



**2018-2019
District Handbook
for Students
and Parents**

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2018-2019
St. Tammany Parish Public School System District Handbook
For Students and Parents

FOREWORD

The success of our students and the well-being of all in the St. Tammany Parish Public School System are our utmost concerns. We believe that the high expectations that parents and guardians, the community, and School System personnel have for our students and schools are best accomplished in partnership. This *Handbook* is designed to provide information about school district expectations, policies, and procedures to help students, school officials, and parents work together to ensure opportunities for St. Tammany Parish Public School System students to succeed.

This School System operates with the belief that instruction best occurs in a safe environment that is conducive to learning, free from distractions and disturbances. Our intention always is to provide students a learning climate that is positive and caring, while also orderly and effective in helping students and school personnel work productively toward mutual goals. Family help and cooperation in maintaining this climate are essential to realizing the high standards of achievement we, as a community, have set for students and schools.

Communication between home and school is vital. We encourage parents to talk with teachers and principals about special needs and concerns as they arise and participate as often as possible in student activities and school events. Parent involvement and student success go hand in hand.

We ask that parents and guardians take the opportunity to review the *Handbook* with their children and that they keep it as a reference for questions that may arise during the school year. Parents are encouraged to pursue any questions about the policies and procedures included by contacting their children's school principals. We are here to work with parents in meeting the needs of the students of St. Tammany Parish.

INTRODUCTION

The St. Tammany Parish Public School System District Handbook For Students and Parents is intended to help students, parents and guardians, and school officials work together to ensure students are successful in school and to help realize the mission and vision of this School System. Communication is an important key to this partnership. By providing this written detail of School Board policies and procedures for maintaining safe, effective operation of our schools and for promoting positive conduct of our students, we hope students and parents will have a clear understanding of these policies and procedures.

The *Handbook* covers information about:

- School System Mission and Vision;
- School, Student, and Home Partnership Roles and Responsibilities;
- Operation/Administration Policies, such as Student Records, Directory Information, Public Information Releases, Emergency School Closings, Bus Transportation; and
- Maintaining a Safe, Effective Learning Environment, including Visitor Authorization, Medication Policy, Attendance, Dress and Personal Grooming, Expectations for Student Conduct, Consequences of Misconduct, Code of Conduct and Disciplinary Action, School Drug Detection and Control Program.

A Glossary at the end of the publication provides a reference for many terms used in the *Handbook*. Please see the Table of Contents for a complete listing of topics.

In addition to this *District Handbook*, students receive a school handbook each year that provides specific school regulations and other important information. We ask that parents, guardians, and students read and discuss both handbooks. Please contact school principals for any clarification of the information in either handbook. This *Handbook* also can be consulted on the St. Tammany Parish Public School System Web site at www.stpsb.org.

MISSION

The mission of the St. Tammany Parish Public School System is to provide a high-quality education for all students, resulting in life-long learners who can contribute positively to the society in which they live.

VISION STATEMENT

Our vision is to provide an exemplary school system, widely respected for high standards and first-rate performance and for outstanding student achievement. In this System, public schools are valued and supported and a strong partnership exists between educators, students, families, and the community to help ensure that:

- students have safe, caring environments for learning;
- students are positively challenged, enriched, and inspired;
- students learn to be self-motivated and life-long learners, prepared for life's pursuits; and
- students learn to be responsible and contributing members of a global society.

DISCIPLINE POLICY STATEMENT

The St. Tammany Parish School Board, as the governing body for the St. Tammany Parish Public School System, is responsible for establishing policies under which schools operate. To promote responsible student conduct and behavior, the School Board has adopted the Uniform Discipline Code for the School System.

The School System and school administrations are responsible for implementing the policies. The School Board reviews the School System discipline policies annually and adopts revisions as needed. Before the Board review of policies, the Parishwide Discipline Committee, comprised of educators, school administrators, parents, and students from across the System, evaluate current policies and offer input about possible revisions. The committee makes a recommendation to the School System Superintendent about the policies, and the Superintendent presents recommendations to the Board for its consideration.

Consistent with the laws of the State of Louisiana, the Board has established and adheres to the following goals for a Uniform Discipline Code.

- Develop in concert with administrators, teachers, students, and citizens a systemwide Uniform Discipline Code.
- Codify the penalties that are applicable systemwide, yet retain administrative flexibility in application.
- Permit individual schools to adopt additional regulations governing actions not covered by the code of conduct.
- Disseminate copies of the Uniform Discipline Code to each principal, faculty member, and student so that they may become familiar with its contents.
- Analyze and review the Uniform Discipline Code on an annual basis.

SYSTEMWIDE POSITIVE BEHAVIOR SUPPORT

The School System has a District Discipline Plan that was adopted using a model master plan from the State Board of Elementary and Secondary Education (BESE) and was designed to promote an effective learning environment in our schools. As part of this parish plan, each school has a discipline plan that includes the expectations of a program known as Positive Behavior Support (PBS). A PBS Team at each school analyzes relevant data to develop effective interventions to help ensure good conduct at school. The overall, systemic goal of PBS is to provide a positive climate within each school and ultimately lower the number of behavior concerns. Improving student conduct means higher student achievement, higher school performance scores, and greater overall success of the students in St. Tammany Parish. PBS includes, but is not limited to:

- a school disciplinary leadership team;
- identification of behavior issues in each school improvement plan;
- BESE-approved behavior forms;
- a school discipline flow chart;
- use of monitoring data to evaluate and modify the school master plan;
- behavioral expectations at the school;
- a reward/incentive program for positive behavior;
- defined, consistent consequences for rule violations;
- district-established discipline policies;
- appropriate Safe and Drug-free School activities; and
- a crisis management plan.

EDUCATION PARTNERSHIP ROLES AND RESPONSIBILITIES

Role of the School

The St. Tammany Parish School Board and its employees in the St. Tammany Parish Public School System are charged with providing high-quality educational opportunities for the students of this parish. The System daily works to address

the varied educational needs of students and to provide a safe, productive school environment for learning. Educators and System administrators know that these goals are best accomplished with the cooperation and support of students and their families.

Maintaining open, constructive communication between school and home in a climate of mutual respect is vital to meeting the needs of the students in this School System. School officials will work closely with students and their families to promote student success.

Role of the Student

Students learn best when they set high goals for themselves, work hard to achieve those goals, and conduct themselves responsibly in their school work and actions. Students need to adopt these practices to help ensure their success.

- Attend all classes daily.
- Be punctual.
- Be prepared for class with appropriate working materials and completed homework.
- Be respectful to all individuals and property.
- Be clean and neat.
- Be responsible for their own work.
- Abide by the rules and regulations of the school and School System.
- Maintain a positive attitude.
- Conduct themselves in a safe and responsible manner.

Role of the Home

Most agree that "the children's first and best teachers are their parents." The School System recognizes that student achievement is impacted greatly by the level of parent participation in a student's education. The value of a strong partnership between school and home is immeasurable, but sure, and parents or guardians are asked to adopt these basic practices to help school personnel work with students.

