JW Brown Laboratory School

Handbook

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1114 Jackson Street

Monroe, LA 71202

(318) 537-2891

Better Prepared—Brighter Future

**Welcome** to JW Brown Laboratory School. It is our goal to create an opportunity for a lifelong experience in learning and service which leads to success. Our mission is to provide a learning environment where students are engaged (in learning), challenged (to learn more), and empowered (to become life-long learners and high achievers). Knowing the importance of education and how achieving academic success varies depending upon each individual, JW Brown Laboratory School is committed to servicing each student based upon his or her learning style and ability. Our State-of-the-Art Laboratories have been carefully designed to serve as an additional learning tool which will enhance each academic lesson and enrich each student’s academic performance.

We are excited about the challenge of educating our students. We are committed 100% to doing all that we can and everything that is necessary to develop strong academic contenders, as well as, good citizens. We ask that you—our parents—join forces with us in an effort to effectively achieve our goal. Your participation in service activities, your involvement in making sure that your student is adequately prepared for his or her learning day, and your consistent communication with us with allow JW Brown to achieve our goal of educating your student.

Our doors are always open. Feel free to contact our support staff for questions, conferences, and any/all concerns. The more we communicate, the better our school and students will perform. We look forward to a successful school year!

Sincerely,

Stephanie H. Carter

**To Our Parents**

We ask that you please review this handbook with your child and/or children. We hope that you will agree that rules and regulations are necessary in the school and home environment to provide a safe and secure place in which your child can grow and learn. The staff at JW Brown Laboratory School is committed to your child’s academic success.

Included in this Handbook, you will find the Policies and Procedures on the following:

Use of Internet Regulations

JW Brown Laboratory School Family Involvement Policy

Family Educational Rights and Privacy Act

Discipline/Codes of Conduct at JW Brown Laboratory School

JW Brown Laboratory School Classroom Rules and Consequences

Pupil Progression

Attendance

Dress Code

Please sign a copy of this letter. Your signature will indicate that you have received and reviewed this handbook with your child and that you understand all of the policies and procedures that will be implemented at JW Brown Laboratory School.

Thank you for your support.

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Parent’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature

Student/Parent Signature Form

*JW Brown Laboratory School*

Receipt of Student Policy Handbook

2024-2025

***Directions: Please complete this page and return it to your child’s school so that we may have record that you received this booklet.***

This is to certify that I have received and read a copy of the STUDENT HANDBOOK for the 2022-2023 school year.

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Student Signature Student Name (Print)

My son or daughter, who has signed above, understands the rules that he or she is to follow in using any form of Laboratory/Technology System at JW Brown Laboratory School. I have talked to him/her to make sure that the rules are understood. I understand that the use of the laboratory/internet has opened up vast resources for school entities throughout the United States. I understand that students now have opportunities to access research databases that heretofore were unavailable to many schools. I understand that this system opens up the possibility of students having access to possibly defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material by “surfing through the Internet.” JW Brown Laboratory School will use its best efforts as required by the Children’s Internet Protection Act (CIPA), including filtering software, in order to limit such access and to restrict it to only those areas of educational value. However, I understand that no matter how much supervision and monitoring the JW Brown Laboratory School staff can utilize, there will always be the possibility of my child coming into contact with these sites. Notwithstanding this fact, I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I consent to the use of the JW Brown Laboratory School Board Technology System when my child uses it while on school property. I also understand that if I do not wish to consent to the use of my child’s photos and/or work for publishing on the school’s website or in school publications, I should contact the school to refuse consent.

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Signature of Parent/Guardian Date

**Opt-Out Form Directory Information**

*If you do not want JW Brown Laboratory School to disclose directory information from your child(s) educational records in accordance with federal law\*, please mark the appropriate statements below and return this form to the school within 5 days after the first day of classes.*

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directory Information is defined as the following student information: name, address, telephone number, date and place of birth, grade level, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph or video.

\_\_\_\_\_\_\_ DO NOT DISCLOSE my child (s) directory information without my prior permission.

\_\_\_\_\_\_\_ DO NOT DISCLOSE my child (s) name, address, and telephone number to the entities

Checked below without my prior permission:

I understand that by completing and submitting this form, JW Brown Laboratory School will restrict the disclosure of this type of information from the child (s) educational records and the district has no further obligation to contact me on a case-by-case basis to request my consent for the disclosure of directory information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

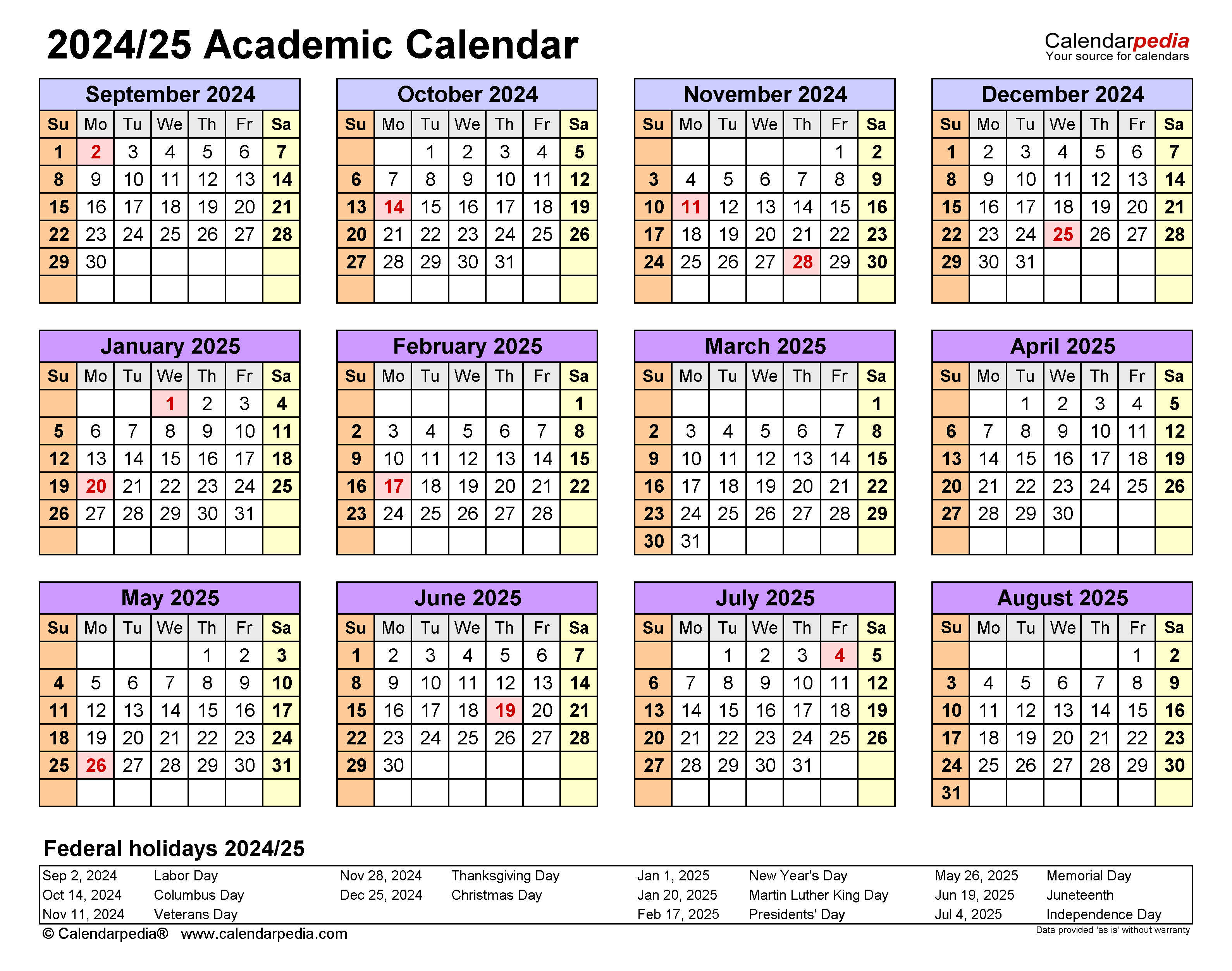
Parent/Guardian Name (Printed)

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Signature Date

\*The Family Educational Rights and Privacy Act (20 U.S.C. SS 1232g.), Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. No. 107-110), and the National Defense Authorization Act for Fiscal Year 2002, (P.L. 107-107) U.S.C. 503, as amended by Section 544.

*If you sign a copy of his letter, the school will not be able to publish your child’s name in the paper or honor roll or any other outstanding accomplishments. Also, your child’s picture will not be in the paper when he/she is recognized.*



**SCHOOL OBSERVED HOLIDAYS**

1st Day of School August 13, 2024

Labor Day Observance September 2, 2024

Election Day November 5, 2024

Veterans’ Day November 11, 2024

Thanksgiving Holiday Break November 25-29, 2024

Christmas Holiday Break Dec. 23, 2024-Jan. 3, 2025

MLK Holiday January 20, 2025

Presidents Day February 17, 2025 Spring Break March 24-28, 2025

Easter Break April 21, 2025

Last Day of School May 22, 2025

Graduation Day TBA

**Section A**

**Elementary Policy & Procedures**

**ENROLLMENT INFORMATION**

**REGISTRATION**

Parent or guardian who wishes to enroll student(s) into JW Brown Laboratory School must provide for each child a certified birth certificate, current immunization records, a photograph, copy of social security card, and a completed application form.

Any student who transfers to JW Brown from another school must fill out a requisition form for student records to be transferred. A student expelled from another school because of violent or criminal behavior will not be accepted into JW Brown Laboratory School.

A student must be 5 years of age on or before September 1st in order to be enrolled in Kindergarten. A student must be 12 years of age or younger in order to be enrolled at JW Brown Laboratory School.

**WITHDRAWAL**

Any parent desiring to withdraw a student from school must submit the request in writing. Before any transcripts, records, and/or report card can be released, all fees must be paid in full and all belongings to JW Brown Laboratory School must be returned and in satisfactory condition.

**ATTENDANCE**

Attendance is defined as being physically present at the site of learning. In accordance to the Louisiana State law, students must attend school for a period of at least 167 days. Attendance is checked daily. Students involved in a homebound program or who is attending an authorized off-campus function/activity which is supervised by appropriate personnel are considered in attendance.

