



2017-2018 POLICIES & PROCEDURES SNAPSHOT FOR STUDENTS & PARENTS

Attendance

How many days of school can my child miss?

JPPSS believes that daily student attendance is critical for student success during the year.

Elementary/Middle School Students: State policy requires a total of 60,120 minutes for the school year to be eligible for promotion. This means a student can miss no more than 10 school days of school to be eligible for promotion.

High School Students: In order to receive grades for a semester, a student must be in attendance 30,060 minutes. This means a student can miss no more than 4.5 days in the first semester, and 5.5 days in the second semester.

Excused Absences

What do I do if my child is sick, is suspended, has to go to court, or someone dies? What about a religious holiday?

JPPSS recognizes several types of absences. Parents should communicate extenuating circumstances to the principal.

Sick: Students who are sick are marked absent unexcused, unless, the parents submits a doctor's note or writes a note if the student is absent from school no more than 3 consecutive days. If a doctor's note or a parent letter is submitted, students are allowed to make-up work and the absence is not counted against attendance requirements.

Suspended: Students who receive an out of school suspension as a disciplinary consequence are marked absent unexcused. The student is allowed to make up missed work (full or partial credit), but the absence counts against the attendance requirement.

Court: Students who must attend court must submit the attendance document they receive from the courts upon their return to school. The student is allowed to make up work, and the absence is excused.

Death: Students who experience the death of a family are excused to travel to and attend the burial services. The student is allowed to make up missed work, the absence is excused, and the student must bring in documentation of the death.

Religious Holidays: Parents must communicate religious holidays to the school principal. These absences are excused and students are allowed to make up work.

Suspensions

If my child is suspended and I disagree with the suspension, what can I do?

Principals may issue reasonable disciplinary consequences and corrective measures to maintain order and protect instructional time on campuses. Parents must receive paperwork from the school that states the offense and the consequence, and the return date. If a parent does not believe the student committed the offense, they may appeal the suspension.

Appeal: A parent/guardian may request an appeal by contacting a district Hearing Officer at 365-5312 within 5 days of receiving the suspension. The district Hearing Officer's decision is final.

Expulsions

If my child is expelled, what do I do? Can I appeal? Can they go to another school?

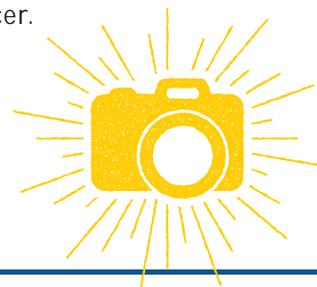
Principals may recommend an expulsion from school for serious and/or habitual offenses. Parents must receive paperwork from the school that states the offense and consequence. If a parent does not believe the student committed the offense, they may appeal the expulsion.

Appeal: A parent/guardian may request an appeal by contacting a district Hearing Officer at 365-5312 within 5 days of receiving the expulsion. The district Hearing Officer will schedule a hearing with the parent, principal, and student. If the parent does not agree with the result/finding of the Hearing Officer, they may appeal to the school board by contacting the Chief Student Support Officer at 349-7901.

Alternative Schools: JPPSS offers several alternative options for parents.

- Alternative Schools
- PM School
- Virtual Learning

Parents should discuss options with the district Hearing Officer.



Bullying

*What is bullying? What do I do if my child is being bullied?
What should the school do?*

Bullying is aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. See page 6 of the Policies and Procedures Book for the official definition.

If you believe your child is being bullied, report the incident to the principal in writing. The principal shall immediately begin an investigation. The victim's parent and offender's parent must be notified and given the opportunity to attend an interview of the victim and/or the offender. The parents must be informed of the potential consequences. The principal will take interim action, as necessary, while the investigation is pending. Upon completion of the investigation, notice of findings and remedial action will be provided to parents of the victim/offender to the extent allowed under FERPA.

Special Education and 504

Does my child have certain rights under IDEA and Section 504? Who do I contact if I have specific questions? What do I do if my child is not getting his/her accommodations?

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. Students who are identified as a Student with a Disability or 504 have certain provisions under IDEA. If you have questions about the rights of your Special Education child, contact the Director of SPED Compliance at 349-7950. If you have questions about the rights of your child under Section 504, contact the Coordinator of 504 at 349-7921. If your child is not getting his/her accommodations, contact the school principal. If you are still not satisfied, you may contact the personnel listed above, or contact the Compliance Office at 365-5315.



School-Based Issues

Who do I contact if I have issues at my child's school?

If an issue arises at your child's school:

1. Contact your child's teacher immediately.
2. If you are not pleased with the response, contact the principal.
3. If you are still not satisfied, contact the principal's supervisor at 365-5335.
4. If the issue continues, feel free to contact the Chief of Achievement and Accountability at 349-8904, or the compliance office at 365-5312.

Feedback

Is there a number or email address to give feedback regarding my experience at a JPPSS school?

We value your feedback. Questions, concerns, or feedback about an experience at JPPSS, email or text us at jppsscustomerfeedback@jppss.k12.la.us



Contact Numbers

Academics.....	349-1843	ESL.....	349-7776
Compliance.....	365-5312	Gifted & Talented	365-5367
Special Education	349-7912	Health & Social Services	365-7770
Charter Schools.....	349-8594	Advanced Academies.....	349-7792
Pre-Kindergarten.....	349-7917	Transcripts.....	349-7789