSB assigned personnel.

In addition to filtering requirements, the Acadia Parish School Board shall maintain regulations which:

1. Prohibit access by students to inappropriate matter on the Internet and World Wide Web;
 - A. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, unprofessional, or disrespectful language in any electronic form using the APSB network. This includes personal attacks or harassment of another person.
 - B. Students will not use the APSB network to access or create obscene, profane, discriminatory, harassing, lewd, vulgar, rude, inflammatory, threatening, unprofessional or disrespectful content in any electronic form

including audio, images, video and text.

- C. Students will not circumvent district content filters using any means in order to access inappropriate content as listed above.
 - D. Students will immediately report to school authorities any threatening or discomforting material or website they access with inappropriate content.
 - E. Students will not access or use anonymous Proxy sites to make activity on the internet untraceable.
2. Address the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications, such as "Instant Messaging";
- A. Students will make use of assigned filtered email, Internet and network resources only for educational and/or professional development activities in a respectful and courteous manner. Personal use of these resources is prohibited. This includes using network resources for personal monetary gain such as operating a personal business.
 - B. Students who have been assigned filtered email accounts will not post or forward "chain letters", jokes, or send annoying or unnecessary messages to others.
 - C. Students who have been assigned filtered email accounts will not use email to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations, such as but not limited to political or religious mailings.
 - D. Students will subscribe only to high-quality discussion groups and information feeds that are relevant to educational or professional development activities.
 - E. Students will not subscribe others to such services mentioned above without their consent.
3. Prohibit unauthorized access, including "hacking", and other unlawful activities by students online;
4. Prohibit unauthorized disclosure, use, and dissemination of personal information regarding students, including minors, and employees;
- A. Students will not publish online any personal contact information (e.g., address, phone number) about themselves or any other person on any APSB webpage. Acadia Parish School Board home pages will use Acadia Parish School Board phone numbers and APSB email addresses. Personal photos, videos, and work can be published unless parents inform the school that they withhold such permission.
 - B. Students will not agree to meet with someone they have met online without appropriate approval. Inappropriate contacts should be reported to school and/or district authorities immediately.
 - C. Students will not disrupt the educational process by posting inappropriate, malicious, or harmful pictures, videos, and/or text on the internet during non-school hours.

ACCOUNTABILITY

Use of school computers shall be reserved for academic purposes only. All APSB computer users shall be held accountable and required to use such equipment and other resources in a respectful, legal manner. All users, including

students, employees, or any other users of School Board computers, hardware, and School Board network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

The student and parent or guardian shall sign an *Acceptable Use Policy (AUP) Agreement*. No one shall be allowed to use an APSB computer and/or access the Internet through the APSB network unless a properly signed *Acceptable Use Policy (AUP) Agreement* page is on file in the student cumulative folder.

The APSB Technology Staff retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures. Content on the network is not private and shall be treated as district property subject to control and inspection.

Network/computer/software access codes and passwords shall be assigned as needed. All students shall respect the privacy of others' access codes and passwords. Sharing of network/computer access codes and passwords are prohibited. A record shall be kept of these accounts in case an inspection is warranted. Use of school computers and/or the Internet is considered a privilege for the student and any inappropriate use may result in a disciplinary action, loss of privileges to use school computers and access the Internet, and possible monetary reimbursement of damages occurred.

Chromebook Repair and Replacement Fees

Students are responsible for the care and maintenance of district-issued Chromebooks. In cases of damage, loss, or misuse, fees will be assessed based on the following schedule:

- Cracked Screen
 - Touchscreen: \$75
 - Non-touchscreen: \$50
- Keyboard Replacement: \$25
- Charger Replacement: \$20
- Chromebook Replacement: \$120
- Chromebook Case: \$25

These fees are intended to cover the cost of repairs or replacements and ensure the continued availability of devices for all students.

SECURITY AND UNAUTHORIZED AND ILLEGAL USE

1. Students must be under the supervision of a teacher, paraeducator, school administrator, librarian, or supervisor while using any school computer. All students who log into the network with individual logins are responsible for maintaining security of their access thus protecting sensitive information and data. Tampering with selection menus, procedures, or icons for the purpose of misleading or confusing other users shall be prohibited.
2. Use by any person of an APSB computer that incurs unapproved expenses to the school/district shall be strictly prohibited. The computer system shall not be used for commercial, political, or religious purposes.
3. Use of the network for any illegal activities shall be prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) unauthorized entry into computers and files, (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activities are considered a crime under state and federal law and should be reported to school and/or district network administrators.

4. Any subscription to list serves, bulletin boards, or on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
5. File sharing software (Limewire, Kazaa, etc.) shall not be installed on APSB computers.
6. Music and non-educational video files shall not be downloaded or stored on APSB computers/networks unless approved by school or district network administrators.
7. Personal digital devices (such as cell phones, handheld computers, etc.) shall not be used to access the Acadia Parish School District network without proper authorization from the district Technology Department.