Full day attendance is described as being present at school for the entire regulated 8 hour school day. Half day attendance is described as being present at school for only 4 hours or less.

**ABSENCE**

Absence is defined as not being physically present at the site of learning. All students are expected to attend school daily. However, we understand that planned and unforeseen situations do occur.

There are 3 types of absences: excused, unexcused, suspension. An excused absence is one in which an acceptable handwritten note has been received. Any schoolwork missed can be made up with an excused absence. An unexcused absence is warranted when acceptable documentation has not been provided. Suspension whether in house or off campus is rendered to any student who is in violation of school and/or classroom policies. A student does not have to be given the opportunity to make up any work or test that is missed due to an unexcused absence.

When a child is absent from school, a note and/or doctor’s excuse must be submitted to the office within 2 days of the student’s return to school. Improper documentation or documentation that is not submitted in this allotted time frame will result in an unexcused absence for student.

Since schools are mandated to offer at least 177 days of school, students are only allowed 10 absences in one calendar school year. Students missing greater than 10 days from school will not be promoted to the next grade level unless extenuating circumstances have occurred. Extenuating circumstances include severe medical condition and illness, natural disaster or catastrophic incident, and other manners deemed acceptable in accordance with state law.

It is the responsibility of the student and/or parent to seek make up work for assignments/tests missed during excused absences. It is the discretion of the teacher to decide upon the reasonable scheduling of missed test.

State requirements allow a student to be excused from school for the following reasons only:

1. Personal illness (with a physician’s excuse).
2. Serious illness in the family
3. Death in the family (not to exceed one week)
4. Recognized religious holiday (with prior approval of the principal)
5. Extenuating circumstances verified by the Supervisor of Child Welfare and Attendance

Parents are notified in writing of excessive unexcused absences. The **Truancy Officer** assists JW Brown Laboratory School in enforcing compliance of all attendance laws. This may include:

1. A home visit by an attendance officer
2. An attendance hearing
3. A petition to Juvenile Court filed with the District Attorney’s Office

Louisiana Revised Statue 17:233 B.(1)(a): A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

**TARDY**

In an effort to enhance learning and productivity, students are expected to arrive and to leave school in a timely manner. The school days begin at 9:00 AM and ends at 2:0 PM. Students who arrive to school 15 minutes after the start of the school day will be regarded tardy. Parents must sign the student into school or provide a note explaining the reason of tardiness.

Students can not arrive at school before 8:15 AM and must be picked up no later than 2:15 PM. Exceptions to rule include before or after school meetings and/or practices. Excessive tardiness will result in school suspension.

Louisiana Revised Statue 17:233 B.(1)(a): A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

**PERFECT ATTENDANCE**

The distinction of perfect attendance is awarded to students who have zero absences. The honor is recognized each 6 weeks and at the end of the academic school year.

**TRUANCY**

Truancy is defined as the habitual or excessive unexcused absence of a student from school. Students in violation of truancy will be subjected to penalties in accordance with Louisiana state policies. Parents are notified in writing of excessive unexcused absences. Extenuating circumstances must be verified and approved by the Supervisor of Child Welfare and Attendance, in consultation with the principal. A Truancy Officer will assist in enforcing compliance of all attendance laws. This may include:

1. A home visit by an attendance officer
2. An attendance hearing
3. A petition to Juvenile Court filed with the District Attorney’s Office

**BAD WEATHER DAYS**

In the event schools are closed due to severe weather, the announcement of such closing will be made on local television stations. The School will release this information to the stations early enough in the morning to alert parents of the school closing prior to children leaving home for school. If any unforeseen circumstance takes place which warrants early release, parents will be notified by the best method possible.

**ACADEMIC INFORMATION**

**Grade Reporting**

Students in grades K-6 will have six grading periods. Report cards must be signed by the parent or guardian and returned to school, except for the final report card of the academic school year. Weekly assignment papers will be sent home regularly throughout the school year to keep parents informed about the child’s progress.

**Numeric Grading System**

100 - 93 = A

92 - 85 = B

84 - 75 = C

74 - 67 = D

66 or below = Failing

**Citizenship and Work Habits Grading System**

E – Excellent citizenship or work habits displayed in class

S – Satisfactory citizenship or work habits displayed in class

N – Citizenship or work habits need to be improved

U – Unacceptable citizenship or work habits displayed in class

**ASSIGNMENT TO CLASSES**

Students are assigned to a classroom by the school principal. Because JW Brown Laboratory School has complete faith in its professional staff, parent requests are not recognized. Class and Laboratory schedules are set based upon principal and staff discretion and expertise.

The student to teacher ratio is 10 to 1 in grades K-6. Because students may work in small groups during laboratory hours, the student to teacher ratio is 10 to 1. Adjustments to these ratios will be made depending upon the observed or necessary need.

**HOMEWORK**

Children will receive homework assignments. Parents are asked to help their child by providing the time, place, cooperation and encouragement needed to complete assignments. Children should be reminded to take their books, work and supplies to school each day. To promote responsibility, children are generally not allowed to call home for forgotten work or supplies. A comprehensive policy regarding homework, assignments, and test will be set up each individual teacher.

**TEXTBOOKS**

All textbooks are the property of the State of Louisiana and/or JW Brown Laboratory School. The use of state-owned textbooks is the right of every child in Louisiana, but this right carries with it the basic responsibilities of proper use and good care. Students will be issued a textbook for each subject they are taking if a textbook is needed. Damage to the book will result in a fine. If a student is unable to locate or return any textbook, he/she will be required to pay for it before a second textbook is issued. Grades and/or transcripts will be held until the student’s textbook accounts are settled. Students should know where their books are at all times.

**TESTING PROGRAM (Year 2 & beyond)**

State-Mandated and Local Testing will be implemented.

**ACADEMIC INTEGRITY**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work each school day. Any student caught being dishonest or cheating on any assignments or test will receive a disciplinary action and possibly a failing grade. School staff will contact the parent or guardian of any student who is found to be in violation of this policy. Cheating or dishonesty of any kind on a test, written assignment or project, assisting others to cheat, or altering grade records are considered serious offenses. Offering the work of another as one’s own work

without proper acknowledgement is plagiarism.

**SPECIAL PROGRAMS (Year 5 & beyond)**

There are special programs made available for students performing exceptionally above grade level and for those performing exceptionally below grade level. Gifted and Talented Programs will be made available for students who meet requirements. Students who exhibit: 1.) high performance capability in an intellectual, creative, or artistic area; 2) possess an unusual capacity for leadership, or 3) excel in a specific academic field will be considered for the Gifted and Talented Program. If a student is experiencing difficulties in learning, parents should contact the teacher or principal to discuss any issues as soon as possible. At any time, a parent is entitled to request a full and individual evaluation. Within a reasonable time frame, the student will be evaluated and notified whether interventions or further instructional services are needed for the student.

**STUDENT RECORDS**

JW Brown Laboratory School maintains student education records. An education record generally includes: applications for enrollment; standardized achievement test scores; grades; attendance dates; scores on standardized intelligence, aptitude, and psychological tests; health data; family background information; teacher or counselor ratings and observations; reports on behavior patterns or disciplinary actions. These records will be held in the strict confidence. Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible student) certain rights with respect to the student’s education records.

Parents and guardian have the right to review and obtain student records. Unless disclosed in a court document, both parents- married, separated or divorced- are afforded the same right to access a student’s educational records. A written request for viewing of records should be submitted to the principal. The principal will make arrangements for access and notify the person making the request of the time and place where the records may be inspected.

Any records that are found incorrect or questionable may be amended. However, a written appeal for changes must be requested before any review is granted. The principal, teacher, and any/all necessary parties will be participate in the review. If an amendment is deemed necessary, the changes will take place within 5 working days. If after the review no errors were found, the original records will remain in place. Individual requesting appeal will be notified by letter of any and all findings.

**PARENT/COMMUNITY INVOLVEMENT**

JW Brown Laboratory School believes in the necessity of education and in the power that parental and community involvement bring. Desiring to offer the best education possible, we encourage parents and friends to get involved in service projects which will only contribute to student success. A healthy, committed a partnership between school and home must exist. We encourage parents and the community to take an active interest in our student’s education. There are many ways in which families can becomeinvolved in their child’s school. Please feel free to work with us. You don’t have to wait to be asked.

**VISITORS**

Parents/Guardians are welcomed to visit their students’ classroom with advanced approval by the school administration so long as their duration or frequency does not interfere with delivery of instruction or disrupt the normal school environment. Visitors must follow the school's procedures regarding proper identification and check-in. Because the safety of all students is a top priority, JW Brown Laboratory School has implemented a visitor and volunteer badge system. All parents/guardians, visitors, or volunteers who come to the campus may be asked to present a valid government or state-issued identification, such as a driver’s license or military I.D. All visitors may be asked to wear a badge while on campus and return it at the end of the visit. All visitors must comply with the school’s visitation procedures, including campus lunch procedures, dismissal, and are expected to demonstrate the highest standards of courtesy and conduct. JW Brown Laboratory School is a Drug-Free, Smoke-Free and Gun-Free Campus.

**STUDENT DISCIPLINE**

**DISCIPLINE**

JW Brown Laboratory School is a zero tolerant educational institution. We do not tolerate bullying, disrespect, repetitive bad behaviors. The lack of discipline and behavior issues may disrupt the learning process. In an effort to allow every student a defined opportunity to learn and perform at his or her greatest potential, a behavioral plan with positive reinforcements has been designed. In addition, each teacher will set classroom expectations, including behavior and performance management with strategies to promote good behavior. However, teachers will not spend quality instructional classroom or laboratory time on discipline.

School discipline plans use the Student Code of Conduct as a framework. The school has a discipline management plan which is developed by the principal and faculty of the school. Parents are informed of school rules and the consequences for inappropriate behavior as well as rewards for good citizenship. Students who are behaving in such a way as to disrupt the learning of others or jeopardize other students’ safety will be given consequences for their actions. Disciplinary action will be based upon the seriousness as well as frequency of offenses. Conferencing, time-out, in-school suspension and suspension are actions that may be taken. Corporalpunishment is not used at JW Brown Laboratory School.