- Maintain regular communications with school teachers and school officials concerning their children's progress and conduct.
- Ensure their children are in school, on time, every day.
- Promptly report and explain to school officials any absence or tardiness. Assist and require children to be neat and clean.
- Notify school officials of any problem or condition that affects their children or others at school.
- Discuss report cards and school assignments with children.
- Assist children in assuming responsibilities at school.
- Maintain for school officials up-to-date home, work, and emergency telephone numbers and all other emergency and health information throughout the school year.
- Send children to school ready to learn.
- Students shall arrive to school no earlier than 30 minutes prior to the start bell and depart from school no later than 30 minutes after the dismissal bell each day.

OPERATION/ADMINISTRATION OF SCHOOLS

In addition to policies governing student conduct, this *Handbook* includes information about frequently asked questions concerning the operation of schools. A complete list of School Board policies is available on the System Web site at www.stpsb.org.

School-Home Communication

On-going, open communication among students, parents, and school officials is highly encouraged. Parents and guardians are urged to become actively involved in their children's education. Being available to their children to help ensure good school attendance, good work habits and conduct, and preparation for classes is an important way that parents can partner with schools.

Also, schools have a variety of opportunities for volunteers to make major contributions to schools. Participating in school events and activities brings families closer to their children's schools and helps ensure they are better informed about the schools. At the System level, parental input into such issues and policies as textbooks; discipline, promotion and grading policies; strategic planning; *etc.*, is sought and utilized.

From time-to-time, students and parents may have questions or concerns about some aspect of school. Likewise, teachers and principals may have the need to discuss particular matters in conference with parents and students. Parents are urged to contact their children's teachers with any questions or concerns about their children and to respond to school requests for parent conferences.

If working directly with the teacher does not address concerns satisfactorily, parents are encouraged to contact school principals. School officials are very willing to work with parents to help ensure that the best interests of the children are served. Although most issues routinely are satisfied at the school level, the Central Office administration is available to discuss matters with parents if necessary.

Parent complaints should first be addressed to the school principal whose contact information is available in the school directory of our System Web site at www.stpsb.org/schools_directory.php. The designated supervisor who can assist parents with the complaint process is located at the C.J. Schoen Administrative Complex, 321 N. Theard Street, Covington, LA 70433 and can be reached by telephone at (985) 892-2276.

Student Records

The maintenance of student records requires special care to ensure the privacy rights of students and compliance with legal requirements governing these records, including the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.1232g) and LRS 17:3914. The relevant portions of this District handbook that pertain to student personally identifiable information shall serve as the school system policy adopted in accordance with LRS 17:3914(H). The latest version of the District Handbook for Students and Parents can be found on our system website at <http://www.stpsb.org/DisciplineHandbook/DistrictHandbook.pdf>.

Definitions

The following terms and definitions apply when discussing student records.

- "Access" to be provided the ability to look at, inspect, and make use of.
- "Eligible student" means a student who is 18 years of age.
- "Education records" means records that are directly related to a student that are maintained by the St. Tammany Parish School Board or by a third party acting for the Board.
- "Parent" means a student's natural parent, guardian, or individual acting as parent in the absence of a parent or a guardian.
- "Personally identifiable information" is defined as information about an individual that can be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
 - (a) Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
 - (b) Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
 - (c) Two or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

Rights Under Family Educational Rights and Privacy Act (FERPA)

According to the Federal Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to:

- inspect and review the student's education records;
- seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to the disclosure of personally identifiable information, except to the extent that FERPA and the School Board authorize disclosure without consent; and
- file with the United States Department of Education a complaint concerning alleged failures by the St. Tammany Parish School Board to comply with FERPA.

Disclosures Without Consent

The Board discloses information from a student's education records without consent when the disclosure meets any of the conditions set forth in FERPA, and in accordance with State law.

A school official having access to student records is:

- a person employed by the Board in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
- a person elected to the Board; and/or
- a person employed by or under contract with the Board to perform a special task for the Board.

A school official has a legitimate educational interest to access student records if the official is:

- performing a task that is specified in his or her position description or contract agreement;
- performing a task related to a student's education;
- providing a service or benefit related to the student or student's family, such as health care, counseling, job placement, or financial aid;
- maintaining the safety and security of Board property and school grounds; and/or
- performing other duties of legitimate educational interest as determined by the Superintendent or his designee on a case-by-case basis.

Disclosures to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll will be made without any notification to the parent or eligible student. The transfer of student records will include information on the date of any expulsion and reason(s) for which the student was expelled. Any student who has been expelled from any public or private school must provide to School System officials information on the date of expulsion and the reason(s) for which the student was expelled.

The Board and its employees may disclose education records or information from education records, without the consent of a parent or guardian of the student who is the subject of the records to State and local law enforcement officials and other officials within the juvenile system in accordance with law.

The full text of FERPA can be found at 20 U.S.C.1232g. The implementing regulations concerning FERPA can be found at 34C.F.R.99.1 through 99.67.

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-4605

Other Federal Statutes Affecting Educational Records

Various other Federal laws have been enacted since the tragedy of September 11, 2001, such as the USA Patriot Act, which revised portions of FERPA. Two additional Federal Acts are the No Child Left Behind Act and the Protection of Pupil Rights Act. The School System complies with all State and Federal privacy and educational records laws. Copies of these Federal statutes, their implementation regulations, and other information concerning parent and student rights under these laws can be obtained from the School Board by written request to Supervisor of Administration; St. Tammany Parish School Board; Federal Rights Section; 321 N. Theard Street; Covington, LA 70433.

The Protection of Pupil Rights Act (PPRA) 20 USC 1232h, 34 CFR Part 98 provides for the control and limitation of surveys involving pupils to include the provision that parents/guardians may opt out of such surveys.

Procedure for Inspection of Records

To inspect student records, requests must be made in writing to the St. Tammany Parish School Board. Requests should be addressed to Custodian of Student Records; St. Tammany Parish School Board; 321 N. Theard Street; Covington, LA 70433.

Amendments to Records

If, upon inspection of a student's records, a parent, eligible student or legal guardian believes that the education records contain information that is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, an amendment to the record may be requested by submitting the requested amendment in writing to the School Board Office at the address in the preceding section. Any disagreement or amendment will be resolved informally, if possible, through the Superintendent or his designee. Only the Superintendent or his designee may authorize an amendment to the education records of a student. If an amendment is not granted, the parent(s) or eligible student may within 30 days of mailing of

notification from the Board, request a hearing. The request must be in writing to the Superintendent, mailed to the School Board Office at the address above. The request must be received by the St. Tammany Parish School Board within 30 days in order to be considered. The 30-day period commences on the day after the date of the notice denying the initial request for amendment.

Collection of Student Data

Unless voluntarily disclosed by a student's parent or legal guardian, no employee of the school system shall require disclosure to the school system by the student, parent or legal guardian of any of the following information:

- (a) Political affiliations or beliefs of the student or the student's parent.
- (b) Mental or psychological problems of the student or the student's family.
- (c) Sexual behavior or attitudes.
- (d) Illegal, anti-social, self-incriminating, or demeaning behavior.
- (e) Critical appraisals of other individuals with whom a student has a close family relationship.
- (f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
- (g) Religious practices, affiliations, or beliefs of the student or the student's parent.
- (h) Family income.
- (i) Biometric information.
- (j) Social security number.
- (k) Gun ownership.
- (l) Home Internet Protocol Address.
- (m) External digital identity.