PRIVACY AND COPYRIGHTS

1. All students must adhere to the Copyright Laws of the United States (P.L. 94-533) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Unlawful copies of copyrighted materials shall not be produced or used on APSB-owned equipment, within APSB-owned facilities, or at School Board sponsored functions. The unauthorized copying, known as plagiarizing, or transferring of copyrighted materials may result in the loss of network privileges.
2. Reposting personal communications without the original author's prior consent shall be prohibited. To do this is a violation of the author's privacy.
3. All persons who willfully violate copyright laws do so without the sanction of the APSB and at their own risk and shall assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves may be copied in subsequent communications, so long as proper attribution is given.
4. Students will respect copyrighted materials and other intellectual property such as music, games, movies, pictures, etc. Students may not duplicate, copy, or distribute electronic resources without the appropriate permissions from the original owner, documentations or citations.
5. Information about copyright law and guidelines shall be made available on APSB website.

INSTALLING MALICIOUS SOFTWARE

1. Students should avoid the knowing or inadvertent spread of computer viruses. Computer viruses are programs that have been developed with malicious intent, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, students shall not import files or programs from unknown or disreputable sources. If a student obtains software or files from remote sources, proper procedures shall be followed to check for viruses before use. Deliberate attempts to degrade or disrupt the system or the performance of the network or spreading of computer viruses shall be considered criminal activity under state and federal law.
2. Software shall only be downloaded or installed onto APSB computers with proper licensing and approval from the APSB Technology Department.

In summary and conclusion, use of APSB computers and Internet resources are a privilege, and any inappropriate use may result in appropriate disciplinary action and loss of privileges to use such computers and the Internet. Disciplinary action may include, but is not limited to, loss of computer use, possible monetary reimbursement, possible legal action, suspension, detention, or expulsion. This shall apply to all students.

Revised: July 6, 2009

Revised: November 5, 2018

Ref: 20 USC 7131 (Internet Safety)
47 USC 254 (Children's Internet Protection Act (CIPA))
47 CFR 54.520 (Children's Internet Protection Act Certifications for Schools and Libraries)
La. Rev. Stat. Ann. §§17:81, 17:100.7, 17:280
Board minutes, 11-1-99, 2-2-09, 7-6-09, 11-5-18
Acadia Parish School Board

P. SCHOOL FIELD TRIPS

Each year, some grade levels participate in a class field trip. Teachers will send out information regarding field trips when they are scheduled.

Q. STUDENT PRIVACY AND EDUCATIONAL RECORDS

The Acadia Parish School Board acknowledges and affirms that parents, guardians, and students eighteen (18) years of age or older (eligible students) have certain rights under the *Family Educational Rights and Privacy Act (FERPA)* and Louisiana law with respect to the privacy, inspection, review, and disclosure of personally identifiable information contained in the student's education records.

DEFINITIONS

1. *Disclosure* shall mean to provide or permit access to, or the release, transfer, or other communication of personally identifiable information (PII) contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.
2. *Educational records* shall be defined as records which are directly related to a student and are maintained by the Acadia Parish School Board or school or by a person acting for the School Board or school. **Excluded** from the term *educational records* are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker of the record; records of a law enforcement unit of the School Board (if any); records created or received by the School Board after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and grades on peer-graded papers before they are collected and recorded by a teacher.
3. *Eligible Student* means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.
4. *Legitimate educational interest* shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know. The Superintendent shall have the authority to determine those individuals who have legitimate educational interests for purposes of this policy, except that any such authorization must be consistent with federal law (FERPA).

5. *Parent or legal guardian* shall mean a student's natural parent, legal guardian, or other person or entity responsible for the student in the absence of a parent or legal guardian.
6. *Personally identifiable information* shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - A. The student's name;
 - B. The name of the student's parent or other family members;
 - C. The address of the student or student's family member;
 - D. A personal identifier that can be used to distinguish or trace an individual's identity such as social security number, date and place of birth, mother's maiden name, or biometric records.
 - E. Race and ethnicity data.
 - F. Any other information that is linked or linkable to a specific student such as medical, educational, financial, and employment information.
 - G. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.
7. *School official* shall be defined as a teacher, school principal, School Board member, counselor, attorney, accountant, human resources professional, information systems specialist, support or clerical personnel, school resource officer, authorized volunteer, or any school system employee who is authorized to perform a function or service on behalf of the Acadia Parish School Board. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions is also considered a *school official* provided that they are performing an institutional service or function for which the School Board would otherwise use employees and is under the direct control of the School Board with respect to the use and maintenance of education records. See [34 CFR 99.31\(a\)\(1\)\(i\)\(B\)](#).

FERPA PRIVACY RIGHTS

1. The right to inspect and review the student's education records within forty-five (45) days of the day the Acadia Parish School Board receives a request for access.

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

2. The right to request an amendment to the student's education records that the parent or eligible student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights.

Parents or eligible students who wish to ask the school to amend their child's or their education records should write the school principal [or appropriate school official] indicating their desire, clearly identify the part of the records they believe to be inaccurate or misleading, and specify why it should be amended. If the decision is not to amend the record as requested, the Superintendent, or designee, shall notify the parent or eligible student of the decision and of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent to the disclosure of personally identifiable information (PII) contained within the student's education records, except to the extent that FERPA and Louisiana law authorize the disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Board to comply with the requirements of FERPA.