**Bullying**

Bullying can be prevented. Together, we can eliminate it. Keep your eyes and ears open. Know the signs. Watch for patterns. Be ready to report any and all issues. JW Brown Laboratory School has zero tolerance for bullies. We want every student and adult to feel safe and free from harm.

**COMMUNICATION**

Communication with parents and guardians to provide pertinent information may be in the form of telephone, email, or by US mail. Please be certain to keep the office updated to any changes in contact information.

Be certain to sign a media contract waiver which gives or denies permission for your student to be photographed and pictures used in any advertisements, whether through print, electronic, or social outlets.

**TRANSPORTATION**

The school must be kept informed by parents of transportation arrangements for each child. Any change in these plans must be communicated to the school in writing if possible before noon of the desired change.

Transportation to and from school related activities and functions will be provided by JW Brown Laboratory School.

**STUDENT DRESS CODE**

The dress code of JW Brown Laboratory School will be to monitor a viable ordered learning environment and to prepare our students to cope with the business standards of the community.

It is a known fact that a person’s appearance affects his/her attitude and behavior. Each student is entitled to an educational climate in which teaching and learning can take place, free of disruption of any kind, including distracting forms of dress and/or grooming. Therefore, the JW Brown Laboratory School feels a responsibility concerning the appearance of students in the classroom, participating in school activities, and on school trips. In appearance and in behavior, JW Brown Laboratory School will represent their school with pride.

In questions regarding student dress and grooming, the principal or his/her designee shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The following guidelines are required:

**ALL STUDENTS**

1. Uniforms must be worn daily, unless otherwise specified.
2. All skirts and pants shall fit at the normal waistline. Oversize clothing shall not be permitted; neither shall extremely tight clothing be permitted, as determined by the principal or his/her designee.
3. Belts shall be worn with all pants which have belt loops.
4. Caps, hats, and hoods shall not be worn inside the building while on campus.
5. All buckles and laces shall be fastened or tied. Laces shall be worn in shoes with eyelets.
6. On days with free dress, students shall not wear clothing (including buttons, patches, and badges) advertising alcoholic beverages, tobacco products, or drugs and/or containing inappropriate or controversial language or messages or inferences which create disturbances and substantially interfere with the work of the school or impinge on the rights of other students.
7. Hair must be neat, clean and well-groomed. Scarves, rollers, pins, hairnets, sweatbands, bandanas, or other similar head apparel shall not be worn on the head.
8. Numbers, symbols, words, patterns, or phrases shall not be worn (cut) in students’ hair if deemed offensive, obscene, gang-related, or cause a disruption of the learning environment by the administration.
9. No pajama pants may be worn to school.
10. Footwear shall be part of the regular attire. Shoes must look presentable with uniform. Shoes shall be without metal tips, or cleats. Shoes with wheels shall not be worn. No crocs, Ugg Boots, or open-toe shoes can be worn.
11. The neck opening of a shirt shall not exceed the equivalent of the second button of a dress shirt.

**MALES**

1. Oversized pants are not permitted.
2. Pierced jewelry shall not be worn.
3. Hair, including braids, cannot exceed the length of a collared shirt or hang longer than the eyebrow.

**FEMALES**

1. No Dark-colored leggings may only be worn under a regular dress or skirt of appropriate length.
2. All skirts and dresses must reach two inches above the knee when worn at the proper waistline.

1. Pierced jewelry shall not be worn other than in the ear.

**DRESS CODE VIOLATIONS**

Students who violate the dress code shall be disciplined in accordance with the *Student Code of Conduct.*

A student shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

**PARENT COMPACT**

JW Brown Laboratory School and the parents of the students participating in activities, services, and programs funded by Title I, 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 during school year (After Year 5).

**School Responsibilities**

**JW Brown Laboratory School 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:

JW Brown Laboratory School will provide high-quality curriculum and instruction. Also, the school will have highly qualified teachers trained to use the materials provided.

1. Hold parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child’s achievement.
2. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

Every Wednesday is Take Home Folder Day; also, each nine weeks report card distribution day which is set by the Board.

1. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents at parent meetings and parent/teacher conference days.
2. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:

Parents may volunteer, participate and observe classroom activities at any time by making prior arrangements with the classroom teacher. Some activities that parents may volunteer/participate in are class activities, special events, field trips, and providing snacks for a class.

**Parent Responsibilities**

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

**●** Monitoring attendance

● Making sure that homework is completed

● Monitioring amount of television their children watch

● Volunteering in my child’s classroom

● Participating, as appropriate, in decisions relating to my children’s education

● Promoting positive use of my child’s extracurricular time

● 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, as appropriate

● Serving, to the extent possible, on policy advisory groups, such as being the Title I,

Part A parent representative on the school’s School Improvement Team, the Title I

Policy and School Compact Advisory Committee, the School Support Team or other

school advisory or policy groups.

**Student Responsibilities**

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

● Do my homework every day and ask for help when I need to

● Read at least 30 minutes every day outside of school time

● Give to my parents or the adult who is responsible for my welfare all notices and

information received by me from my school

● Practice good behavior and character every day whether in class or outside of class

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Parent Signature Date

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Student Signature Date

**TITLE I PROGRAM ELIGIBILITY**

**Title I Right to Know**

**Notice to Parents**

To: All parents of students attending JW Brown Laboratory School

From: JW Brown Laboratory School Staff

Date: August 15, 2023

As a parent of a student attending a school receiving Title I Funding, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child’s classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child’s classroom teachers:

● Whether the Louisiana State Department of Education has licensed or qualified the

teacher for the grades and subjects him or her teachers

● Whether the Louisiana State Department of Education has decided that the teacher

can teach in a classroom without being licensed or qualified under state regulations

because of special circumstances.

● The teacher’s college major, whether the teacher has any advanced degrees and, if so,

the subject of the degrees.

● Whether any teachers’ assistants or similar paraprofessionals provide services to your

child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school principal.

**\*\*\*\*JW Brown Laboratory School DOES NOT receive Title 1 Funds.\*\*\*\***

**OFFICE REFERRAL CONSEQUENCES PLAN**

Dear Parents:

Our commitment at JW Brown Laboratory School is to provide a sound educational experience for your child. This demands that we have an orderly school climate. The following discipline plan has been established and will be enforced.

**Classroom Rules:**

● Be respectful to others and their property

● Listen to the teacher and others that have permission to talk

● Complete all assignments

● Keep hands, feet, body, and objects within their own assigned space

● Follow class, hallway, cafeteria, restroom, and playground rules

Our School-Wide Positive Behavior Support Expectations are:

Be Responsible

Be Respectful

Be Safe

Be Kind

Classroom and school-wide rewards will be used to increase desired behaviors.

● Students will receive ice cream for good conduct, honor roll, and perfect

attendance at the end of each six weeks.

● Students will be chosen and recognized as Student of the Week/Month for good conduct,

Completing all homework assignment, and showing good character.

**Consequence Plan:**

*Parent Contacts and Conferences* are vital in reducing discipline problems.

Students should be sent to the office for habitual minor rule violations only after the classroom management plan has been followed.

Students may be immediately referred to office for committing severe offenses such as using profane language, fighting, bullying, willful disobedience, and classroom disruption. The following plan has been established upon the recommendation of teacher surveys and input. Because children in elementary schools are learning new routines, the plan does afford the opportunity for students to improve and learn appropriate behavior.

**Cursing, Fighting, Bullying, Willful Disobedience, and Classroom Disruptions**

**1st Offense** – Warning/Use this time to teach expectations

**2nd Offense** - Teacher’s Choice (recess denied, extra work, separate from peers, etc.) & lower

Conduct Grade

**3rd Offense** - Parental Contact; 3 days loss of privilege; Lower Conduct Grade

**4th Offense** - Office with Infractions Sheet & F in Conduct

The office may not follow the consequences listed if the student is not properly supervised or if the incident is not witnessed by an adult.

Incidents of referral must be investigated by the office to insure all students receive due process.

Incomplete homework assignments should follow the teacher’s management plan.

Students who do not follow playground rules should be dismissed from play.

Severe offenses such as fighting should be sent to office along with a complete office referral

Classroom behavior management plans should be followed and are the responsibility of each teacher. A copy of the plan MUST be on file in the office.

Parents please review these rules with your child and let them know that you support our school and its effort to make the most of the learning opportunities available.

Thank you for working cooperatively with us to make your child’s success in school possible.

**As the parent/guardian of a student in this school, I realize that I am responsible for keeping my phone numbers and address current at the school. I will notify the school of any changes.**

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Parent Signature Student Signature

**PLEASE SIGN AND RETURN**

**EMERGENCY DATA SHEET**

It is very important that parents fill out an emergency data sheet at the beginning of each school year. This enables us to immediately contact family in the event of accident or injury to a student. Any change in address, phone number, workplace, etc. should be reported to the school office for us to keep these files current.

**BREAKFAST AND LUNCH**

JW Brown Laboratory School does not provide lunch. It is the responsibility of the parent to provide a healthy & nutritious meal for their student, daily.

Concession (snacks) will be available for purchase each day.

**FIELD TRIPS**

All field trips must be educational. All chaperons for field trips must be approved by the principal. Some trips may require a fee, but attendance will not be mandatory. Student attendance on field trips can be denied due to discipline issues. All fees are non-refundable.

**PARENT NIGHT**

Meetings are held periodically at the school for parents to become more informed about their child’s education. You will be notified of dates and times as they occur. Please make every effort to attend these sessions.

**PARENT CENTER**

JW Brown Laboratory School has established a “parent center” where parents will be able to check out materials pertinent to their child’s study. You may call the school office for information concerning this center or contact your child’s teacher.

**HONORS AND AWARDS**

All A’s ------- Student must have only A’s

Honor Roll ------- Student must have only A’s and B’s

Perfect Attendance ------- Student must have no absences for the entire school year

Student of the Month ------- Awarded for Good Conduct; Great Classwork; Participation in Service

activities

Awards will be given on Awards Day for students who earn these recognitions each Nine Weeks.

