

# Elementary Schools

2023-2024



## DISTRICT DOCUMENTS PACKET

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# MANDATORY FORMS

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- » Please read each attached document carefully.
- » Return all forms in this packet to school by  
**Thursday, August 31, 2023.**

St. Charles Parish Public Schools  
13855 River Road, Luling, LA 70070  
(985) 785-6289 | [www.stcharles.k12.la.us](http://www.stcharles.k12.la.us)

*Produced by the Public Information Department*



## 2023-2024 STATEMENTS OF COMPLIANCE (HB 1990: R. S. 17:235.2)

**MANDATORY**

**Parents/Guardians:**

**Please complete the required information and return this form to school by  
Thursday, August 31, 2023.**

My child and I have read the *Student Code of Conduct: District Handbook*. We are aware of the discipline code and attendance requirements and understand the consequences for violations of the discipline code and for failure to meet attendance requirements.

I further attest:

My child, \_\_\_\_\_, is committed to:  
*Student's Name*

- (1) Attending school daily, except when absent for reasons due to illness or other excused absence,
- (2) Arriving at school on time each day,
- (3) Demonstrating significant effort toward completing all required classwork and homework assignments,
- (4) Following school and classroom rules, and
- (5) Participating in completing educational surveys, to include those from the U.S. and State Dept. of Education. \*\*

In addition, I am committed to the following:

- (1) Ensure that my child attends school daily, except for reasons due to illness or other excused absence,
- (2) Ensure my child arrives at school on time each day,
- (3) Ensure that my child completes all required homework assignments, and
- (4) Attend all required parent and teacher or principal conferences.

\_\_\_\_\_  
*Parent's/Guardian's Signature*

\_\_\_\_\_  
*Date*

\*\*Parents may inspect, upon request, such surveys and/or request in writing an exemption from such surveys.

NOTE: All should be aware that addenda to this handbook may be written.

If you have any questions or if you do not understand the information in the handbook, please call (985) 785-3149 for assistance.



## Student Technology Acceptable Use Procedures

### I. DEFINITION

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- A. In general, the district's technology includes hardware, software, video, and subscription services. Specifically, the district's technology includes, but is not limited to: computers (and related equipment/ attachments), monitors, printers, scanners, network devices, network access, portable computers, document cameras, video cameras, electronic microscopes, phones, projectors, uninterruptible power supplies, surge protectors, operating systems, applications, streaming video, interactive white boards, and services (local/subscription services).
- B. Consumables include but are not limited to: ink cartridges, mouse pads, paper, cleaning supplies, tapes, and other storage devices.
- C. Personal devices are defined as privately owned technology, as opposed to district-owned technology.

### II. PURPOSE

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- A. The purpose of these procedures is to provide guidelines for acceptable and safe access to technology.
- B. In keeping with the district's mission, all learners will benefit from technology-rich environments that support student achievement and produce life-long learners who are able to succeed in an information society.
- C. Providing access to technology is limited to educational use for instructional activities which are consistent with the guiding documents of the district. Students must utilize district-provided email accounts for communicating with district staff and post-secondary institutions for school-related purposes only.

### III. USE OF SYSTEM

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- A. The use of technology is a privilege - not a right. Ensuring its proper use is the joint responsibility of students, parents, and employees.
- B. Depending upon the nature and degree of the violation and the number of previous violations, unacceptable use of technology systems may result in one or more of the following consequences:
  - 1. temporary or permanent loss of privileges,
  - 2. temporary confiscation of personal device,
  - 3. payments for damages and repairs,
  - 4. discipline as outlined in the district policy manual and Student Code of Conduct,
  - 5. suspension, expulsion, and/or
  - 6. civil/criminal liability under other applicable laws.