STUDENT IDENTIFICATION NUMBERS

To protect the privacy of its students, the Acadia Parish School Board will utilize and assign to each student in its jurisdiction a unique student identification number in accordance with La. Rev. Stat. Ann. §17:3914(C)(3). The student identification numbers shall not include or be based on social security numbers.

STUDENT INFORMATION DISCLOSURES

1. In accordance with La. Rev. Stat. Ann. §17:3914(H) and FERPA, access to student PII may be authorized by the Superintendent without parent/eligible student consent to *school officials* with legitimate educational interests. Disclosure of personally identifiable information from students' education records is also authorized without consent of the parent or eligible student, if the disclosure meets other conditions set forth below. The School Board is required to record disclosures of PII, except for disclosures to school officials, disclosures related to judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student. Parents and eligible students have a right to inspect and review the record of disclosures.
2. The Superintendent is authorized to disclose PII from the education records of a student, without obtaining prior written consent of the parents or the eligible student, as follows:
 - A. To other *school officials* whom the school has determined to have legitimate educational interests in accordance with the annual notification of FERPA rights. For contractors, the student PII may be transferred to computers operated and maintained by the contractor and the contractor shall not allow access to or release student PII to any person or entity except as specified in the contract.
 - B. Upon request, to officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, and for compliance with state and federal reporting requirements. In accordance with the *Individuals with Disabilities Education Act* (IDEA), if a student with a disability is enrolled, or is going to enroll in a private school that is not located in the geographic jurisdiction of the Acadia Parish School Board of the parent's residence, parental consent must be obtained before any personally identifiable information about the student is released between the School Board and the private school.
 - C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or the Louisiana Department of Education. Disclosures may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with federal and State legal requirements that relate to those programs. Student information provided to School Board members, the Louisiana Department of Education (LDE), or the Louisiana Board of Elementary and Secondary Education (BESE) shall be identifiable only by a student's identification number and aggregate data and shall be disclosed solely for the purpose of satisfying state and federal reporting requirements. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, or as expressly authorized by statute, if applicable requirements are met.
 - D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. Once the parent, guardian, or student of majority age has granted written consent for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914(K), such data shall be used for purposes of processing a student's

application for admission to a Louisiana postsecondary education institution or to the Board of Regents and the office of student financial assistance, as a program under its jurisdiction, for receipt of financial aid pursuant to such consent. **Failure to provide such consent may result in delays or prevent successful application for admission to a postsecondary educational institution and state and federal student aid.** Consent provided under La. Rev. Stat. Ann. §17:3914(K) shall continue unless withdrawn in writing.

- E. To the Louisiana Board of Regents, and the office of student financial assistance, as a program under its jurisdiction, to be used only by staff for required grant program reporting for the purposes of providing reports to each public school governing authority on the postsecondary remediation needs, retention rates, and graduation rates for each high school under its jurisdiction and for the purpose of evaluating comparative postsecondary performance outcomes based upon student transcript data in order to develop policies designed to improve student academic achievement.
 - F. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed as authorized by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
 - G. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. In no case shall a contractor be permitted to use student information to conduct predictive modeling for the purpose of limiting the educational opportunities of students.
 - H. To accrediting organizations to carry out their accrediting functions.
 - I. To parents of an eligible student, if the student is a dependent for IRS tax purposes.
 - J. To comply with a judicial order or lawfully issued subpoena, subject to the requirements of federal and State law.
 - K. To appropriate officials in connection with a health or safety emergency, subject to the requirements of federal and State law.
 - L. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
 - M. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.
 - N. Information provided in accordance with a contract between the School Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract. Pursuant to La. Rev. Stat. Ann. §17:3913, information concerning the release of PII pursuant to any contract shall be available at the School Board's central office.
 - O. Information required to be reported pursuant to Article 609 of the Louisiana Children's Code.
3. A statement shall be provided notifying the student's parent or legal guardian of exactly what items of student information will be collected and that disclosure of the student information collected shall be restricted to Louisiana postsecondary education institutions to be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements to the Board of Regents and to the

office of student financial assistance, as a program under the board’s jurisdiction, to be used for the purposes of processing applications for admission and for state and federal financial aid, for required grant program reporting, for providing reports to the school governing authority on the postsecondary education remediation needs, retention rates, and graduation rates for each high school under its jurisdiction, and for evaluating comparative postsecondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. Annual notification shall be provided to the student's parent or legal guardian as to the right and process used to withdraw consent.