**SAFETY DRILLS**

We will conduct fire, tornado, and intruder drills. The school may even practice evacuation of campus. Please be aware that mock disaster situations may be practiced. These drills will help prepare the staff and students in case of an emergency.

**TAKE HOME FOLDERS**

Take Home Folders will be sent home each Wednesday. This contains information on student achievement, conduct, and school events or announcements. It is important for parents to review all materials in the Take Home Folder, sign and return the next school day. This communication is vital to maintaining an open line between parent and teacher.

**SPECIAL OCCASIONS**

If you send your child a gift for a special occasion, such as birthday or Valentine’s Day, please be aware that the gift may remain in the office until the end of the school day if the gift is determined to be a distraction to the students in the class. Otherwise, we will celebrate that occasion with your student.

**Section B**

**Responsibilities and Expectations**

1. **Introduction**

**MISSION STATEMENT:**

To provide a learning environment where students are engaged (in learning), challenged (to learn more), and empowered (to become life-long learners and high achievers)

**BELIEF AND ASSUMPTION STATEMENT:**

JW Brown Laboratory School and members of the community believe that each child is an individual of great worth and is entitled to develop to his/her fullest potential. Achieving respect for self, for others, and for the values inherent in a democracy is an essential ingredient in the development of the individual. Enthusiasm for life, good health, and a love of learning should be fostered in a safe, secure, stimulating environment. JW Brown Laboratory School and the community share the responsibility for providing:

1. An opportunity for each student to progress academically and to achieve success.
2. A chance for each child to use technology to acquire and share information in an ethical manner.
3. Experiences that will encourage the development of responsibility and respect among all students to foster their citizenship at home, in school, and in the community.
4. Opportunities for cooperation and teamwork among educators, parents, community members, and students in meeting the school system’s goals and objectives.

**GOALS**

JW Brown Laboratory School will:

1. Teach the skills and content required for grade-level competency in all subjects while addressing the individual needs of all students.
2. Provide learning experiences that prepare students to become productive citizens and active community members.
3. Provide safe, secure environments on campus.
4. Through focused teamwork, encourage participation and involvement of parents and other community members in the educational programs of the city.

**NON-DISCRIMINATION STATEMENT**

JW BROWN LABORATORY SCHOOL does not discriminate on the basis of race, religion, creed, sex, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services, or activities. We adhere to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures.

JW Brown Laboratory School does not discriminate in its hiring or employment practices.

**CIVIL RIGHTS COMPLIANCE**

JW Brown Laboratory Schoolis committed to ensuring that all students and adults are given the opportunity to learn, participate, and work in an environment that is free from discrimination by adhering to the federal and state laws.

**Responsibilities of the Principal**

Principals are the instructional leaders of the school. Principal’s responsibilities include:

1. Maintaining a vision that is communicated to students, employees, and parents/guardians for school improvement.
2. Ensuring that all classes are covered if a teacher is absent.
3. Managing fiscal resources in a responsible manner
4. Serving as the building administrator
5. Coordinating and ensuring supervision at all extracurricular or after school activities
6. Being available for parent/guardian conferences
7. Identifying ways to include parents/guardians and community representatives in the school in a productive manner

**Responsibilities of the Teacher**

Teachers have the responsibility of creating an environment that promotes student involvement in the learning process. They cannot do this with the cooperation of students and their parents/guardians. The responsibilities of the teacher include:

1. Plan lessons that address student achievement
2. Follow classroom management policy and procedures set forth in the school’s teacher handbook.
3. In a timely manner, inform parents when their child is violating school policies or not completing work. This may be communicated through a letter or a telephone call.
4. Speak to students and parents in a professional manner. Teachers must model the appropriate behavior that we want students to exhibit.
5. Maintain a grade book that accurately reflects grades that are assigned on progress reports or report cards
6. To be available for parent/guardian conferences during planning periods or before/after school at a time that is convenient for the parent/guardian and the teacher.
7. Complete activities identified on the School Improvement Plan.

**Student Expectations**

1. To be on time.
2. Come to school for the purpose of learning.
3. Complete classroom and homework assignments and turn those in to the teacher at the designated time.
4. Observe policies set forth in the student handbook.
5. Remain in class the entire class period or school day unless you are ill. There are ample opportunities for students to go to the restroom outside of class. Any medical issues will be addressed by the administration when proper medical information is submitted.
6. Respect self and others.
7. Keep your head up and pay attention in class. No sleeping in class.
8. Do not harm another student or any school employee.
9. Do not use, possess, or distribute alcohol or drugs of any kind.
10. Do not talk in class to friends about issues other than the topic of study. Do not pass notes.
11. On the school bus, sit in assigned seat and do not be disruptive.
12. Report any bullying to teacher and/or principal.

**Parent/Guardian Expectations**

The support of student’s learning from parents/guardians is crucial to a student’s success. Some identified responsibilities include:

1. Go over the school’s handbook with your child to ensure that he/she is well aware that you support these rules. Talking negatively about teachers, principals, and school policies in front of and to students only leads to students becoming confused, frustrated, and uncooperative in school.
2. Ensure that your child is at home early on school nights and gets plenty of rest.
3. Ensure that the school has current telephone numbers and addresses.
4. Continually monitor your child’s behavior, completion of homework, and dress.
5. Speak to teachers, principals, and school employees in a tone and with words that you would want used when being addressed. Persons who use profanity or attempt to intimidate school employees or students will be asked to leave the campus, and may be subject to arrest.
6. Follow the protocol included in this handbook to handle concerns regarding your child.

**Scheduling Conferences with Teachers and Principal**

When you have a concern, you are encouraged to contact the administration at the school. We request that you call the school to schedule a conference. Please identify times that are convenient for you. The same consideration should be extended to the teacher and the principal. A mutual time is to be agreed upon. While making the initial telephone call, state the nature of your concern. Please keep in mind that teachers are charged with teaching students during specified times. Also, many teachers have children for whom they must make arrangements before and after the school day.

The Principal is not always available to see visitors who come to the school. As part of his duties, the principal must observe and evaluate employees at a specific time. The Principal must also attend meetings off of the school campus. Additionally, the Principal also has family responsibilities. If we are to have successful partnerships, we must respect each other and one another’s schedules. Be advised that there are laws that govern the amount and the type of information that can be shared with the public related to students and employees. Among the topics that fall in this category are an employee’s credentials, any disciplinary action against an employee, or the discussion of a student with anyone who is not the legal guardian, unless the legal guardian gives permission in writing.

1. **Students**

**EDUCATION of STUDENTS with EXCEPTIONALITIES**

The school & its board shall establish and maintain regulations and procedures in accordance with federal and state law to ensure that students with exceptionalities and their parents are provided the necessary procedural safeguards with respect to the provision of free appropriate public education by federal law.

**Seclusion and Restraint**

It is recognized that for students to receive an appropriate education, a safe learning environment needs to be provided. In doing so, JW Brown Laboratory School also recognizes that there are circumstances in school under which reasonable and appropriate measures and techniques will need to be employed in dealing with students with exceptionalities who pose an imminent risk of harm to self or others.

JW Brown Laboratory School fully supports the use of positive behavior interventions and support when addressing student behavior. The school reserves it right, however, to use physical restraint and/or seclusion consistent with state law to address the behavior of a student with an exceptionality when school personnel reasonably believe the behavior poses an imminent risk of harm to the student or others. The school shall not preclude the use of physical restraint and/or seclusion performed consistent with the requirements of a student’s Individual Education Program (IEP) or behavior intervention/management plan.

**Documentation and Notification**

The parent or other legal guardian of a student who has been placed in seclusion or physically restrained shall be notified as soon as possible. The student’s parent or other legal guardian shall also be notified in writing, within twenty-four (24) hours, of each incident of seclusion or physical restraint. Such notice shall include the reason for such seclusion or physical restraint, the procedures used, the length of time of the student’s seclusion or physical restraint, and the names and titles of any school employee involved. The director or supervisor of special education shall be notified any time a student in seclusion or who has physically restrained a student shall document and report each incident. Such report shall be submitted to the school principal not later than the school day immediately following the day on which the student was placed in seclusion or physically restrained and a copy shall be provided to the student’s parent or legal guardian. This policy and the guidelines and procedures maintained by the staff shall be provided to all school employees and every parent of a child with an exceptionality. All instances where seclusion or physical restraint is used to address student behavior shall be reported by the school board to the Louisiana Department of Education.

**Guidelines and Procedures**

The school board shall require the principal and staff to maintain adequate written guidelines and procedures governing the use of seclusion and physical restraint of students in accordance with federal and state law, as well as regulations and guidelines promulgated by the Louisiana Board of Elementary and Secondary Education (BESE). The school board shall approve written guidelines and procedures regarding appropriate responses to student behavior that may require immediate intervention using seclusion and/or restraint. The written guidelines and procedures shall be provided to all school employees and every parent of a student with an exceptionality and shall include reporting requirements and follow-up procedures, including notification requirements for school officials, notification to the student’s parent or legal guardian, and reporting of seclusion and restraint incidents to the Louisiana Department of Education.

**Follow-Up**

Following any situation resulting in the use of seclusion or restraint of a student, a Functional Behavioral Assessment (FBA) should be considered. If a student subject to the use of seclusion or physical restraint is involved in five (5) such incidents in the school year, the student’s Individualized Education Plan (IEP) team shall review and revise the student’s Behavior Intervention Plan (BIP) to include any appropriate and necessary behavior supports. Documentation compiled for a student who has been placed in seclusion or has been physically restrained and whose challenging behavior continues or escalates shall be reviewed at least once every three weeks.

**Employee Training Requirements**

The principal or his/her designee shall be responsible for conducting or obtaining appropriate training programs for school personnel designed to address the use of seclusion and restraint techniques with students with disabilities. In addition, positive behavioral intervention strategies, crisis intervention, and de-escalation, as well as other procedures, may also be included in any training.