### IV. ACCEPTABLE USES

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- A. Acceptable uses are those which support teaching and learning and are consistent with the guiding documents of St. Charles Parish Public Schools by:
  - 1. communicating with others using respectful language,
  - 2. respecting the privacy and property of other users,
  - 3. treating technology with care,
  - 4. utilizing the district provided network as authorized,
  - 5. using technology as directed by the teacher, and
  - 6. protecting your password in order to ensure personal security and that of the district's technology.

### V. UNACCEPTABLE USES

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- A. The following uses of technology or accounts are considered unacceptable:
  - 1. accessing, displaying, or sending messages and materials that use language or images that are inappropriate (e.g. obscene, threatening, disrespectful) in the educational setting or disruptive to the educational process;
  - 2. unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture (cyberbullying);
  - 3. copying or distributing copyrighted material which is protected by federal copyright laws on to school/district systems;



## 5.5.1 DISTRICT TECHNOLOGY SYSTEMS AND NETWORKS USE FOR STUDENTS

### Student Technology Acceptable Use Procedures

4. violating copyright laws by copying information from the district's technology systems and handing it in to my teachers as my own work;
  5. placing unlawful information on the district's technology systems;
  6. tampering with, damaging, or modifying computers, computer systems, computer networks, school district system software, hardware, or wiring or taking any action to jeopardize or violate the school district's technology systems security;
  7. disregarding established safeguards of technology (i.e., bypassing the district internet filter);
  8. using the school district system or personal devices in such a way as to disrupt the use of the system by other users;
  9. violating privacy rights by providing home address, telephone number, or other personal information about myself, my family, or others;
  10. wasting consumables and/or resources (e.g. paper, ink, storage devices, bandwidth);
  11. spreading computer viruses;
  12. installing or running a program which damages or places an excessive load on the district's technology;
  13. using another's password or sharing passwords with others;
  14. using the district's technology systems including student email accounts for personal or commercial purposes;
  15. using technology to gain unauthorized access to information resources or accessing, changing, deleting, or damaging another person's materials, information, or files; and
  16. using technology illegally or in any ways that violate district policy, local, state, or federal laws and statutes.
- B. The use of a personal network (internet access) is prohibited during school hours.

### VI. FILTERING

- A. St. Charles Parish Public Schools, in compliance with the Children's Internet Protection Act and as stated in Louisiana R.S.17:100.6, will use its best efforts to prevent access to "harmful material the character of which is such that it is reasonably believed to be obscene or child pornography, conducive to the creation of a hostile or dangerous school environment, pervasively vulgar, excessively violent, or sexually harassing in the school environment all as defined by any applicable state or federal laws."
- B. The district will use its best efforts to restrict usage of the internet to areas of educational value.
- C. It should be understood that no matter how much supervision and monitoring St. Charles Parish Public Schools provides, there will always be the possibility of a user coming into contact with inappropriate material.

### VII. PRIVACY

- A. The district's technology systems and networks are the property of St. Charles Parish Public Schools.
- B. With respect to the district's technology, the activities of all users are subject to monitoring.

### VIII. LIMITATION ON SCHOOL DISTRICT LIABILITY

- A. The system is provided on an "as is, as available" basis.
- B. St. Charles Parish Public Schools will not be responsible for any loss, damage, or unavailability of data stored on school district storage devices or for delays, changes, or interruptions of email or internet service, regardless of the cause.
- C. The school district will not be responsible for financial obligations arising through inappropriate use of the district's technology.
- D. The school district is **NOT** responsible for damages to, loss of, or theft of personal devices.
- E. St. Charles Parish Public Schools will **NOT** provide technical support for personal devices.
- F. Parents shall monitor the use of district-owned technology and internet resources while students are off campus. Monitoring systems are not guaranteed to catch all actions.



## Student Technology Acceptable Use Procedures

### Grades K-12

Consequences adhere to discipline standards as prescribed by the Children's Internet Protection Act, Louisiana R.S.17:100.6, and Louisiana R.S.17:416.