Allowable Access

The Board allows access, including disclosure, of certain student personally identifiable information without consent under the following circumstances:

- (a) when required by applicable state or federal law, such as:
 - 20 USC 7908(a)(1) requires public schools to provide student names, address, and telephone numbers to military recruiters, unless the student's parent, eligible student or legal guardian has requested that the information not be provided.
 - LRS 17:81(N) provides for the release of student information to state and local law enforcement officials and officials within the office of juvenile justice.
- (b) under the terms of a contract with a public or private entity providing student or education services when such contract meets the requirements of the law. Such contracts and a list of the data elements that are included in the contract shall be available for inspection. Release under such a contract without consent is necessary for the education of a student, as determined by the school system. Examples of such contracts include but are not limited to Student Information Systems, Special Education Reporting systems, etc.

Approved Access

Unless directed in writing otherwise by a student's parent, eligible student or legal guardian, the Board approves a person employed in a school or person authorized by the superintendent to provide access to certain student personally identifiable information in accordance with FERPA and LRS 17:3914, as follows:

- information to protect the health, safety, or welfare of a student and/or the general public;
- information to facilitate a student's participation in a school sanctioned extracurricular activity, including but not limited to a sport, organization or club;
- information to facilitate the operation and daily activities within system facilities, including but not limited to the display and use of student information;
- information related to programs and activities related to school sanctioned performances or productions, events and award programs and graduation;
- university transcript requests, scholarships, and admissions;
- LHSAA, NCAA and other related sports programs;
- online resources and educational tools;
- school photography, ID badges and yearbook providers;
- information provided in accordance with a contract between the Board and a public or private entity which has been contracted to perform student or education services, but only to the extent provided for in such a contract; and
- Directory information as set forth herein.

If a parent, eligible student or legal guardian wishes to deny consent for release of information under Board approved access releases, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination.

Directory Information

The School Board may provide access to information designated as "directory information" on-site in general and private access areas of a school or school system facility, and to school-sponsored or school-related organizations. The following information is designated as directory information:

- student's name, address, telephone listing;
- parents' names and addresses;
- student's date and place of birth;
- student's school and grade level;
- student's picture and electronic mail address;
- student's 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; and
- previous educational agency or institution attended by the student.

Examples of school sponsored or school-related organizations includes but is not limited to:

- Project Graduation;
- parent organizations (such as PTA, booster clubs, etc.);
- scholarship programs;
- student clubs (such as Beta Club, Key Club, 4H, etc.);
- printing services (programs for graduation, award ceremonies, athletic events, playbills for drama productions).

If a parent, eligible student or legal guardian wishes to have the student's directory information excluded from directory data, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination. The parent, eligible student or guardian must complete and submit this form to the school principal each academic year within the first two (2) weeks after the school session begins in the fall in order to prevent disclosure of directory information pertaining to that student. If a student enrolls during an academic year, the parent, eligible student or guardian may prevent the disclosure of directory information pertaining to that student by completing and submitting the form to the school principal within two (2) weeks of enrollment.

Collection and Disclosure of Information Related to Postsecondary Education

Upon obtaining the written consent (via the Release of Student Information consent form) from a parent, or student who has reached the age of majority or legal guardian of a student, the Board shall collect the following information from each student in grades eight through twelve:

- (a) Full name.
- (b) Date of birth.
- (c) Social security number.
- (d) Student cumulative transcript data.

The consent authorizes the Board to provide such information to the Louisiana Office of Student Financial Assistance (LOSFA), any Louisiana postsecondary education institution, and the Louisiana Board of Regents. This information is released for TOPS eligibility and processing of applications for admissions and state and federal aid. **The failure to provide written consent for collection and disclosure of a student's information will result in delays or may prevent the successful application for admission to post-secondary institution and for state and federal student financial aid.** Once obtained such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian. If a parent, eligible student or legal guardian wishes to deny consent for release of information related to postsecondary education, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination.

Access by the Louisiana Department of Education

LRS 17:3914 provides limitations on the access to student personally identifiable information by the Louisiana Department of Education.

- (a) Provide a student's identification number as provided by law, and aggregate data to the local school board, the state Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements.
- (b) Provide to the state Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. No official or employee of the state Department of Education shall share such information with any person or public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments.
- (c) Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided by law.
- (d) Provide for the transfer of student information pursuant to the provisions of R.S. 17:112.

Public Information/Communications Releases

In order to help keep the public informed about schools and to recognize students and staff for their accomplishments, students are sometimes included in school and/or System information that is distributed to the public. From time to time, newspaper, broadcasting, media outlets and System personnel may interview, videotape, voice record, and/or photograph students for these purposes. The System websites and educational television station are used widely to highlight student achievements and activities. A student's voice, likeness, and/or work may be used in print publications, press releases, audiovisuals, and websites, including social media, issued by employees or designees of the Board. Student work includes, but is not limited to, written work, art, music, etc. The information may be used by members of the media with permission of officials from the schools or offices within the St. Tammany Parish Public School System. These items include, but are not limited to, photographs, videotapes, live broadcasts, sound recordings, and/or other electronic transmissions, including social media, related to school activities. The release of such information may identify the class, school, or program attended by the student. No compensation or reimbursement of any kind related to the use of the above information will be paid to a parent, student or legal guardian. The above referenced information may be used in subsequent years without additional consent. To ensure that parents, eligible students and guardians agree to participation, they are asked to sign and return a Release of Student Information Consent form to permit such participation. Once obtained such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian. If a parent, eligible student or legal guardian wishes to deny consent for public information and communication releases, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination. Termination is effective beginning at 4:30pm local time the day after receipt.

Emergency School Closings

Occasionally, schools or a school may need to close due to an emergency. Notification of emergency closings is given as soon as possible to parents and caretakers.

Notifications about closings and re-openings are made through recorded emergency phone calls, the School System website, www.stpsb.org, the School System mobile app, STPPS Facebook and Twitter accounts and the local media.

In cases of potential severe weather, School System officials are in constant communication with the National Weather Service, St. Tammany Parish Emergency Preparedness officials, and Superintendents around the region to make decisions about school closings. Even with the assistance of these officials, weather conditions are often impossible to predict. During severe weather conditions, School System officials must try to decide what is best for the district's students and employees.

Parents and caregivers should communicate with their child's school and discuss their individual circumstances as it relates to absences and make-up work.

Emergencies may cause delayed dismissal or early dismissal from school. In case of delayed dismissal, students may arrive at their bus drop-off sites later than usual. If school officials are not able to notify parents about early dismissal, students may be kept at school until parents can arrange for students to be picked up.

Parents and caretakers should make sure schools have current emergency contact information so they can be reached in the event of an emergency.

School Bus Transportation

Students living one or more miles from the schools in their attendance boundary areas are eligible to ride School System provided school buses to schools in their attendance areas. Bus routes and times for pick-up and delivery of students are determined by the System Transportation Departments. Routes and times are established before the start of school in the fall. Adjustments sometimes are required after the school year begins, and those changes are made as quickly as possible, usually within the first weeks of the school year.

Bus transportation is provided for the academic school day. Parents and students provide transportation for extracurricular activities outside the academic school day. Field trips during the academic day are arranged by school personnel.