**IMMUNIZATION**

All children entering any school for the first time and upon entering the sixth grade are required to present satisfactory evidence of immunization against vaccine-preventable diseases according to state law and a schedule approved by the state office of public health, or shall present evidence of an immunization program in progress. In addition, a student who is eleven (11) years old and entering a grade other than the sixth grade shall provide satisfactory evidence of current immunization against meningococcal disease. The Board may require immunizations or proof of immunity more extensive than required by the office of public health. Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

A child transferring from another school system in or out of the state, shall submit either a certificate of immunization or a letter from his/her personal physician indicating immunization against the diseases mentioned above and/or any others which may be required and certificate or statement indicating that the tests required have been performed, or a statement that such immunizations and tests are in progress. In progress shall mean that the child has an immunization due after the date school has begun because the child began his/her immunization late or because the child’s pediatrician has provided written orders for the child to receive an immunization after a certain date.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the child enters a school system within the state.

The principal or their designated representatives shall be responsible for checking students’ records to see that the provisions of this policy are enforced. No child seeking to enter any school in the district shall be required to comply with the provisions of this written policy if the child or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the parents is presented. Exception in compliance may also apply to any person who is unable to comply due to a shortage in the supply of available vaccinations against meningococcal disease.

If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state office of public health, school administrators may exclude from attendance un-immunized students until the appropriate disease incubation period has expired, or the un-immunized person presents evidence of immunization.

**INFECTIOUS DISEASES**

Parents must remain aware of any infectious diseases that the student and/or family may have. Adequate treatment is highly encouraged. Please make sure the school staff and/or student’s teacher is aware of any contagious conditions as soon as possible. The student is allowed a maximum of five excused days. The need for continued absenteeism after five excused days must be requested.

**ADMINISTERING MEDICATIONS at SCHOOL**

1. **Written Orders, Appropriate Containers, Labels, and Information**
2. Medication shall not be administered to any student without completed Medication Order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state, or any other authorized prescriber authorized in the state of Louisiana to prescribe medication or devices, and a letter of request and authorization from the student’s parent or guardian. The following shall be included:
3. the student’s name
4. the name and signature of the physician/dentist/other authorized prescriber
5. physician/dentist/authorized prescriber’s business address, office phone number and emergency phone numbers
6. student’s diagnosis
7. name, amount of each school dose, time of administration, route of administration, and reason for use of medication
8. a written statement of the desired effects and the child specific potential adverse effects
9. Medication shall be provided to the school by the parent/legal guardian in the container that meets acceptable pharmaceutical standards and shall include the following information:
10. Name of pharmacy
11. Address and telephone number of pharmacy
12. Prescription number
13. Date dispensed
14. Name of student
15. Clear directions for use, including the route, frequency, and other indications
16. Drug name and strength
17. Last name and initial pharmacist
18. Cautionary auxiliary labels, if applicable
19. Physician’s/dentist’s/other authorized prescriber’s name

Self-administration of medications by a student with asthma or the use of auto-injectable epinephrine by a student at risk of anaphylaxis shall be permitted by the School Board, provided the student’s parent or other legal guardian provides the school in which the student is enrolled with the following documentation:

1. Written authorization for the student to carry and self-administer such prescribed medications
2. Written certification from a licensed medical physician or other authorized prescriber that the student
3. Has asthma or is at risk of having anaphylaxis
4. Has received instruction in the proper method of self-administration of the student’s prescribed medications to treat asthma or anaphylaxis
5. A written treatment plan from the student’s licensed physician or authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan shall be signed by the student, the student’s parent or other legal guardian, and the student’s physician or other authorized prescriber. The treatment plan shall contain the following information:
6. The name, purpose, and prescribed dosage of the medications to be self-administered
7. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered
8. The length of time for which the medications are prescribed
9. Any other documentation required by the School Board

**DIABETES**

Each student with diabetes who seeks care for his/her diabetes while at school or while participating in a school-related activity shall submit a diabetes management and treatment plan on an annual basis. Such plan shall be developed by a physician licensed in Louisiana or adjacent state, or other authorized health care prescriber licensed in Louisiana who is selected by the parent or legal guardian to be responsible for such student’s diabetes treatment. School-related activities include, but are not limited to, extracurricular activities and sports. A student’s diabetes management and treatment plan shall be kept on file in the school in which the student is enrolled and shall contain:

1. An evaluation of the student’s level of understanding of his/her condition and his/her ability to manage his/her diabetes.
2. The diabetes-related healthcare services the student may receive or self-administer at school or during a school-related activity.
3. A timetable, including dosage instructions, of any diabetes medications to be administered to the student or self-administered by the student.
4. The signature of the student (if age appropriate), the student’s parent or legal guardian, and the physician or other authorized health care prescriber responsible for the student’s diabetes treatment.

The parent or legal guardian of a student with diabetes shall annually submit a copy of the student’s diabetes management and treatment plan to the principal or appropriately designated school personnel either prior to within five (5) days after the beginning of each school year, or upon enrollment if the student enrolls after the beginning of the school year or as soon as practicable following the student begin diagnosed with diabetes, or as warranted by changes in the student’s medical condition.

The parent or legal guardian shall be responsible for all care related to the student’s diabetes management and treatment plan.

The school board may utilize an unlicensed diabetes care assistant to provide appropriate care to a diabetic student,or assist a student with self-care of his/her diabetes, in accordance with the student’s diabetes management and treatment plan and regulations contained in *Health and* *Safety*, Bulletin 135. An *unlicensed diabetes care assistant* is defined as a school employee who is not a healthcare professional, who is willing to complete training requirements established by BESE, and is determined competent by the school nurse to provide care and treatment to students with diabetes. In accordance with the student’s diabetes management and treatment plan, the student shall be permitted to self-manage his/her diabetes care as outlined in the student’s management and treatment plan. With written permission of a student’s parent or legal guardian, a school may provide a school employee with responsibility for providing transportation for a student with diabetes or supervising a student with diabetes with an off-campus activity. An information sheet with pertinent information about the student’s condition and contact information in cases of emergency shall be provided to the employee.

**STUDENT HEALTH SERVICES**

**PERFORMING NONCOMPLEX HEALTH PROCEDURE**

The term *noncomplex health procedure* shall mean a task which is safely performed according to exact directions, with no need to alter the standard procedure, and which yields predictable results. It shall include the following:

1. Modified activities of daily living which require special instruction such as toileting/diapering, bowel/bladder training, toilet training, oral/dental hygiene, lifting/positioning, and oral feeding.
2. Health maintenance procedures such as postural drainage, percussion, tracheostomy suctioning, gastrostomy feeding and monitoring of these procedures.
3. Screenings such as growth, vital signs, hearing, vision, and scoliosis.

The School Board shall not require any employee other than a registered nurse, licensed medical physician, an appropriate licensed health professional, or, in the case of tracheostomy suctioning procedure, any hired and trained unlicensed nursing personnel or unlicensed assistive personnel as defined by the Louisiana State Board of Nursing, to perform noncomplex health procedures until all the following conditions have been met:

1. A registered nurse or a licensed medical physician and, when appropriate, another licensed health professional employed by the School Board, has assessed the health status of the specific child in his/her specific educational setting and has determined that, according to the legal standards of the respective licensed health professional performing such procedure, the procedure can be safely performed, the results are predictable, and the procedure can be delegated to someone other than a licensed health professional following documented training.
2. The registered nurse or the licensed medical physician and, when appropriate, another licensed health professional shall train, in his or her area of expertise, at least two (2) such employees to perform noncomplex health procedures on the specific child in his/her educational setting. The employees shall be given not less than four (4) hours of training in the area of noncomplex health procedures.
3. Following the training provided for in #2, no noncomplex health procedure, except screenings and activities of daily living such as toileting/diapering, toilet training, oral/dental hygiene, oral feeding, lifting, and positioning may be performed unless prescribed in writing by a physician licensed to practice medicine in the state of Louisiana or an adjacent state. The employee, other than the registered nurse, licensed medical physician, or appropriate licensed health professional shall be required to complete, under the direct supervision or coordination of a registered nurse, a minimum of three (3) satisfactory demonstrations. Upon satisfactory completion of these noncomplex health procedures, the registered nurse, licensed medical physician, or appropriate licensed health professional and the trainee shall sign a standard form indicating that the trainee has attained the prescribed level of competency. A copy of this form shall be kept on file by the school system.
4. Individuals who are required to perform noncomplex health procedures and have been trained according to the provisions of state law and this policy may not decline to perform such service at the time indicated except as exempted for reasons as noted by the licensed medical physician or registered nurse. The reasons for such exemption shall be documented and certified by the licensed medical physician or a registered nurse within seventy-two (72) hours.
5. An employee shall have the right to request that another School Board employee be present while he/she is performing noncomplex health procedures for a student, to serve as a witness to the procedure. After making such a request, the employee shall not be required to perform noncomplex health procedures without such a witness.
6. Employees who have volunteered to perform a tracheostomy suctioning procedure and who comply with the training and demonstration requirements outlined in #2 and #3 above may be allowed to perform such procedure on a child in an educational setting.

The School Board shall provide the necessary safety equipment, materials, and supplies to each employee who performs noncomplex health procedures. Such safety equipment, materials, and supplies shall include but not limited to gloves, anti-bacterial soaps and wipes, paper towels and masks.

For the purposes of this section of the policy, *employee* means any appropriate member of the education staff, and *appropriate licensed health professional* shall include a licensed practical nurse.

**NOTE:** JW Brown Laboratory School **does not** have a school nurse employed.

**ILLNESS AND ACCIDENTS**

It is the intent of the JW Brown Laboratory School to maintain a safe and healthy educational environment in school buildings, on school campus, and at school-sponsored functions and activities. School administrators, teachers, volunteers, and other school personnel, however, cannot guarantee that the school environment will be free of illness or accidents.

The school shall attempt to provide appropriate and reasonable care of students when they become ill or injured. When a child becomes seriously sick at school or is seriously injured in an accident, the principal or his/her designee shall be responsible for immediately contacting the parents. If the principal or designee is unable to contact the parents, he/she shall attempt to contact the family’s primary care provider as noted on the *Health Information* form submitted by the parents at the beginning of the school year. The principal or designee shall also attempt to contact the person listed as the emergency contact on the *Health Information* form.

If treatment is deemed urgent and the primary care provider is not immediately available for consultation, the principal shall call 911 or its equivalent. School personnel shall remain with the child until emergency medical personnel arrive to treat the ill or injured student. If emergency medical personnel deem it necessary to transport the student to a medical facility, school personnel may accompany the student.