**Any violation may include temporary or permanent loss of privileges and civil/criminal liability under applicable laws.**

\*\* Consequences for grades K-5 shall range from actions as specified on the School Behavior Report to suspension or expulsion recommendation in cases of repeated and/or serious offenses unless otherwise specified. Remote learning students are exempt from mandatory expulsion. For monetary damages, restitution should be considered as a consequence.

STUDENT OFFENSES	GRADES K-5	GRADES 6-8	GRADES 9-12
Accessing or displaying messages or materials using inappropriate language or images	**	Parent conference to recommendation for expulsion	Parent conference to recommendation for expulsion
Sending messages and materials using obscene, threatening, or disrespectful language or images	**	Detention to recommendation for expulsion	Detention to recommendation for expulsion
Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture (cyberbullying)	**	Parent conference to recommendation for expulsion	Parent conference to recommendation for expulsion
Misuse of copyrighted materials	**	Detention to recommendation for expulsion	Detention to recommendation for expulsion
Downloading media and/or duplicating media with copyrighted materials	**	Parent conference to recommendation for expulsion & if applicable, restitution	Parent conference to recommendation for expulsion & if applicable, restitution
Placing unlawful information on the district's technology systems	**	Suspension to recommendation for expulsion & if applicable, restitution	Suspension to recommendation for expulsion & if applicable, restitution
Accessing administrative systems without authorization	**	Detention to recommendation for expulsion & if applicable, restitution	Detention to recommendation for expulsion & if applicable, restitution
Tampering with, damaging, or modifying the district's technology	**	Detention to recommendation for expulsion & if applicable, restitution	Detention to recommendation for expulsion & if applicable, restitution
Disregarding established safeguards of technology in order to comply with the Children's Internet Protection Act and Louisiana R.S. 17:100.6	**	Suspension to recommendation for expulsion & if applicable, restitution	Suspension to recommendation for expulsion & if applicable, restitution
Wasting consumables and/or resources (paper, ink, storage devices, bandwidth, etc.)	**	Parent conference to detention & if applicable, restitution	Parent conference to detention & if applicable, restitution



## 5.5.1 DISTRICT TECHNOLOGY SYSTEMS AND NETWORKS USE FOR STUDENTS

### Student Technology Acceptable Use Procedures

STUDENT OFFENSES	GRADES K-5	GRADES 6-8	GRADES 9-12
Spreading computer viruses	**	Parent conference to recommendation for expulsion &, if applicable, restitution	Detention to recommendation for expulsion &, if applicable, restitution
Installing or running a program which damages or places an excessive load on the district's technology	**	Detention to recommendation for expulsion &, if applicable, restitution	Detention to recommendation for expulsion &, if applicable, restitution
Using or attempting to use another's password	**	Detention to recommendation for expulsion &, if applicable, restitution	Suspension to recommendation for expulsion
Using technology for commercial purposes	**	Suspension to recommendation for expulsion &, if applicable, restitution	Suspension to recommendation for expulsion &, if applicable, restitution
Using technology to gain unauthorized access to information resources for accessing, sharing, changing, deleting, or damaging personal or another person's materials, information, or files	**	Suspension to recommendation for expulsion &, if applicable, restitution	Suspension to recommendation for expulsion &, if applicable, restitution
Using technology illegally or in any ways that violate district policy and/or local, state, or federal laws and statutes	**	Detention to recommendation for expulsion &, if applicable, restitution	Detention to recommendation for expulsion &, if applicable, restitution
Using a personal network to gain access to the internet during school hours	**	Parent conference to recommendation for expulsion &, if applicable, restitution	Parent conference to recommendation for expulsion &, if applicable, restitution
Unauthorized network activity such as games, printing, files, etc.	**	Parent conference to suspension	Parent conference to suspension
Installation of software	**	Parent conference to suspension	Parent conference to suspension
Sending messages and materials which disrupt the school day	**	Detention to suspension	Detention to suspension
Using technology in such a way as to disrupt the use of the system	**	Suspension to recommendation for expulsion &, if applicable, restitution	Suspension to recommendation for expulsion &, if applicable, restitution
<b>ALL technology offenses may result in the confiscation of personal devices.</b>			