School officials and the Transportation Departments have listings of bus drivers and their routes. Parents and guardians may contact either to get a telephone number for their children's bus drivers. Bus drivers can give parents specific information about bus stop sites and times for pick-up and delivery.

If, as infrequently happens, a school bus is involved in an accident or breakdown, arrangements are made to transport students either by transferring students to another bus or by calling parents to pick up their children at a designated site. To be abundantly cautious, emergency medical arrangements may be utilized. Up-to-date parent contact numbers and emergency contact numbers are important to help school personnel contact parents if needed.

School buses and drivers operate under all Federal and State laws governing the transportation of school children. Drivers are licensed and take part in required safety programs. Buses are inspected regularly for safe operation.

MAINTAINING A SAFE, EFFECTIVE LEARNING ENVIRONMENT

The policies and procedures outlined in this *Handbook* are intended to help provide a learning environment for students that is safe, free of disruption, and positive.

Visitor Authorization

School personnel within the School System strive to make schools inviting, welcoming places for parents and others visiting schools. At the same time, the staffs of all schools recognize their important responsibility to help safeguard those at school. Visitors are welcome during appropriate times of day and with permission to be on the school campus. Upon entering, the visitor must present a valid drivers license to be scanned for approval.

To help ensure the safety of students and school staff while on school campuses, the System and State of Louisiana have established policies and laws regarding visitors coming onto school campuses. These policies and laws are designed to help school personnel identify those people from outside the school who are on school grounds or inside the school and determine their reasons for being at school. Each school within the School System has written regulations and procedures for permitting specific visitation to approved areas on school grounds or in any school building or other facility during school hours.

Visitor regulations and procedures include, but are not limited to, the following.

- No person may go on school grounds or in any school building or other facility without permission from the appropriate school official. Visitation may be confined to approved areas.
- All persons must report to the administrator's office immediately upon arrival at school.
- All persons must sign in and out as required by the school administrator.
- All persons must receive an "Official Visitor Identification" as required by the school administrator.
- All persons must leave the school building, facilities, and grounds upon completion of business.

Policy Addressing Employee Electronic Communication with Students

The St. Tammany Parish School Board is committed to the safety of its students, faculty, staff and visitors. The Board and its employees must hold themselves to the highest moral and ethical standards. Interactions between employees, parents and students should be cooperative and respectful. This Policy is intended to comply with all applicable State and Federal laws, including the most recent action taken in Act 214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81(Q).

The St. Tammany Parish School Board acknowledges that technology has advanced to the point that many telecommunication devices are easily accessible and allow swift communication. Electronic Communication is defined as a message/interaction through System-provided and personal devices which provide direct communication, including, but not limited to, voice or text-based telecommunication devices and computers, and other venues that facilitate indirect contact/cyber-interaction using an intermediate method, including, but not limited to, internet-based social networks.

The Superintendent shall be responsible for establishing the mandated written procedures and guidelines that will provide a protocol for the management and administration of the components of this Policy. The procedures and guidelines are to introduce procedures to ensure that the staff, students and parents are informed. These procedures and guidelines shall be in compliance with law and provide continuity and consistency.

The procedures and guidelines are intended to promote the appropriate student-staff interaction by consistently implementing a planned management strategy. This Policy is not intended to limit or impede the use of technology as a meaningful teaching tool. Such procedures and guidelines, as adopted, shall be made available each year to all System employees, parents and students. Nothing in this Policy shall be construed to deny any employee of his right to due process under the law. The St. Tammany Parish School Board shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this Policy and the Superintendent's procedures and guidelines.

**The Superintendent's Procedures and Guidelines Addressing Employee Electronic Communications with students is posted on the School System web site.

Medication Policy

Illness and administration of medication among students is taken very seriously. Students who are sick cannot learn well. Proper medical attention and convalescence are important to the long-term health of students, the health of others at school, and student performance. When students must take medication at school, school personnel are very careful to ensure that students are properly treated with medication and that medication is not given to or used by students for whom the medication was not prescribed.

Parents are encouraged to work with physicians to schedule doses of medication that can be given at home for acute illnesses. Long-term illness and use of medication may require administration during school hours. In accordance with State law enacted to address the administration of all prescription and non-prescription drugs in schools, the St. Tammany Parish School Board has formulated the following regulations to be followed when a child must receive medication during school hours.

- No medication, including over-the-counter medication, may be administered to, or self-administered by, any student without an order from a Louisiana or adjacent state's licensed physician, dentist, or other authorized healthcare prescriber, and a letter of request and authorization from the student's parent or guardian.
- Only oral, pre-measured aerosols for inhalation, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, trained personnel who are under the supervision of the certified school nurse.

- No medication, including over-the-counter medication, may be administered to, or self-administered by, any student unless the medication is provided to the school in a container that meets acceptable pharmaceutical standards.
- Only medications that cannot be administered before or after school hours may be administered at school.
- The parent or his/her designated adult is held responsible for delivering medication to the school and to the school employee designated to receive it. The parent or designated adult also is responsible for retrieving unused medication from the school.
- All medication not retrieved by a parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification of the parent.
- Self-administration of medication by a student with asthma or diabetes or the use of auto-injectable epinephrine by a student at risk of anaphylaxis, may be allowed provided the parent or legal guardian provides written authorization and submits from a licensed medical physician or other authorized healthcare prescriber written certification for the student to carry and self-administer such prescribed medications. The written certification from the healthcare prescriber must also include a written treatment plan for managing the health condition and verification of proper self-administration instruction. Self-administration of medication will be allowed if the certified school nurse verifies the student uses proper procedure and technique. A school nurse or trained employee may administer auto-injectable epinephrine to respond to a student's anaphylactic reaction.
- The initial dose of medication must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer the medication.
- Students who violate the medication policy and are found to be in possession of prescription drugs or a controlled substance not authorized under this policy shall be subject to disciplinary action found under the Uniform Discipline Code. Students found to be in possession of nonprescription or over the counter medications may be subject to disciplinary action.

Health Record

Louisiana law requires children who are 11 or older and are entering the sixth grade must have proof they have received the meningococcal (meningitis) vaccine and the Tetanus Diphtheria Acellular Pertussis vaccine (Tdap). These vaccinations are in addition to those required for registration and school entry. Refer to La. R.S. 17:170 for additional provisions on immunization requirements.

In accordance with La. R.S. 17:2112, sight and hearing testing shall be completed on an academic year schedule aligned to the recommendations of the American Academy of Pediatrics. If a parent or eligible student wishes to have the student excluded from sight and hearing testing, he or she must submit a written request to the school principal and the school nurse each academic year within the first two (2) weeks after the school session begins in the fall. If a student enrolls during an academic year, the parent or eligible student must submit a written request for exclusion to the school principal and the school nurse within two (2) weeks of enrollment.

Uniform Discipline Code

The Uniform Discipline Code of the St. Tammany Parish Public School System is designed to ensure that each classroom will have a climate of order, discipline, control, and learning — a climate that brings out the best qualities in both the teacher and the students and allows for individual growth and differences. Foremost, the Code is a strategic tool to discourage misconduct and, thereby, increase the educational benefits to which all students have rights.