R. DIRECTORY INFORMATION

Unless directed in writing otherwise by a student’s parent, legal guardian or a student who has reached the age of majority, the Acadia Parish School Board approves a person employed in a school or person authorized by the Superintendent to provide access to certain student personally identifiable information to further a legitimate educational purpose, in accordance with FERPA and La. Rev. Stat. Ann. §17:3914 as follows:

1. Information to facilitate a student’s participation in a school-sanctioned extracurricular activity, including but not limited to a sport, organization or club;
2. Information to facilitate the operation and daily activities within district facilities, including but not limited to the display and use of student information in and around student facilities;
3. Programs and activities related to school-sanctioned performances or productions, events, award programs, and graduations;
4. University transcript requests, scholarships, and admissions;
5. LHSAA, NCAA, and other related sports programs or sanctioning entities;
6. Online resources and educational tools;
7. School photography and yearbook providers;
8. Any other information considered “Directory Information”, to the extent allowed in FERPA.

In addition, two federal laws require School Boards receiving assistance under the *Elementary and Secondary Education Act of 1965*, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the School Board that they do not want their student’s information disclosed without their prior written consent. [Note: These laws are [Section 9528 of the ESEA \(20 USC 7908\)](#) and [10 USC 503\(c\)](#)]. In accordance with federal statutory provisions, the School Board shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to military recruiters. Opt-out procedures will be provided in the student handbook.

ELECTRONIC DATA GOVERNANCE

Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of a public school system shall authorize access to such a computer system to any person or public or private entity except as authorized in this policy.

The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. For a student who has reached the age of eighteen (18) or is emancipated, such access is limited to information about the student. For the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated, such access shall be limited to information about the student. A student who has reached the age of eighteen or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.
2. A teacher of record. Such access shall be limited to information about his/her current students.
3. The school principal and school registrar.
4. A school system employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.
5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
6. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(2).

The following persons may access a computer system of a city, parish, or other local public school system on which student information for students from throughout the system is stored:

1. The Superintendent of the school system.
2. A school system employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.
3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.
4. A person authorized by the state to audit student records. La. Rev. Stat. Ann. §17:3914(D)(3).

Any person who is authorized to access a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Acadia Parish School Board shall notify and permit parents/guardians/eligible students the opportunity to opt out of participation in student surveys, analyses, or evaluations that concern one or more of the following eight areas ("protected information surveys"): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom students have close family relationships; legally recognized privileged relationships (such as lawyers, doctors, or ministers); religious practices, affiliations, or beliefs; or income (other than required by law to determine program eligibility). This requirement applies to the collection, disclosure, or use of student information for marketing purposes. Protected information survey opt-out forms shall be published in the student handbook and on the Acadia Parish School Board's website.

CREATION OF PROCEDURES

The Acadia Parish School Board recognizes its responsibility for establishing procedures governing the privacy of student records, consistent with federal and state laws and regulations. The School Board directs the Superintendent, or designee, to develop and maintain procedures for ensuring and exercising rights provided under this policy. Copies of implementing procedures shall be available at the School Board's central office and in each school office. Any access or disclosure and release of personally identifiable student information by the School Board and its assignees must be in accordance with federal and state law and regulations and authorized by the Superintendent.

EXEMPTION

This policy shall not apply to the completion or correction of required submissions to the Louisiana Department of Education or response(s) to financial audits commenced prior to the 2015-2016 school year.

REQUIREMENT FOR WRITTEN CONSENT

Written parental/eligible student consent shall be obtained prior to the release of any PII, unless the release of such PII is expressly authorized without written consent by this policy or by law.

Revised: January 11, 2010

Revised: November 5, 2018

Revised: July 1, 2013

Revised: December 6, 2021

Revised: September 14, 2015

Ref: [20 USC 1232\(g-i\)](#) (*Family Educational Rights and Privacy Act*)

[20 USC 1400](#) et seq. (*Individuals with Disabilities Education Act*)

[20 USC 7908](#) (*Armed Forces Recruiter Access to Students and Student Recruiting Information*)

[34 CFR 99.1-99.67](#) (*Family Educational Rights and Privacy - Federal Regulations*)

La. Rev. Stat. Ann. §§9:351, 17:81, 17:112, 17:221.3, 17:3913, 17:3914, 44:4, 44:4.1, 44:31, 44:32

La. Civil Code, Art. 131, Art. 134, Art. 250

Louisiana Attorney General Opinion No. 15-0103

Board minutes, 6-6-94, 1-11-10, 7-1-13, 9-14-15, 11-5-18, 12-6-21

Acadia Parish School Board

S. SCHOOL, PARENT, AND FAMILY ENGAGEMENT POLICY

PART I. GENERAL EXPECTATIONS

Morse Elementary agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated annually to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the Title I, Part A funds reserved for parental involvement is spent.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II. IMPLEMENTATION OF REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

Documentation of policy components implementation will be provided to the Acadia Parish School District and/or kept on file at the school for monitoring purposes.

1. Morse Elementary will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

Actions:

(Example of explanation) All parents will be invited and encouraged to attend a Title I Parent and Family Engagement Review meeting in September where the policy will be developed/reviewed. Parents who cannot attend will have the opportunity to provide feedback through an online link on the school's website or with a copy of the policy upon request.

2. Morse Elementary will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Actions:

(Example of explanation) All parents will be invited and encouraged to attend School Wide Planning meetings.