## Technology Acceptable Use Agreement

**MANDATORY**

**Please complete the required information and return this form to school by  
Thursday, August 31, 2023.**

Name of Student \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Phone Number \_\_\_\_\_

### PARENT/GUARDIAN

- ☐ My child and I have read and discussed the acceptable and unacceptable uses of technology. We understand them and agree to abide by these provisions.
- ☐ I understand it is impossible for the school district to restrict access to all inappropriate material, and I will not hold St. Charles Parish Public Schools, its employees, or agents responsible for materials acquired on the internet.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



**2023-2024  
Home Internet Access Assessment**

**MANDATORY**

**Please complete the required information and return this form to school by  
Thursday, August 31, 2023.**

Name of Student \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Does your child have access to wireless internet at home to which they can connect their district-issued technology device?

☐ Yes

☐ No

If yes, is the wireless internet access considered high-speed internet (greater than 25 Mbps)?

☐ Yes

☐ No

☐ I am not sure.

How many devices share this internet connection at any given time? \_\_\_\_\_





2023-2024

## Parental Consent to Allow the School District To Access Louisiana Medicaid Benefits

MANDATORY

**School District Name: St. Charles Parish Public Schools**

**School District Contact Information: 985-785-3157 or 985-785-3155**

Dear Parent/Guardian:

The purpose of this letter is to ask you for your permission (also known as consent) to share information about your child with the Louisiana Department of Health Medicaid program. Schools in Louisiana have been approved to receive partial reimbursement from Louisiana Medicaid for the cost of certain health-related services provided by the district to your child. In order for your child's school to get back some of the money spent on services, the school district needs to share with Louisiana Medicaid the following types of information about your child: name; date of birth; gender; type of services provided, when and by whom; diagnosis (if any) and Louisiana Medicaid ID. If your child is eligible to receive services to meet his/her needs, the services may be provided by the school system and/or you may take your child to another provider that accepts Medicaid.

With your permission, the school district will be able to seek partial reimbursement for services provided by Louisiana Medicaid including, but not limited to, a hearing test or eye exam; occupational, speech, or physical therapy; some school nurse visits; and counseling services.

The school district cannot share information about your child with Louisiana Medicaid without your permission. As you consider giving permission, please be advised of the following:

1. The school district cannot require you to sign up for Louisiana Medicaid in order for your child to receive the health related and/or special education services to which your child is entitled.
2. The school district cannot require you to pay anything towards the cost of your child's health-related and/or special education services.
3. If you give the school district permission to share information with and request reimbursement from Louisiana Medicaid:
  - a. This will not affect your child's available lifetime coverage or other Louisiana Medicaid; nor will it in any way limit your own family's use of Louisiana Medicaid benefits outside of school.
  - b. Your permission will not affect your child's special education services or IEP rights in any way, if your child is eligible to receive them.
  - c. Your permission will not lead to any changes in your child's Louisiana Medicaid rights; and
  - d. Your permission will not lead to any risk of losing eligibility for other Medicaid funded programs.
4. If you give permission, you have the right to change your mind and withdraw your permission at any time.
5. If you withdraw your permission or refuse to allow the school district to share your child's records and information with Louisiana Medicaid for the purpose of seeking reimbursement for the cost of services, the school district will continue to be responsible for providing your child with the services, at no cost to you.

- ☐ I have read the notice and understand it. Any questions I had were answered. I give permission for the school district to share with the Louisiana Department of Health (LDH) records and information concerning my child and their health-related services, as necessary. I understand that this will help my child's school seek partial reimbursement for Louisiana Medicaid covered services.
- ☐ I do not authorize St. Charles Parish Public Schools to disclose necessary information to Louisiana Medicaid in order to seek reimbursement for the IEP/Medicaid-covered health services provided to my child.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Child's Date of Birth

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Revised July 2023