The Code describes inappropriate student behavior, prescribes equitable disciplinary actions for misconduct, and suggests specific actions for correcting prohibited behaviors.

Administrators are to use reasonable judgment when administering the Code. The Code is based on the premise that rules must be consistently enforced. Further, the rules must be fair and effective and comply with the student's constitutional and other legal rights.

Staff implementing the Code will recognize the differences in age and maturity of students, as well as mitigating circumstances that may impact a situation. As students advance in age and maturity, they are expected to assume greater responsibility for their actions. Age and circumstances may require that different types of disciplinary action be used. Assistance is available for students whose misbehavior is related to the use of alcohol or other drugs.

The disciplinary actions listed in the Code indicate the range of consequences for misconduct. Listed below are student conduct rules that are designed to encourage appropriate student behavior. Please consult the Glossary of this publication for definitions of terms related to disciplinary actions and acts of misconduct.

Compulsory Attendance

The State of Louisiana requires that all children from their seventh to their eighteenth birthdays must attend a public school, private day school, or must participate in an approved home study program. Any student above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation.

School attendance is imperative, not only to satisfy requirements of the law but to help ensure student achievement and success. Every missed day of school is a missed opportunity to learn. As per State policy, St. Tammany Parish Public schools are responsible for enforcing the following requirements:

- Students are expected to be in attendance every student activity day scheduled by the St. Tammany Parish School Board.
- Schools must administer attendance regulations in accordance with State and locally adopted policies.
- In order to be eligible to receive credit for courses passed, high school students may not miss more than five (5) days of non-exempted excused absences, unexcused absences, and/or suspensions per semester.
- Elementary students may not miss more than ten (10) days of non-exempted excused absences, unexcused absences, and/or suspensions per year. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

Types of Absences

There are four types of absences a student may obtain: Type One: Exempted, Excused; Type Two: Non-Exempted Excused; Type Three: Unexcused; and Type Four: Suspensions.

Type One Absence: Exempted, Excused

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur.

The exempted, excused absences are defined in the attendance policy as the following:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the state.
- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with an immediate family member who is a member of the United States Armed Forces or the National Guard of a state and such immediate family member has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. These absences must be approved prior to the travel with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school.
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.

Type Two: Non-Exempted Excused Absences

Non-exempted excused absences are those incurred due to personal illness or serious illness in the family documented by parental notes. These absences allow the student to make up work missed and are considered in determining whether the student meets attendance requirements.

Type Three: Unexcused Absences

Unexcused absences are absences where a note is not provided to the principal, a note is provided outside of the specified time, or fails to meet the criteria to be excused. Students are not allowed to make up work for grading purposes and will be given failing grades for those days missed. These absences count against the student when determining whether the student meets attendance requirements.

Type Four: Suspensions

Suspensions are non-exempted absences. Students are allowed to make up work when suspended from school. The value of the work is determined by the school's discipline guidelines. These absences count against the student when determining whether the student meets attendance requirements.

Absences Procedures

Excuses for all absences must be presented in writing to the school principal or designee within two (2) days of the absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of signature. Failure to send the note will result in the student not being able to make up missed coursework, and zeros for that work will be given.

In elementary through junior high school, when a student accumulates seven (7) absences which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the tenth (10) absence which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

In high school, when a student accumulates three (3) absences in a semester which include non-exempted excused, unexcused, and/or suspensions, notification will be made to the parents/guardians. After the fifth (5) absence in a semester which includes non-exempted excused, unexcused, and/or suspensions, the school will notify parents/guardians of the seat time recovery requirements.

Seat Time Recovery Requirement

Students in danger of failing due to excessive absences may be allowed to make up missed seat time held outside of the regular school day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/junior high students.

Truancy

Parents will receive notification of the State truancy policy at the beginning of the school year. Any juvenile student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services.

Tardiness

Students who frequently arrive late for school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. Every school has a policy for tardiness that is enforced to help ensure the maximum, high-quality instructional time for all students at the school. Parents are urged to support the academic success of students by requiring and assisting students to be on time for school every day.

Dress and Personal Grooming

Providing an effective learning environment for all students includes expectations that students are well-kempt, dressed and groomed in a manner that permits them to actively participate in school and that does not distract the education process. Student dress and grooming are not to adversely affect the student's participation in classes, school programs, or other school-related activities. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted.

School principals maintain the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear. Body-piercing ornaments are limited to the ears, if ear-piercing ornaments are approved at the school level. No student may wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things that are evidence of affiliation in any gang.

Parents are allowed to vote, according to provisions of the School Board School Uniform Policy, whether or not students in their children's schools wear school uniforms. Information about school uniforms is provided at the school. The provisions of the Student Dress Code apply to uniforms. Information on the School System Uniform Policy is available on the System Web site at www.stpsb.org.

A violation of student dress regulations is a Group 2 offense in the Code of Conduct and results in disciplinary action that includes suspension.

Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the safe learning environment.

Student Dress Code for Males

The following requirements apply to appropriate grooming and dress for male students.

- An acceptable, well-groomed haircut will be required of all male students. Styles never should be such that they represent a collective or individual protest.
- Hair - The length of hair may not fall below the base of a collar on a shirt. Hair arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted.
- Facial Hair - Male students are prohibited from wearing beards or goatees. Sideburns may be worn to the base of the earlobe, but pork chop style is prohibited. Students may wear a neatly trimmed mustache, but handlebar styles are prohibited.
- Boys are required to wear clothing that is suitable for school and that complies with the following regulation.
- Shirts must be buttoned, except for the collar button. Tank shirts and undershirts may not be worn as outer garments. Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
- No see-through or sheer shirts are permitted, and no skin may show between the pants and shirt in any position.
- All caps, hats, and bandannas are banned from school campuses during regular school hours.
- Walking shorts may be worn as long as they meet the length requirement. While standing erect with arms extended down, the length of shorts must come to the tip of fingers or below.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- Flip-flops or backless thong sandals are not permitted.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Students in grades 9-12 and students in grades 6-8, where the 6th grade is part of the junior high, are required to wear student school I.D.'s visible above the waist during regular school hours.

Student Dress Code for Females

The following requirements apply to appropriate grooming and dress for female students.

- Girls must wear their hair in a conventional style. Hair in rollers or curlers, excessively teased, or arranged in a manner detrimental to the performance of normal educational activities will be prohibited. Hair also must be clean and not unusually colored. Sculptured hair styles that include pictures, symbols, letters, numbers, etc., will not be permitted.
- Girls are required to wear clothing that is suitable for school and that complies with the following regulations.
- No see-through, sheer shirts, or lace-like clothing are permitted, and no skin may show between the lower garment and shirt in any position.
- Culottes, split skirts, and walking shorts are acceptable providing they meet the dress length requirement stipulated below.
- All caps, hats, and bandannas are banned from school campuses during regular school hours.
- Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
- Tank shirts and undershirts may not be worn as outer garments.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- Flip-flops or backless thong sandals are not permitted.
- The minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.

- Students in grades 9-12 and students in grades 6-8, where the 6th grade is part of the junior high, are required to wear student school I.D.'s visible above the waist during regular school hours.

Expectations and Rules of Conduct

The Uniform Discipline Code requires the following conduct of all students.