3. Morse Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:

Actions:

(Example of explanation) All parents will be invited to attend Open House in August. The annual meeting will be held at that time. A short video/power point with annual meeting information will be available the night of Open House and at the September PTA/PTO meeting for viewing for those parents who were unable to attend Open House.

4. Morse Elementary will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described below--

- The school's curriculum,
- the state's academic content standards,
- the state's student academic achievement standards,
- the state and local academic assessments including alternate assessments, and
- how to monitor their child's progress.

Actions:

(Example of explanation)

All parents will be invited and encouraged to attend a parent academic meeting on the school's curriculum and State academic content standards, and a parent testing meeting on State academic achievement standards, State and local academic assessments, and how to monitor their child's progress.

5. Morse Elementary will, at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond, as appropriate, to any such suggestions as soon as practicably possible by:
Action:
 (Example or explanation)
 Parent will be invited to all School-Wide Planning meetings, an annual Title I meeting, academic meeting, testing meeting, and other school events. If parents request meetings other than these, the school will oblige as soon as practicably possible.

6. Morse Elementary will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
Actions:
 (Examples of explanation)
 Individual student reports on State assessments will be sent home in applicable grades as soon as they are made available. Individual student report cards will be sent home every nine weeks and progress reports will be sent home midway between report cards.

7. Morse Elementary will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher with limited State certification or licensure by:
Actions:
 (Examples of explanation)
 Notification will be sent home with each student assigned to a teacher with limited State certification or licensure for four (4) or more consecutive weeks.

8. Morse Elementary will provide materials and training to help parents work with their children to improve their children's academic achievement, **such as** literacy training and using technology, as appropriate, to foster parental involvement, by:
Actions:
 (Example of explanation)
 All parents will be invited and encouraged to attend a parent academic meeting on the school's curriculum and State academic content standards.

9. Morse Elementary will, with the assistance of its parents, educate its faculty and staff to communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
Actions:
 (Examples of explanation)
 All teachers and staff members will receive "How to Work with Parents" training in a September faculty meeting.

10. Morse Elementary will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with GEAR Up, Immersion, ESL, public preschool, Migrant and Delinquent, Special Education, Homeless, Foster Care, FRAN (Families Reading Around Neighborhoods), Homebound Services, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

Actions:

(Examples of explanation)

Parent and Family Engagement activities will be coordinated and integrated to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs. The district maintains a Parent Resource Center for the school to refer parents.

11. Morse Elementary will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Actions:

(Examples of explanation)

Information related to school and Parent and Family Engagement will be sent to parents in a format and, to the extent practicable, in a language the parents can understand.

PART III. APPROVAL

This School Parental and Family Engagement Policy has been developed jointly with, and agreed on with, parents of students as evidenced by agenda and sign in sheets.

This policy was approved by Morse Elementary on ~~5/26/25~~ 5/29/25 and will be in effect for the period of one year. The school will distribute this policy to all parents on or before 8/6/25.

Chad Breaux

(Signature of Authorized Official)

5/29/25

(Date)

T. LDE COMPLAINT PROCEDURES FOR ELEM. & SECONDARY ACT

In administering the Title I Program in Acadia Parish, we are required to provide services in accordance with state and federal regulations. If or when the district is found to be in violation of any of these regulations, a parent may file a complaint as provided for in the Louisiana Handbook for School Administrators, Bulletin 741, Section 349. The bulletin is available online at the State Department's website or may be obtained by calling the Department's toll-free number, 1-877-453-2721.

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

The written complaint must include:

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

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

U. HOMELESS CHILDREN AND YOUTH EDUCATION PROGRAM

The Homeless Children and Youth Education Program of Acadia Parish School Board System carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education, on the same basis as children and youth with established residences. Laws, regulations, practices or policies should not act as barriers to the enrollment, attendance or school success of homeless students.

The McKinney-Vento act protects the educational rights of Children & Youth in the following homeless situation: (Title X, Part C, of the No Child Left behind Act of 2001)

- Children living in shelters, including domestic violence shelters
- Children living in welfare hotels/motels or weekly-rate apartments
- Children living on the street or in cars, abandoned buildings, campgrounds, etc.
- Children living in substandard conditions not fit for human habitation (i.e. no electricity, no heat, no running water, and no windows/doors, holes in the roof/floor, no way to cook/store food)
- Abandoned/runaway/throwaway children and youth
- Two or more families living together in crowded or undesirable living conditions (doubling/tripling up) because they have no place of their own to live where they can safely & healthfully meet their basic needs in privacy & with dignity.

To Get Assistance for Homeless Children & Youth

Carol Malbrough
Homeless Children & Youth Liaison
Acadia Parish School Board
P.O. Drawer 309
Crowley, LA 70527-0309
(337)783-3664 ext. 261
(337)783-3912 Fax
cmalbrough@acadia.k12.la.us

V. TEACHER BILL OF RIGHTS (REVISED 2008)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers pursuant to this Section, which are:

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.16 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S.17:416(A)(1)(c).
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such a website a copy of the Teacher Bill of Rights required by this Section.