Neither the School Board nor the school shall assume any liability for the treatment of a student.

The Principal shall notify the CEO and Board President of all serious accidents to pupils whether they occur on the school grounds, on the school bus, on field trips or during any other student activity. Accidents requiring medical attention from a physician should be reported immediately to the Superintendent. To facilitate the rendering of health services, the School Board shall require the parent/legal guardian to submit properly completed standardized school health forms as enumerated in *Health and Safety*, Bulletin 135. No medication shall be administered to any student unless written permission from parents has been granted, and only in accordance with Board policy *JGCD, Administration of Medication.*

**FIRST AID**

Generally, treatment of injuries should be limited to the rendering of first aid. First Aid is that immediate help given by the best qualified person at hand in case of accidents or sudden illness. At least one person at each school site shall have had basic training in first aid. A master first aid kit shall be kept and properly maintained in each school. For more serious injuries, trained medical personnel should be summoned to assist with such injuries as needed.

**EMERGENCY CARE**

In the event a student requires emergency care, all pertinent health issues/concerns on file for the student will be provided to the Emergency Personnel. In addition, individual child-specific health assistance plans may be shared with the student’s direct school staff to provide a safe environment regarding the student’s health issues/concerns in the school setting.

**SCHOOL INSURANCE**

Accident insurance may be purchased at school. One type covers accidents that happen at school only; the other provides twenty-four hour coverage. This insurance is not compulsory but has been valuable to many students.

**Student Accident Insurance**

Student accident insurance is available to all students, with the school acting as service agent only. The school receives no proceeds for this service and is not responsible for claims resulting from injuries. Information and enrollment envelopes will be given to students early in the year.

**Student on Coverage for Activities and Athletics**

Students participating in activities may be required to purchase school insurance, provide proof of insurance, or sign a waiver form in the presence of a school official. Student activity insurance if provided is a secondary coverage that has limits for coverage.

**STUDENT RECORDS**

Parents and guardians have the right to inspect and review any school records dealing with their children. *Student records* are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student’s cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude, and psychological test, and health data.

**Annual Notification**

All parents/guardians shall be notified annually of their rights under the *Family Educational* *Rights and Privacy Act of 1974 (FERPA).* Such notification shall be made annually by publication in student handbooks, newsletters, notification to student’s home by students, but mail, or publication in the official journal or in such manner as deemed appropriate by the School Board.

**Directory Information**

Information classified as directory information may be disclosed from a student’s record without the written consent of the parent or eligible student. *Directory information* has been designated by the School Board to include the student’s name, address, telephone number, 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, most recent previous school attended and photograph or video. A parent or eligible student may refuse to allow the School Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have thirty (30) days in which to notify the School Board as to which types of information about the student shall not be designated as directory information.

**Access to Records**

1. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal to the principal maintaining those records within the school system no more than forty-five (45) days after the date of receipt of the request.
2. School personnel having access to those data are defined as any person or persons under contract to the system and directly involved in working toward either the affective or cognitive goals of the system.

**Review of Student Records by the Parent**

1. Schools shall provide for the review of student records by parents or guardians. Parents and students shall be given notification of their right to review the student records.
2. A parent or guardian who desires to review his/her child’s record shall contact the school for an appointment. A conference shall be scheduled as soon as possible, not to exceed one month. The disclosure record shall be completed at the time of the conference. Prior to the scheduled conference, the principal shall review the record for accuracy and completeness.
3. The record shall be examined by the parent in the presence of the principal or a designated professional person. The principal or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records. A record of the review shall be made on the disclosure record.
4. If the parent or guardian requests a hearing to challenge information contained in the student’s folder, a written request for the hearing shall be made and a hearing scheduled for a date not less than three (3) working days or more than two (2) weeks from the date of the requests.
5. The hearing shall be held with the principal and the parent or guardian at the scheduled time.
6. If the parent or guardian is not satisfied with the hearing with the principal, he/she shall have the opportunity to appeal the decision to the Superintendent or designee.
7. The parent or guardian shall request the appeal in writing to the Superintendent. Upon receipt of said request, the Superintendent shall schedule a hearing within ten (10) working days following receipt of the parent’s request. The date, time, and place of the review hearing shall be sent to the parent or guardian by United States registered or certified mail, return receipt requested.
8. At the review hearing:
9. The Superintendent or designee shall preside;
10. The parent or guardian and the principal shall be present. The student shall be present if requested by the parent or guardian or school official;
11. The decision of the hearing shall be communicated to the school and parent or guardian in writing within ten (10) working days;
12. The parent shall have the right to file a dissenting statement concerning the hearing; such statement shall become part of the student’s cumulative folder.

**STUDENT FEES, FINES AND CHARGES**

JW Brown Laboratory School may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. No student shall be deprived of proper instruction should the student not be able to pay any student fees, however.

**Damage to Textbooks/Instructional Materials**

The school may require parents and/or legal guardians to compensate the school for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to school at the end of each school year or upon withdrawal of their dependent child. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may at the discretion of the school, be adjusted to the physical condition of the lost or destroyed textbook.

**STUDENT SEARCHES**

Any teacher, principal, administrator, or school security guard employed the school, having a reasonable belief that any school building, desk, locker, area or grounds contains any weapon, illegal drugs, alcoholic beverage, stolen goods, or other items the possession of which is prohibited by any law, may search such building, desk, locker, area or grounds of said school.

Any teacher, principal, administrator, or school security guard employed by the school may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of problem in overall school environment

Random searches with a metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student.

Any search of student’s person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

No actions taken pursuant to this policy by any teacher, principal, administrator, or school security guard employed by the School Board shall be taken maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

If any teacher, principal, administrator, or school security guard employed by the School Board should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, the School Board shall provide such teacher, principal, administrator, or school security guard with a legal dense thereto, including reasonable attorney’s fees, investigative costs and other related expenses. In such suit, the School Board shall indemnify him/her fully against said judgment including principal, interest and cost.

If in any suit brought against any teacher, principal, administrator, or school security guard employed by the School Board, as stated above, there is a specific finding that the action of the teacher, principal, administrator, or school security guard was malicious and willfully and deliberately intended to harass, embarrass or intimidate the student, the School Board shall not indemnify such teacher, principal, administrator, or school security guard in the event a judgment for damages shall be rendered against him/her. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by at least two (2) adult employees of the Board who conducted the search and shall include names of the persons involved, the circumstances leading to the search and the results of the search.

**DRUG FREE ZONES**

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or an area within 2,000 feet of any property used for school purposes by any school, or on a school bus. These areas shall be designated as *Drug Free Zones.* JW Brown Laboratory School, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark *Drug Free Zones* which surround all schools and school property.

**BULLYING, CYBERBULLYING, INTIMIDATION,**

**HARASSMENT & HAZING**

Any student who engages in bullying, cyber bullying, intimidation, harassment, and hazing of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in bullying, cyber bullying, intimidation, harassment, and hazing of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of bullying cyber bullying, intimidation, harassment, and hazing from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of bullying, cyber bullying, intimidation, harassment, and hazing to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a bullying, cyber bullying, intimidation, harassment, and hazing complaint form, which is forwarded to the Director of Child Welfare and Attendance and the Director of Security. If the principal is accused in the accident, the Director of Child Welfare and Attendance is notified, investigates the complaint, and completes the bullying, cyber bullying, intimidation, harassment, and hazing complaint form. A copy of the completed form is given to the student, identifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Child Welfare and Attendance and the Director of Security. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Director of Child Welfare and Attendance. The request must be made within ten (10) days following the receipt of a copy of the bullying, cyber bullying, intimidation, harassment, and hazing form.

**DANGEROUS WEAPONS**

The principal is authorized to automatically suspend, and recommend expulsion for, any student found in possession of a dangerous weapon on the school grounds, on school buses and/or at any school-sponsored event, at any time, during or after regular school hours, with limited exception. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm. When the student is found in possession of a weapon, the Superintendent shall be immediately notified and the principal shall take appropriate disciplinary action.

If a student is detained for carrying, or the principal or designee confiscates or seizes a firearm or concealed dangerous weapon from a student while on school property, on a school bus, or at a school function, the principal or school official shall immediately report the detention of the student or seizure of the firearm or weapon to the police department or sheriff’s office where the school is located and shall deliver any firearm or weapon seized to that agency.

Failure to report the detention of the student or seizure of a firearm or concealed weapon by a principal or school official to a law enforcement agency within seventy-two (72) hours may result in a misdemeanor offense with a fine of up to $500 or a sentence of up to 40 hours of community service, or both.

If a student is detained for carrying a concealed weapon on campus, the principal shall immediately notify the student’s parents.

It is unlawful for a student or nonstudent to intentionally possess a firearm or dangerous weapon on school property at a school sponsored function or within 1000 feet of school property or while on a school bus at any time. The area surrounding the school campus or within 1000 feet of any such school campus, or within a school bus shall be designated firearm-free zones. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark firearm-free zones which surround all schools and school property.

**SCHOOL BUS CONDUCT**

Each school bus driver shall distribute to each student at the beginning of the school year a form listing the regulations pertaining to pupils riding school buses. The form shall be signed by the pupil and parent to indicate that they are familiar with regulations therein, returned to the driver. The principal shall be responsible for keeping the forms on file.

The principal, together with the bus driver, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver to the principal of the school. It is the duty of the driver, in case of any infraction of rules by any student, to notify the principal. If possible, this must be done in person. It is the responsibility of the principal to determine necessary punishment to students violating regulations.

If necessary, the principal may suspend bus privileges of a student. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent, who shall conduct a hearing on the merits of the bus suspension.

A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his/her readmittance is directed by the Superintendent.

At no time shall the bus operator assume authority for suspending bus privileges or taking such disciplinary action as inflicting corporal punishment. If the conduct of a pupil becomes such that his/her removal from the bus becomes essential, the driver shall discharge the pupil at the pupil’s regular stop. A student riding a bus shall never be unloaded along the highway except at his/her designated stop.