- Comply with all policies of the St. Tammany Parish School Board.
- Recognize the authority of all teachers and school personnel.
- Abstain from
 - gambling
 - immorality
 - profanity
 - harassing
 - fighting
 - extortion
 - using or possessing
 - a. tobacco
 - b. narcotics
 - c. intoxicating liquors
 - selling items without administrative permission.
- Refrain from willfully damaging, defacing, or destroying school property or illegally entering school buildings.
- Abide by policies set by the school concerning travel to and from school while on school buses and using and operating private vehicles on the school grounds. Automobiles must be vacated immediately upon arrival and may be reentered only at the time of authorized departure.
- Comply with rules and regulations of the St. Tammany Parish School Board while attending any activities sponsored by the school.
- Public display of affection in any form, including body contact, must be avoided on school premises.
- When speaking to any School System employee while on school property or at a school-sponsored event, address and respond to such employees by using respectful terms such as, "Yes, Ma'am", "No, Ma'am", etc. *

*As stated in RS 17:416.12, this requirement shall begin with the 1999-2000 school year and thereafter for students in kindergarten through grade five. This requirement is to apply to sixth grade students beginning with the 2000-2001 school year, seventh grade students beginning with the 2001-2002 school year, and so on, ending with twelfth grade students in the 2006-2007 school year.

- Annually sign a statement of compliance committing to attend school daily, arrive at school on time, demonstrate significant effort toward completing all required home work, and follow school and classroom rules.**

**As required by RS 17:235.2, this shall apply to students in grades four through twelve. Also required by RS 17:235.2, parents or guardians of such students are required to sign statements of compliance, committing to ensure that their children attend school daily, arrive at school on time, complete all required homework, and commit to attend all required parent/teacher/principal conferences.

Responsibilities for Conduct

The school shares the responsibility with parents to educate, guide, and discipline children at school and school-related activities. Discipline is expected to be handled in a fair, consistent, and impartial manner to help ensure that a proper climate for learning exists. All student disciplinary decisions are confidential and are not shared with other students or parents of other students.

State and Parish laws and guidelines hold the staff of each school responsible for the maintenance of discipline at the school and school functions. All school personnel also are responsible daily to see that the learning environment is free from disruptions that affect the learning process. Ultimately, however, the primary responsibility for student conduct rests with students and their parents or guardians. Cooperation and support among school personnel, students, and parents in helping students conduct themselves with respect and good character are keys to student success and effective schools.

Louisiana Revised Statute 17:416 requires the following standards for maintaining well-disciplined schools.

- Every teacher shall endeavor to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess.

- School principals may suspend from school any pupil who:
 - is guilty of willful disobedience;
 - treats, with intentional disrespect, a teacher, principal, superintendent, member or employee of the local school board;
 - makes an unfounded charge against any one of them;
 - uses unchaste or profane language;
 - is guilty of immoral or vicious practices or of conduct or habits injurious to his/her associates;
 - uses tobacco, alcoholic beverages, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law in any form in school buildings, on school grounds, or on school buses owned by, contracted to, or jointly owned by any city or parish school board;
 - disturbs the school and habitually violates any rule;
 - cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contracted to, or jointly owned by any city or parish school board;
 - writes any profane or obscene language or draws obscene pictures in or on any school material or any public school premises, or on any fence, pole, sidewalk, or building on the way to or from school;
 - is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury;
 - throws missiles on the school grounds liable to injure other pupils;
 - instigates or participates in fights while under school supervision;
 - violates traffic and safety regulations;
 - leaves the school premises without permission;
 - leaves his/her classroom during class hours or detention without permission;
 - is habitually tardy or absent; or
 - commits any other serious offense.

Classroom Regulations

Teachers use a variety of means to keep students interested and on-task and to maintain order in their classrooms, but if students choose to break classroom or school rules, teachers are expected to address the situations for the good of the classrooms. Each teacher may take disciplinary action to correct a pupil who disrupts normal classroom activities, disrespects a teacher, willfully disobeys a teacher, uses abusive or foul language directed at a teacher or another pupil, violates school rules, or interferes with an orderly educational process.

Disciplinary action may include, but is not limited to:

- oral or written reprimand;
- referral for counseling session;
- written notification to parents of disruptive or unacceptable behavior;
- immediate removal of the student from the classroom and placement with the principal or his designee (Note: Upon the third removal from the same classroom, a conference between the teacher or other appropriate school employee and the pupil's parent or legal guardian will be required prior to the pupil being readmitted.); and/or
- other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction, and proper administration of schools. To maintain and protect that authority, teachers have the following rights identified in law as the *Teacher Bill of Rights*.

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to certain immunity and to a legal defense.
2. A teacher has the right to appropriately discipline students.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in custody of the principal or his/her designee.
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher.
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely causing serious injury.
6. A teacher has the right to be treated with civility and respect.

7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions.
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

Consequences of Student Misconduct

This section of the *Handbook* describes a broad range of acts of misconduct that are prohibited in school. The following charts do not include all types of misconduct, and students who commit acts of misconduct not listed on the charts will be subject to the discretionary authority of the classroom teacher and the principal or his/her designee. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, and any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The process is intended to be instructional and corrective, not punitive.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling in vehicles operated on behalf of the School Board, at all school-sponsored events and otherwise when the actions affect the goals or operations of the St. Tammany Parish Public School System. The principal is expected to report serious, disruptive, or criminal actions to law enforcement officials.

Disciplinary actions for misconduct may include a conference between the teacher or principal and the student followed by notification of the parent(s) or guardian(s). Any student, parent(s), or guardian(s) who believes that the disciplinary action taken is unwarranted has the right to appeal to the principal. When parents or guardians refuse to participate in conferences, principals or their designees may impose the maximum disciplinary action within the appropriate discipline group.

Incorrigible children who, through no fault of their parents, guardians, or other persons having charge of them, regularly disrupt the orderly processes of the school will be considered as delinquents and may be reported by a Supervisor of Child Welfare and Attendance to the juvenile court of the Parish to be dealt with in the manner prescribed by law. Unless otherwise provided by R.S. 17:416, any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative educational program, or transfer to adult education if such student is:

- 17 years of age or older with less than 5 units of credit toward graduation;
- 18 years of age or older with less than 10 units of credit toward graduation; or
- 19 years of age or older with less than 15 units of credit toward graduation.

Acts of Misconduct/Possible Disciplinary Actions

The Uniform Discipline Code established for all students in the St. Tammany Parish Public School System is expected to be followed and enforced in the same spirit and manner throughout the School System. Staff members will ensure due process for each student and will consider all mitigating circumstances prior to disciplinary action as possible. Mitigating circumstances include, but are not limited to, the following factors:

- age, maturity, and class
- willingness to make restitution
- placement of student
- seriousness of offense(s)
- prior conduct
- willingness to enroll in a student intervention program
- attitude of student
- support of parents

Possible disciplinary actions are not listed in priority order under each group of **Acts of Misconduct**.

(See NOTES after GROUP 5 Possible Disciplinary Actions.)