W. FAMILY EDUCATION RIGHTS AND PRIVACY ACT (BUCKLEY AMENDMENT)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT BUCKLEY AMENDMENT 20USCA1232G

The Family Education Rights and Privacy Act of 1974 is a Federal Law that states (A) that a written institutional policy must be established and (B) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. In accordance with the above act, the Acadia Parish School Board hereby notifies all students enrolled in Acadia Parish schools of their rights of access to their official records, as described in 20USCA1232G. Any student 18 years of age or older, or the parents of any student, desiring access to their child's records shall make a request in writing to the custodian of the student's records.

Anyone is permitted to access a student's education records with prior written consent from the student's parent or the student, if 18 years of age or older.

A parent, or student 18 years of age or older, who believes that information contained in the educational records is inaccurate, misleading, or violates the privacy or other rights of the student, may request the amendment of the educational records to the appropriate office responsible for the records. If the records are not amended, a formal hearing may be requested.

Under the provisions of the Family Education Rights and Privacy Act, certain information concerning students is designated as directory information and may be released by the school system, unless the parents, or student 18 years of age or older, informs the school system in writing that such information should not be released without prior consent. Directory information includes the student's name, address(es), telephone number(s), date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, photograph or video, and most recent previous educational agency or institution attended by the student. Any parent, or student 18 years of age or older, who wishes any or all of the listed information not released, must inform in writing the principal of the school attended within the first 30 days of each semester.

The Acadia Parish School System may release the personally identifiable information from the educational records of a student to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

X. MONEY COLLECTION PROCEDURES

Due to the large amount of money collected daily throughout the school year, please help us be accountable for all money sent to school. Your cooperation is greatly appreciated. Please note that envelopes are supplied for your use when sending money for Fall, Spring, and Group pictures. Please follow the procedure below for sending money to school:

1. Please send separate envelopes for **EACH** child with the money that is being collected to each child's homeroom teacher. Please put the following information on the outside of the sealed envelope:
 - a) Date Sent
 - b) Student's Name and Grade
 - c) Homeroom Teacher's Name
 - d) School Activity or Activities
 - e) Amount Enclosed

SAMPLE ENVELOPE

**August 12, 2022
Mary Smith – 6th Grade
Teacher – Mrs. C. Meche
Student Fees- \$12.00**

Y. BUS RULES AND PROCEDURES

Acadia Parish Flooding Policy Memo to Parents

Dear Parents,

The bus system's priority is the safe transportation of children in Acadia Parish. Because of this there are many laws, rules, and policies which govern the way drivers perform their duties. School buses encounter many potential hazards during an average day. In order to be prepared, drivers are trained and instructed in how to handle these situations. You are receiving this letter because your location has been, or is likely to be, impacted by one of the more dangerous hazards a bus can face, FLOODING.

Due to the serious hazards and potential dangers flooding poses, Acadia Parish has a zero-travel flood policy. While members of the public may choose to drive their vehicle on a flooded roadway, Bus Drivers must follow the policy which may prevent them from traveling down roads which are still passable by car. ***(Please note that a road does not have to be officially closed to be considered flooded. Any amount of water covering the roadway can make the road off limits to a school bus.)***

There may be instances when your bus stop is not flooded but routes leading to your bus stop may be flooded. This would prevent the bus from being able to reach your location in a safe manner. Drivers may make reasonable route detours to reach your location but they must take into consideration things like route timing and the availability of an area to turn the bus around if needed.

When a passenger's stop is not flooded but the walking path from the stop to home is flooded, the bus driver will allow high school students to decide if they want to be returned to school or elect to walk in the water. Passengers below high school grade level will not be allowed to get off the bus unless a parent is present at the stop to receive them.

In the event that a passenger cannot be delivered due to flood conditions, the passenger will be returned to school for pick up by a parent.

An absence due to your child's inability to be transported to school by bus or by parent will be counted as an excused absence.

Questions or concerns, contact DS Bus South at 337-783-4322.

School Bus Rules and Procedures

Parents,

Below you will find a few reminders of some of the rules and procedures in place to assure the safe transportation of your child(ren). We are asking for your help in reviewing these rules and reminding your child(ren) that the school bus is an extension of the classroom. As such, they are expected to conduct themselves on the bus in the same way they are expected to in the classroom.

- Please have your child(ren) at the bus stop **at least 10 minutes before** the bus is scheduled to arrive. Drivers are expected to maintain their schedule and are not obligated to wait, honk the horn, go back to get passengers etc.
 - Excessive noise and rowdy behavior are unsafe distractions to the driver.
 - Eating and drinking are not allowed on the school bus.
 - If your child(ren) needs to get off at a stop other than their assigned bus stop: He/she must have a permission slip signed by a parent and the Principal. If one is not provided, the child(ren) will not be allowed to get off at any stop other than their assigned stop. **We ask that this is only requested in emergency situations since any change in routine can lead to children getting lost.** The transportation department reserves the right to approve or deny any requests.
 - For safety reasons, children are not allowed to exit the bus outside of their assigned school or bus stop. In the event of a mechanical breakdown, children will be moved to another bus for delivery. **Parents are asked to refrain from attempting to remove their child(ren) from the bus as this is against policy and creates further complications.**
 - If your child(ren) misses the after-school bus stop drop off; or is initially undeliverable: The bus may return to the stop later to deliver the child(ren) or bring the child(ren) back to school for pick up by a parent or guardian. The transportation department will work with the driver to determine the best solution.
 - **Unauthorized boarding of a school bus is against the law.** If you need to communicate with the driver, please do so at the driver's window if it is safe to do so. If the door side is safest, please do not step onto the bus unless invited. If you have a concern or complaint, it can usually be better resolved by calling the transportation office. Bus drivers must remain on schedule; therefore, they cannot spend time conversing at a bus stop.
-