**TRANSPORTATION POLICIES AND PROCEDURES**

School bus guidelines have been adopted in order to provide safe transportation to and from school. It is a privilege, not a right, to ride school buses. All policies (including those pertaining to harassment, possession of weapons, and possession of drugs) are strictly enforced on school buses. The Board directs that the bus driver, together with the principal, assume full responsibility for the discipline of students who ride buses. The driver reports disciplinary problems to the principal. In the event of any infraction of the rules by a student, it is the duty of the drive to notify the principal in writing. It is the responsibility of the principal to determine appropriate punishment, if warranted.

A student who willfully damages a school bus is liable and may be suspended from school. The student is not allowed to enter or ride on any school bus until restitution in full has been received by the school or until the student is readmitted by the Superintendent. At no time does the bus drive assume authority for suspending bus privileges.

The responsibility for supervision of students by the Board deigns at the bus stop in the morning and ends when students exit buses at the end of the day (or until they are released to a parent/guardian according to Board policy). On-time delivery and student safety are the primary goals of each bus driver. When riding school buses, every student should:

1. Follow the Bus Transportation rules as directed by the bus driver and the principal.
2. Report to the assigned bus stop at least 5 minutes before the scheduled arrival time; Be on time because the bus will not wait for late students.
3. Not bring on the bus objects that are too large to be held in the student’s lap or to fit under the seat.
4. Not exit the bus at a different stop from his/her assigned stop without written authorization from the principal.
5. Remain seated, facing forward in the student’s assigned seat while the bus is in motion and during stops for other students.
6. Only talk quietly to your neighbor. Vulgar language and bullying of other students will not be tolerated.
7. Not eat on the bus; Assist the bus driver in maintaining a clean and sanitary bus.
8. Not extend arms or head out of windows or doors; not throw objects out of windows.

NOTE: A violation of a bus rule may result in loss of bus privilege, disciplinary action, suspension, or expulsion. Some buses are equipped with video cameras that periodically monitor student passengers. Bus drivers are permitted to make reasonable rules for the safe and proper transportation of students. Failure to comply with the rules and regulations will result in the following actions:

First Infraction

Written discipline report by the bus driver is submitted to the principal. The principal shall summon the student to the office for a warning and shall notify the parent or guardian of the incident. (Bus drivers should also attempt to contact the parent.) The principal shall make documentation of action taken and contact the parent. The principal shall also send a copy of the discipline report to the bus driver. At any time, if the severity of the behavior warrants, the student may be suspended from the school bus for no more than three (3) days or suspended from school on the first infraction.

Second Infraction

The student shall be suspended from bus riding privileges for a minimum of three (3) days. No exceptions.

Third Infraction

The student shall be suspended from bus riding privileges for a minimum of one (1) week. Principal may hold conferences with parent.

Fourth Infraction

The student shall be suspended from bus riding privileges for the remainder of the school term.

The following actions will be considered severe behavior and will be addressed accordingly by the principal:

1. Fighting
2. Possession of alcohol or drugs
3. Smoking
4. Possession of a weapon
5. Assault
6. Destruction of school property
7. Intentional disrespect

As indicated above, school bus transportation is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. Any emergency request to ride a bus or a different bus must be requested in writing by the parent/guardian and submitted to the office for the principal’s signature. Students will be allowed off the bus only at school, home, and locations requested in writing by parents. No students may ride different buses (one in the morning and a different one in the evening). The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus MUST comply with the request of the driver.

**NOTE**: School bus transportation to and from school is not available.

**STUDENT DISCIPLINE**

It is the purpose of JW Brown Laboratory School to operate the school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students. The school’s primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Every teacher and other school employees shall endeavor to hold each student to a strict accountability for any disorderly conduct in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, during recess, or at any school sponsored activity or function. To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the school and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

The principal shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcibly offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

It is the expectation that each teacher may take disciplinary action, pursuant to law and Board policy, to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. Refusal by a teacher to use corrective measures and sound management techniques breaches the accountability of the teacher to provide an environment conducive to learning for all students. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

Disciplinary actions taken by the teacher may include by are not limited to the following:

1. Oral or written reprimands
2. Referral to the guidance counselor, if available, for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be provided to the principal. Parent conference is recommended if possible.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with the Board policy.

Any disciplinary action taken by the teacher and/or administrator shall be in accordance with such regulations and procedures established by the Board.

Student Removal from Classroom

A student may be immediately removed from a classroom by the teacher and placed in the custody of the principal or designee if the student’s behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of students or the teacher, when a student exhibits disrespectful or threatening behavior toward a teacher such as using foul or abusive language or gestures directed at or threatening a student or teacher, when a pupil violates the school’s code of conduct, or when a student exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property. The student should not be kept out of school past the suspension period imposed by the principal.

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work, if it is completed satisfactorily and timely as determined by the principal or his/her designee upon the recommendation of the student’s teacher.

Whenever a teacher is struck by a student, the student, in addition to any other discipline give, shall be permanently removed from the teacher’s classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.

Upon the student being removed from class and sent to the principal’s office, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. This counseling session shall serve the purpose of advising the student of the particular misconduct of which he/she is accused, giving the student an opportunity to explain his/her version of the incident in question and establishing a course of action consistent with Board policy to identify and correct the behavior for which the person is being disciplined.

Any student removed from class shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. Once removed, the student shall not be readmitted to class until the principal has implemented one of the following disciplinary measures:

1. In-School suspension
2. Suspension
3. Initiation of expulsion hearings
4. Assignment to an alternative school
5. Requiring the completion of all assigned school and homework which would have been assigned and completed by the student during the period of suspension.
6. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his/her designee before the student is readmitted. Upon the presence of the student’s *third* removal from the same classroom, the teacher and principal shall discuss the pupil’s disruptive behavior and contemplated disciplinary measure to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the building level committee, which shall consist of at least three (3) teachers, two (2) of whom are elected each year by their peers. In addition, a conference between the teacher of other appropriate school employee and the student’s parent, tutor, or legal guardian shall be required prior to the student being readmitted to that teacher’s classroom. Notice of this conference shall be made by telephone or letter to the number/address shown on the pupil’s registration information. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

Specific Infractions and Consequences

In an effort to bring uniformity to the administration of discipline, consequences for most common infractions by students are listed. These discipline violations may result in a conference with the principal and/or designee, along with notification to parents, but shall not, on first offense, result in suspension or expulsion:

1. Failure to appear at school
2. Cutting class
3. Tardiness to class

Reports to Principal

Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus* *Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain within ten (10) days the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation. A school principal may include, but not be limited to, such measures as in-school suspension, alternative site suspension school, out-of-school suspension from school, or suspension from riding on any school bus in disciplining any pupil who:

1. Is guilty of willful disobedience
2. Treats with intentional disrespect a teacher, principal, Board member
3. Makes against any one of them an unfounded charge
4. Use profane language
5. Is guilty of immoral or vicious practices or of conduct of habits injurious to his/her associates
6. Uses tobacco, or who possesses or uses alcoholic beverages
7. Disturbs the school and habitually violates any rule
8. Cuts, defaces, or injures any part of the school building
9. Writes/draws any profane or obscene language or pictures in or on school materials or school premises
10. Throws anything that is liable to injure other persons on the school grounds or while on any school bus
11. Instigates or participates in fights, unless a student is proven to be acting in self-defense
12. Violates traffic and safety regulations
13. Leaves his/her classroom during class hours without permission
14. Leaves the school premises without permission
15. Is habitually tardy or absent
16. Violates school policies on grooming and dressing
17. Steals from classmates, teachers, and other personnel
18. Carrying or possessing a knife
19. Commits any other serious offense.

Recusal of Administrator in Discipline Matters

Any school administrator or designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by an impartial designee.

Student Notification of Discipline

It is the philosophy of the Board to implement a discipline policy relevant to in-school suspension, alternative site suspension, out-of-school suspension, and expulsion that matches the consequences to the infraction. Further, for the benefit of education the child, preventing him/her from missing a great number of days, and teaching him/her to modify disruptive behavior, the Board seeks to provide an alternate to out-of-school suspension, unless the student’s actions warrant full suspension or expulsion. Prior to any noted forms of discipline, the school principal or the principal’s designee shall advise the student of the particular misconduct of which he/she is accused and give him/her an opportunity to explain his/her version of the incident.

Parent Conference

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a student to attend a conference or meeting regarding the student’s behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or her designee, shall within five (5) days, file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. *Notice* of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal guardian by telephone/address listed in the student’s registration information.

If the parent or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On subsequent occurrences within the same year, the pupil shall not be readmitted unless the parent, tutor, legal guardian, court or other appointed representative responds. A student whose presence poses a continued danger or a continual threat of disruption to the academic process shall be immediately removed from the school premises without the benefit of the procedure described above; however, the necessary procedure shall follow as soon as it is practicable.

Discipline of Students with Disabilities

Discipline of students with disabilities shall be in accordance with applicable state or federal law and regulations.

Employee Safety

It is the belief of the Board that its policy will provide an environment conducive to learning for its students and safe for its teachers and all school employees. Any teacher or representative of a teacher who believes that an imminent danger to such teacher exits may request an investigation of the situation and resolution of the problem by the principal. If the teacher remains unsatisfied with the response to his or her request, he/she may ask that the Superintendent investigate the situation. The Superintendent shall notify the Board and shall undertake to resolve the situation within six (6) months.

If he teacher still believes that imminent danger exists, he or she shall make a request in writing to the Louisiana Superintendent of Education and provide details for his or her request. The Superintendent shall investigate to determine if, in actuality, the school setting is not safe for teachers and students and shall take actions commensurate with his/her findings.

Definitions

*Suspension* shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

*In-School suspension* shall mean (1) student is removed from his/her usual classroom placement to an alternative educational placement for a minimum of one complete school day, and (2) no interruption of services occurs.

*Expulsion* shall mean the removal of a student from school for at least one school semester.

*School Building Level Committee* is a team of three (3) or more teachers or other school personnel who shall make recommendations regarding the disciplinary action to be taken upon request of the principal and/or teacher after the third infraction by a student. Each year two (2) new members from the faculty shall be elected by their peers.

**SEXUAL HARASSMENT OF AND BY STUDENTS**

Any student who engages in the sexual harassment of anyone in the school setting is subject to disciplinary action, including suspension or expulsion. Any employee who permits or engages in sexual harassment of students is subject to disciplinary action up to and including dismissal. Any employee who receives a complaint of sexual harassment from a student is expected to forward the complaint to the principal.