GROUP 1

These acts of misconduct include inappropriate student behaviors such as the following:

Acts of Misconduct

- 1-1 Cheating and/or copying work of another student⁵
- 1-2 Displaying any behavior that is disruptive
- 1-3 Littering
- 1-4 Loitering
- 1-5 Persistent tardiness to school or class
- 1-6 Running and/or making excessive noise in the hall or building

Possible Disciplinary Actions

- Teacher-Student-Parent-Administrator Conference
- Detention
- Exclusion
- In-School Suspension
- Suspension (1-3 days)

GROUP 2

These acts of misconduct include those student behaviors that disrupt the orderly educational process such as the following:

Acts of Misconduct

- 2-1 Defying (disobeying) the authority of school personnel
- 2-2 Disruptive behavior on the school bus⁶
- 2-3 Exhibiting any hostile or unacceptable physical actions⁹
- 2-4 Failing to abide by school rules and regulations
- 2-5 Failing to attend class without a valid excuse
- 2-6 Failure to provide proper identification
- 2-7 Initiating any unacceptable physical contact
- 2-8 Leaving a classroom without permission
- 2-9 Leaving the school grounds without permission
- 2-10 Lying to school personnel
- 2-11 Misconduct at school-sponsored events
- 2-12 Possession of laser lights/pointers
- 2-13 Use of electronic communication devices “cell phones”
- 2-14 Possession and/or use of other disruptive electronic devices
- 2-15 Possession or use of tobacco products or paraphernalia
- 2-16 Possession or use of electronic cigarettes
- 2-17 Posting or distributing unauthorized or other written materials on school grounds
- 2-18 Using or writing profane, obscene, indecent, immoral, libelous, or offensive language, including racial slurs, and/or gestures
- 2-19 Violation of the Dress Code⁴

Possible Disciplinary Actions

- Teacher-Student-Parent-Administrator Conference
- In-School Suspension
- Detention
- Exclusion
- Suspension (1-3 days)
- Disciplinary Reassignment

GROUP 3

These acts of misconduct include those student behaviors that seriously disrupt the orderly educational process such as the following:

Acts of Misconduct

- 3-1 Any behavior, on or off campus that is seriously disruptive, including the use/creation of electronic media

- 3-2 Bullying
- 3-3 Fighting - two (2) people⁹
- 3-4 Gambling
- 3-5 Habitual violation of rules
- 3-6 Unauthorized use of a computer or Web site
- 3-7 Using profane, obscene, indecent, or immoral or seriously offensive language, including racial slurs, and/or making profane, obscene, indecent or immoral gestures, propositions, or exhibitions
- 3-8 Violating safety or traffic regulations
- 3-9 Violations of the school technology agreement, *etc.*

Possible Disciplinary Actions

- Teacher-Student-Parent-Administrator Conference
- In-School Suspension
- Detention
- Suspension (1-5 days)
- Disciplinary Reassignment
- Expulsion

GROUP 4

These acts of misconduct include those student behaviors that very seriously disrupt the orderly educational process. In most cases, these behaviors also are illegal, such as the following:

Acts of Misconduct

- 4-1 Assault⁸
- 4-2 Extortion
- 4-3 Fighting - more than two (2) people⁹
- 4-4 Inciting or participation in a riot
- 4-5 Intentional disrespect
- 4-6 Persisting in serious acts of disobedience or misconduct
- 4-7 Possession, use, or delivery of fireworks
- 4-8 Sexual harassment⁷
- 4-9 Theft or possession of stolen property²
- 4-10 Threatening faculty member or school personnel and students⁸
- 4-11 Use of intimidation, coercion, or force
- 4-12 Vandalism/criminal damage to property²

Possible Disciplinary Actions

- Teacher-Student-Parent-Administrator Conference and/or
- Suspension (3-10 days)
- Disciplinary Reassignment
- Police Notification
- Expulsion

GROUP 5

These acts of misconduct include those illegal or criminal student behaviors that most seriously disrupt the orderly educational process such as the following:

Acts of Misconduct

- 5-1 Aggravated assault⁸
- 5-2 Aggravated battery⁹
- 5-3 Arson
- 5-4 Battery⁹
- 5-5 Bomb threat¹⁰
- 5-6 Burglary²
- 5-7 Delivery or distribution of any controlled dangerous substance¹
- 5-8 Disorderly conduct

- 5-9 Engaging in any other illegal behavior
- 5-10 False activation of fire alarm¹¹
- 5-11 Possession or under the influence of alcohol, look-a-like substance, or mood-altering chemical or drug¹
- 5-12 Possession or under the influence of any controlled dangerous substance¹
- 5-13 Robbery²
- 5-14 Sex violations
- 5-15 Trespassing
- 5-16 Use, possession, and/or concealing of a weapon or look-alike firearm³
- 5-17 Wearing or possessing body armor on school property
- 5-18 Vandalism/criminal damage of personal property of school personnel or school property²

Possible Disciplinary Actions

- Suspension (minimum of 5 days)
- Disciplinary Reassignment
- Police Notification
- Expulsion

NOTES

1. Refer to section on School Drug Detection and Control Program.
2. Restitution for stolen or damaged property must be made before return to school.
3. Students found using, possessing and/or concealing a knife, a firearm, a weapon that may discharge a projectile, or other dangerous instruments that may cause bodily harm will be suspended immediately and recommended for expulsion. Law enforcement may be notified. If recommended for expulsion or suspension then law enforcement will be notified. Students using, possessing, and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument will be suspended immediately from school and recommended for expulsion. In the case of a student in preschool through grade 3 who is found carrying or possessing a knife, the principal may, but will not be required to, recommend the student's expulsion. Upon the recommendation for expulsion, a hearing will be conducted by the Superintendent or his designee. Upon the conclusion of the hearing, the Superintendent or his designee will determine whether the student will be expelled from the School System or whether other corrective or disciplinary action will be taken. Students in grades six or higher who are found guilty of using, possessing, and/or concealing a firearm or other weapon that may discharge a projectile, when on school property, on a school bus, or in their actual possession at a school-sponsored event, following a hearing, will be expelled for a minimum of four complete semesters. The student also will be referred to the District Attorney for appropriate action. Students in kindergarten through grade 5 found guilty of being in possession of a firearm on school property, on a school bus, or in their actual possession at a school-sponsored event, following a hearing, will be expelled for a minimum of two complete semesters. The student also will be referred to the District Attorney for appropriate action. No student who has been expelled for possession of a weapon will be readmitted to any school until the student has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason, or reasons, for the student's expulsion. This policy does not apply to a student carrying or possessing a firearm or knife for purposes of involvement in a school-approved curricular or extracurricular activity.
4. On the first offense, students will be informed of the specific violation and given a period of time to comply with the Dress Code. During this time, parental contact will be made, and the student will be allowed to remain in school unless the violation is disruptive. A student who does not comply with the Code as directed will be suspended until compliance is reached. Subsequent violations will result in more serious consequences.
5. Students will receive a grade of zero (0) for assignments.
6. Suspension of bus privileges may be a form of disciplinary action.
7. Refer to School Board Policy on Sexual Harassment.
8. Acts of assault and aggravated assault, including verbal threats, are considered serious, violent acts that are not tolerated. Following a thorough investigation of allegations, the offender may be required to participate in a threat assessment program prior to reentering a school program. Serious disciplinary action, including suspension and expulsion, also may be taken. A student could face disciplinary action for failing to report to a teacher or administrator knowledge of plans or actions of another person when those plans or actions, if carried out, could result in harm to another.
9. Battery or physically aggressive behavior are considered serious, violent acts that are not tolerated. Following an investigation of an incident, the offender may be required to enroll and participate in, or agree to participate in, an anger management or conflict resolution counseling program.