Bus Alert Messaging System: If you would like to receive important alerts regarding your child(ren)'s bus, you can enroll in our bus alert messaging system by going to your school's website and clicking on BUS ALERTS. If you are already enrolled there is no need to reenroll for this school year unless you have changed buses or phone numbers. (If you have changed phone numbers, please disenroll your old number by clicking "Unsubscribe" at the bottom of the page.)

Important Notes Regarding Pre-K through 2nd grade students:

Pre-K and Kindergarten children cannot be dropped at a bus stop unless a recognized parent or alternative **verified guardian** is **physically at** the stop. **Verified guardians must be listed on a statement signed by the parent. This statement must be submitted to the transportation office in person by a parent (Photo ID required). Verified guardians must provide a photo ID to the bus driver upon request. If none of these criteria are met, the child will be returned to school.**

1st and 2nd grade children cannot be dropped at a bus stop unless a recognized parent or alternative **verified guardian** is **visible to the driver from** the stop. **EXCEPTION: If a mature sibling in 3rd grade or above is with them. Verified guardians must be listed on a statement signed by the parent. This statement must be submitted to the transportation office in person by a parent (Photo ID required). Verified guardians must provide a photo ID to the bus driver upon request. If none of these criteria are met, the child will be returned to school.**

ACADIA PARISH SCHOOL BUS RULES

Rules to follow while at the bus stop

and boarding a school bus

1. School rules are in effect at the bus stop.
2. Arrive at least 10 minutes before your bus is scheduled to arrive.
3. Wait at least 10' from the roadway.
4. Avoid misbehavior and excessive noise while at the bus stop.
5. Be considerate of private property near the bus stop.
6. Board on the bus in a single file line.
7. Use handrails.
8. Do not push or shove.
9. Anything brought on the bus must be held in your lap and cannot block the aisle or the driver's view.
10. Promptly take your seat.

Rules to follow while riding a school bus

1. School rules are in effect on the bus.
2. Cooperate with the bus driver at all times.
3. Remain seated while the bus is in motion.
4. Always keep hands and head inside the bus.
5. Report any emergencies to the driver immediately.
6. Keep feet and objects out of the aisle.
7. Do not fight, play, or participate in any activity which would cause excessive movement or noise.
8. Do not cut, tear, or write on any seat or surface of the bus. Damages may be charged to parents.
9. Help keep your bus clean.
10. Report any unsafe act or condition to the bus driver.
11. Be courteous and respectful to each other.
12. Eating and drinking is not allowed on the bus.
13. No toys or animals are allowed on the bus.
14. Keep pens, pencils, rulers, etc. in your book sack.
15. It is permissible for a bus driver to have a no talking policy on the bus.
16. School dress code is in effect on the bus.
17. Emergency exits are for emergencies only.
18. Students who do not adhere to the rules are subject to bus suspension and or expulsion.
19. Students who have lost riding privileges will not be allowed to ride any Acadia Parish bus until privileges are returned.

Rules to follow when exiting a school bus

1. Remain seated until the bus comes to a complete stop.
2. Only exit the bus at your designated stop.
3. Exit promptly and orderly, using the handrail.
4. Students who must cross the road after getting off the bus must walk at least 10' feet in front of the bus and never walk behind the bus.
5. When walking in front of the bus, or crossing the street, make sure the driver sees you.
6. Wait until all cars stop then check all directions when crossing the street.
7. Walk directly home using the safest route.
8. Avoid trespassing on private property.

Proper reporting

Students who have difficulty with other students while riding the bus should report the problems to the driver as soon as possible. If the problem cannot be resolved by the driver, then it should be reported to the Principal. Bus drivers will report unsatisfactory behavior to school officials.

Seating

The bus driver is responsible for seating arrangements and has the authority to assign students to a seat. Factors such as safety, fairness, physical disability, age, and conduct are major considerations.

Pick up and drop off time

Many things such as inclement weather, traffic, passenger behavior, etc. can affect the timing of a route.

Undeliverable Passengers

Pre-K & K students must have a parent or guardian present at the stop for delivery. 1st & 2nd grade students must have a parent or guardian visible to the Driver from the stop or may be escorted off the bus by a 3rd grade or higher sibling. Only parents, guardians, and "others" listed on the form will be accepted. If these requirements are not met, your child will be deemed undeliverable and returned to school.