A student should immediately report incidents of sexual harassment to a teacher, counselor, or administrator at the school. The person who receives a report from a student notifies the principal. The principal/designee promptly investigates the complaint and completes a sexual harassment complaint form, which is forwarded to the Director of Child Welfare and Attendance and the Director of Security. If the principal is accused in the incident, the Director of Child Welfare and Attendance is notified, investigates the complaint, and completes the sexual harassment complaint form. A copy of the completed form is given to the student, indentifying, to the extent allowed by law, the action to be taken. Copies are also filed in the offices of the Director of Child Welfare and Attendance and the Director of Security. If the student is not satisfied with the investigation or action taken, he/she may send a written request for review to the Directory of Child Welfare and Attendance. The request must be made within ten (10) days following the receipt of a copy of the sexual harassment form.

**EDUCATION RIGHTS of HOMELESS CHILDREN and YOUTH**

***Who is considered “homeless”?***

Any child or youth not attending school who lacks a fixed, regular, and adequate nighttime residence is considered homeless and includes those who are sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camping grounds, emergency shelters, cars, bus or train stations, or other similar settings.

***What are the education rights of homeless children and youth?***

Our school provides equal and comparable access to all students regardless of their home living situation. Homeless children and youth have specific rights that include:

1. Immediate enrollment in school
2. Prompt provision of necessary services such as transportation and meal programs
3. Appropriate support services and programs for which they are eligible such as programs for gifted, children with disabilities, preschool
4. Academic assistance through federally funded Title I program
5. Parent or guardian involvement school activities

***What is the “school of origin?”***

The term “school of origin” means the school the child or youth attended when permanently housed or the school in which the child or youth was last enrolled. It is the district’s responsibility to consider the best interests of the child or youth when deciding regarding what school to attend. Consideration must be given to placement at the school or origin unless doing so is contrary to the wishes of the parent or guardian.

***What if there is disagreement regarding school placement?***

The parent, guardian or unaccompanied youth (a youth not in the physical custody of a parent or guardian) may appeal the placement decision if the district makes a placement in a school other than the school or origin or a school requested by the parent, guardian or unaccompanied youth. The student will be immediately enrolled in the school in which enrollment was requested by the student or parent while an appeal is pending. The person indicated above will provide information and assistance regarding such an appeal.

**Section C**

**Curriculum and Instructional Program**

Pupil Progression Plan

**PROMOTION/RETENTION**

To be eligible for promotion, the student must have been present the required number of days/minutes. The student must also successfully complete the following:

**Kindergarten**

1. No grades are given in kindergarten for the 1st semester (August-December).
2. A checklist of 18 reading skills and 18 math skills is used to chart student progress. As skills are mastered, they are marked with an (S) on the checklist. Any skills that the student is having difficulty with are marked with an (N) on the checklist. Any skills not mastered are marked with an (U).
3. In order for a student to be promoted from kindergarten to Grade I, a student must have an average of 78% or above on reading skills and an average of 78% or above on mathematics skills. This average is based on the second semester. The second semester consists of the 4th, 5th, and 6th six weeks.

**First and Second Grade**

1. Student must pass all subjects with a 75% or above.
2. Numerical grades will be given for each six seek period. The average of both semester grades will determine promotion

**Third through Sixth Grade**

1. Students must pass all subjects with a 75% or above.
2. Numerical grades will be given for each six seek period. The average of both semester grades will determine promotion

**Visitors**

Parents and others are welcomed and encouraged to visit schools at appropriate times. Special programs and visiting days may be planned throughout each school year to provide opportunities for such visits. All visitors must report to the principal’s office immediately upon coming onto school grounds. Visitors must sign in and out, indicate the purpose of the visit, and wear the visitor’s badge issued to them. Principals are responsible for establishing procedures within the school that will ensure the proper protection of instructional time and the welfare of students and staff. The principal is authorized to take the necessary steps in dealing with unauthorized visitors.

**EMERGENCY DRILLS**

Special drill activities are planned by the principal and faculty to ensure the orderly movement/evacuation of students and staff to the safest area, in the event of an emergency. Students and staff are informed of escape routes. A map is displaced in each room specifying the routes and procedures for evacuating the building.

**EMERGENCY CLOSING of SCHOOLS**

The Board authorized the superintendent/designee to close any and all schools when prevailing or potential hazards threaten the safety and well-being of students, staff, or school property. Whenever practical, the superintendent makes the cession to close school after consulting with appropriate community agencies. Announcements and news releases to the media concerning such closing(s) are made by the superintendent/designee.

**EVACUATION of SCHOOLS**

The Board provides a comprehensive plan for evacuation of schools in the event of a disaster. Disaster may come in many forms such as chemical spills, bomb threats, and/or a state of national emergency. In cooperation with the local police and fire departments, 911 Call Center, and the Office of Emergency Preparedness, the plan includes all centers and the school.

The Principal is responsible for informing her teachers and staff of the details and procedures of the evacuation plans. A map and details of the evacuation plan are kept in the office of the principal and a copy is given to the law enforcement officer that arrives for the escort of the evacuation. Also, the administrator assigned to the lead bus will have on board a copy of the plan.

**PHYSICIAN ORDERED DIETS**

Any child with a food allergy, diabetes, chewing/swallowing disorders, or any serious medical condition may receive a food substitution with a physician’s order, which includes the following information:

1. Name of the child
2. Name of the condition
3. Specifics concerning diet changes
4. Dated signature of MD, D.O., or dentist (from Louisiana or adjoining states) or a Louisiana licensed nurse prescriber. This order must be renewed at the beginning of each school year and updated as often as necessary.

**FAMILY INVOLVEMENT POLICY**

1. Process of School Review and Improvements
2. Have an annual meeting in the fall to inform parents in Title I the requirements of the program, setting goals and activities, information on the process of school review and improvement, the dissemination of Student Handbooks and parent’s right to be involved.
3. Make Family Involvement Policy available to parents at each schools “Back-to-School Night” in the fall.
4. Provide parents with a copy of the NCLB Consolidated Application and oral instructions on how to interpret it.
5. Organize a Parent Advisory Council (PAC). This Council is a group of people that represent the school receiving Title I services and programs. The Council is represented by one parent, community partner, and teacher/counselor.
6. Involve parents in an organized, ongoing way in the planning, review and improvement of Title I School Improvement programs by offering a flexible number of meetings at least three times per year.
7. Educate parents on goals, objectives and purpose of Back-to-School Night, Curriculum Nights, and Parent-Teacher Conferences by advising schools to notify parents and encourage parents to attend training and meetings.
8. Process of providing the coordination, technical assistance, and support necessary
9. Assist the school in helping parents understand the Every Students Succeeds Act, State Student Performance Standards, and State/Local Assessments by organizing and presenting workshops for parents at the LEA school level.
10. Provide school with materials and training to help coordinate literacy training and computer instruction classes.
11. Educate teachers, pupil services personnel, principals, and other staff with the assistance of parents in the value and utility of parents as volunteers in schools
12. Assist school through the aid of ESL (English as Second Language) and Migrant Education personnel in sending information related to school and parent programs, meetings and other activities to the parents in the language used in the home.
13. Assist school in informing parents of existing family resource centers at Back-to-School Nights, in the student handbooks, by flyers, media, and attendance at PTA and PTO meetings.
14. Family Involvement Strategies
15. Encourage parents of children in preschool programs to professional development workshops and in-services offered at the LEA and school
16. Encourage principal and teachers to visit Head Start, state-run preschool programs to coordinate curricula
17. Build the school’s and parents’ capacity
18. Assist school in spending family involvement allotment on items that will directly affect and increase the achievement of children
19. Work with school in designing school policies that include a well-defined plan, an outreach program, policies and procedures for implementation, school sponsored family activities, effective communication with parents and effective reporting of children’s progress to parents.
20. Work with parents on the purpose of home/school compacts
21. Evaluation of Content and Effectiveness of Family Involvement Policy
22. Focus on the Family Involvement Policy
23. How the program is linked to the community
24. Policies and procedures for implementing the plan
25. How sponsored family involvement activities are communicated to parents
26. Methods of reporting children’s progress to parents

This evaluation will be done by the coordinator of Family Involvement and members of the school level PAC (Parent Advisory Council). Ideally a school-based team composed of a teacher, administrator, and one or two parents should complete the results of this checklist together. The school enrollment data will give you information regarding the race and national origin of your student population. Use this information to determine the representatives of the current family involvement program and set future goals and objectives.

As a Parent of a Title I Student, I Promise to:

1. Attend meetings that will inform me about the Title I Program
2. Attend workshops that give insight into my child’s assessments, results, and how to interpret results and profile sheets on my child
3. Attend conferences with teachers and students to develop a compact between the school, teacher, my child, and me
4. Adhere to the agreements I have made in the compact
5. Volunteer in my child’s school and/or classroom
6. Participate, as appropriate, in decisions relating to the education of my child
7. Attend appropriate literacy workshops that will enhance the academic achievement of my child
8. Use the parent resource center materials that will improve my parenting skills and provide me with the opportunity to learn more about the development stages of my child

**NOTE:** JW Brown Laboratory School **is not** a Title I School.

**BOARD OBSERVATION PROTOCOL FORM**

There may be times that parents would like to observe in their child’s classroom. This is permissible with the following stipulations:

1. Schedule the conference at least three (3) days prior to the observation with the teacher and the principal. During the scheduling of the conference, discuss where to sit, and ask questions about what you can and cannot do during a lesson observation to prevent any misunderstandings.
2. Do not interrupt the lesson.
3. Dress appropriately
4. Do not be under the influence of illegal drugs or alcohol
5. Complete the Observation Feedback Form. (available in the school office)
6. Upon complete of the observation, the original copy of the form must be submitted by the parent to the principal or her designee. The principal will give a copy of the form to the parent

Signed Forms

That Must Be Returned To Your Child’s Teacher:

1. Student Information Form
2. Parent Letter
3. Opt-Out Form Directory Information
4. Receipt of Student Policy Handbook
5. Parent Compact Form
6. Office Referral Consequences Plan