BR062320RL

Morse Elementary

[School-Parent Compact -Link](#)

The **Morse Elementary**, and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

This school-parent compact is in effect starting school year **2025-2026**.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

(Provisions bolded in this section are required to be in Title 1, Part A school-parent compact.)

School Responsibilities

Morse Elementary will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - 1) Instruction will be aligned with Louisiana Content Standards and student grade level expectations.
 - 2) Differentiate instruction based on student need, employing a balance of whole-class, small group, and individual instructional techniques.
 - 3) Design engaging classroom activities that support various learning styles and that build on student strengths.
 - 4) Make instructional decisions based on regular assessments.
 - 5) Focus on educating the whole child.
 - 6) View cultural and language difference as an asset.
 - 7) Eliminate achievement gaps.
 - 8) Students will have opportunities to interact with educational technology and instructional software to reinforce basic skills on an individual basis.
 - 9) Teachers use formative and summative assessment to monitor student's progress and academic growth.

10) Provide concrete models and manipulatives as appropriate for students to make smooth transitions to abstract conceptualizations in core content areas.

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.

Specifically, those conferences will be held:

The MES parent-teacher conferences will be scheduled to discuss the strengths and weaknesses of students on an as needs basis. A school-wide conference day has been set aside in January, 2015 by the APSB. This day MES students will participate in STUDENT led parent – teacher conferences.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Three week Progress Reports are provided to parents and students in addition to unlimited access to student grades and assignments through the APSB Parent Command Center. Parents receive four nine-week Report Cards as formal documentation of cumulative grades within the marking periods.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

MES teachers will be available for parent conferences by phone and in person before, after, and during school at various times during the year. Parents may contact the school office to confirm appointments and request teacher meetings. They may also work with the school counselor.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

MES parents may choose to join the Parent-Teacher Club. PTC is involved in school based decision making and provide resources for students and teachers. Parents are encouraged to participate, be actively involved, and observe class activities through newsletters, school web-site and calendars.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- 1) Monitoring attendance and sending student(s) to school ready to learn and participate.
- 2) Making sure that homework is completed and accurate.
- 3) Monitoring the amount of television my child watches in lieu of reading, or studying to reinforce lessons.

- 4) Volunteering in my child's classroom and being willing to assist with activities as appropriate.
- 5) Participating, as appropriate, in decisions relating to my child's education.
- 6) Promoting positive use of my child's extracurricular time and monitoring after-school activities.
- 7) Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district, either received by my child or by mail, and responding timely, as appropriate.
- 8) Serving, to the extent possible, on policy advisory groups, such as being the Title 1, Part A parent representative on the school's School Improvement Team, the Title 1 Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners. The School Support Team or other school advisory or policy groups.
- 9) Be my child's BEST CHEERLEADER and GREATEST SUPPORTER!
- 10) Praise my child's successes and work with them to improve their weaknesses through intentional plans of action.
- 11) Don't wait on someone else to help my child. Understand that teaching and learning begins and ends at home.
- 12) Make a commitment to myself and my child to seek assistance if I realize that I cannot help my child alone.

Student Responsibilities (revise as appropriate to grade level)

We, as students, will share responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- 1) Be in class daily, ready to learn, and willing to work hard asking for help when I need to.
- 2) Identify reading material other than school text that I enjoy and read at least 15 minutes every day outside of school time. Find things that interest me and seek information that focuses on those areas to grow intellectually.
- 3) Give to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day. Be actively involved in my school and volunteer versus a passive observer.
- 4) Share in the responsibility of acquiring skills in the areas of reading, writing and mathematics that support my success toward achieving a high school diploma and then earning a vocational or college degree.
- 5) Set high goals for myself and work hard to meet my expectations by self-monitoring my own behaviors.
- 6) As I grow and mature, I serve as a role model among my peers and for younger students by demonstrating positive behaviors and respectful manners that value others. Be a productive contributing citizen to society.

School: Morse Elementary Date: _____

Parent: _____ Date: _____

Student: _____ Date: _____

Handbook Acknowledgment Form

NAME _____ GRADE _____

HOMEROOM _____

I have received a copy of the Morse Elementary Parent/Student Handbook and/or I also have access to a digital copy of the Morse Elementary Parent/Student Handbook found on the school website at <https://www.acadia.k12.la.us/o/moes>. **I understand that in the event of any health, or other emergency, there may be amendments to existing policies and procedures reflected here in the handbook.** I have read, understand, and agree to abide by the rules and regulations contained in the Morse Elementary Parent/Student Handbook and/or the amendments attached for the 2025-2026 school year.

I have also received a copy of the Student/Teacher/Parent/Principal Compact as required by Acadia Parish school Board.

In the event of an emergency, the school staff will contact 911 and follow their instructions. Every attempt will be made to contact a parent, guardian, or designated emergency contact. By signing the handbook receipt, I consent for Acadia Parish School District (APSD) to provide accident and injury care to my child.

_____/_____
Student Signature Date

_____/_____
Parent Signature Date

(Hand Book Copy-Do not sign this form)