10. Refer to Bomb Threat Section Below
11. False activation of a fire alarm is considered serious, dangerous and extremely disruptive, is not tolerated, and violates the law. Serious disciplinary action, up to and including suspension and expulsion from school may be taken, and the appropriate law enforcement authorities will be involved and the Board will support prosecution of violators to the fullest extent of the law.

Bomb Threat

Communication of false information of a planned bombing on school property, at a school sponsored function, or in a firearm free zone are considered serious, violent and extremely disruptive acts that are not tolerated, and that violate the law. Serious disciplinary action, up to and including suspension and expulsion from school may be taken, and the appropriate law enforcement authorities will be involved. The Board will support prosecution of violators to the fullest extent of the law. As stated in Louisiana Revised Statute 14:54.6, the communicating of false information of a bombing threat on school property, at a school-sponsored function, or in a firearm free zone, whether or not such threat involves fake explosive devices is the intentional impartation of conveyance, or causing the impartation or conveyance by the use of the mail, telephone, telegraph, word of mouth, or other means of communication, of any such threat or false information knowing the same to be false. Whoever commits the crime of communicating false information of a planned bombing on school property, at a school-sponsored function, or in a firearm-free zone, shall be imprisoned with or without hard labor for not more than twenty years. Upon commitment to the Department of Public Safety and Corrections after conviction of a crime committed on school property, at a school sponsored function, or in a firearm-free zone, the department shall have the offender evaluated through appropriate examinations or tests conducted under the supervision of the department. Such evaluation shall be made within thirty days of the order of commitment. "At a school-sponsored function" means the specific designated area of the function, including but not limited to athletic competitions, dances, parties, or any extracurricular activity.

Possession and Use of Electronic Communication (Wireless Devices)

The student is governed by the Student Use of Instructional Technology Policy which can be found on www.stpsb.org under Policies/Curriculum and Instruction.

The St. Tammany Parish School Board desires to promote an environment that is conducive to instruction and learning. Wireless devices used by students to communicate with others inhibit the creation of such an environment and is disruptive to the learning process. The Board also desires to protect students' personal privacy, while on school property and at school events. The emergence of camera wireless device technology has created a new set of privacy and data protection challenges for school officials. Thus, the use of any type of photographic equipment to take images or sound recordings that are in violation of law or otherwise invade the privacy of other individuals is prohibited and will result in discipline according to policy. Any exception to the prohibition of wireless devices requires the advance permission of the school principal. This prohibition shall be strictly construed in favor of protecting the privacy of all individuals.

Under this policy, the term "wireless devices" includes, but is not limited to, cellular phones (whether analog or digital), camera phones, beepers, pagers, text messaging devices and PDA's that are used as telecommunication devices or to transmit text messages, as well as any other wireless electronic telecommunication devices.

Students shall be allowed to possess a telecommunication device (cell phone) on a school campus during the instructional day or on the bus to and from school provided the device is turned to the off position, completely stowed away, and not in use. Stowing of cell phones is defined as being placed in the student's locker, school bag, purse, or pockets and shall not be displayed in view using any type of clip or other device. If a student is found using a cell phone, displaying a cell phone, or in possession of a ringing cell phone during the instructional day or on the school bus, the disciplinary procedures as outlined in the District Handbook for Students and Parents shall be utilized as a consequence. The Superintendent or his/her designee may authorize exceptions to this policy on an individual, case by case basis. Nothing in this policy shall prohibit the emergency use of electronic telecommunication devices by any student or person. Emergency shall mean an actual or imminent threat to public health or safety which may result in loss of life or injury. Use or operation of an electronic telecommunication device shall mean the device is either visible or turned to the on position for receiving or transmitting signals. Possession and/or use of other electronic devices by students shall be prohibited unless authorized by the Superintendent or his/her designee. The School System will not be responsible for lost or stolen electronic devices.

Any student found using a cell phone, displaying a cell phone, or in possession of a ringing cell phone during the instructional day, may have the cell phone confiscated by the principal/designee and have disciplinary consequences. The parent/guardian will be required to retrieve the cell phone from the school principal/designee.

Progressive consequences will be followed as outlined below:

Use or Related Disruption

- Warning or Administrative Detention
- Administrative Detention or Saturday Detention or In School Suspension
- Saturday Detention or In School Suspension or Suspension
- Suspension and/or Expulsion

Related disruption and/or refusal to hand over a cell phone when directed by a school system employee may result in more severe disciplinary action such as suspension and/ or expulsion.

Off-Campus Activities

All rules and regulations in this *Handbook* apply to field trips and all other school-sponsored functions. Also, school officials may hold students accountable for their behavior off the school campus if that behavior has an adverse effect on the learning environment of the school. In keeping with State of Louisiana laws, the St. Tammany Parish School System takes a strong stand against behavior that may adversely affect the learning environment of schools. In no way, however, does this disciplinary position imply that the St. Tammany Parish School System takes the responsibility for supervising and taking disciplinary action for all off-campus behavior.

Conduct On the School Bus

In order to establish and maintain a safe atmosphere for all persons on the bus, as well as those on the roads of our Parish, students are expected to adhere to these requirements of conduct on buses.

- Be completely seated facing the front of the bus.
- Keep their hands and feet to themselves.
- Talk in a low (normal) tone of voice.

The bus driver, together with the principal, assumes full responsibility for discipline of students riding buses. Any disciplinary problems will be reported by the driver to the principal of the school. The principal is responsible for determining necessary disciplinary action. If actions are sufficiently serious, the principal may suspend bus privileges to the student. Any parent of a student suspended from riding a school bus has the right to appeal to the Superintendent. The Superintendent or his designee will conduct a hearing on the merits of the bus suspension.

A student damaging a school bus will be subject to suspension from school. Any student suspended for damage to a school bus will not be readmitted to school or allowed to ride any school bus until payment in full has been made for such damage or until readmittance is directed by the Superintendent or his designee.

If the conduct of a student becomes such that removal from the bus becomes essential, the driver will discharge the student at the student's regular stop. A student riding a school bus will never be unloaded for disciplinary purposes anywhere except at his/her designated stop, unless he/she is endangering the lives of others on the bus. Under normal circumstances, students must have written parental permission, authorized by the principal, to get off at a bus stop other than the student's assigned stop.

Sexual Harassment

The St. Tammany Parish School Board is committed to providing a safe and stable climate free from sexual harassment by students, Board Members, Superintendent, administrators, teachers, and other employees who contract with or provide services for the Board or any other personnel associated with the Board and over whom the Board can exercise influence.

Sexual harassment is a violation of the law and School Board policy and will not be tolerated, condoned, or overlooked. The Board requests and encourages persons associated with the School System who believe that they have been sexually harassed as a result of their association with the School System to report such harassment to specified Sexual Harassment Investigating Officers or school principals.

The Board through its designee(s) will promptly, thoroughly, and fairly investigate reports of sexual harassment and take appropriate action that is consistent with the results of the investigation and the legal requirements afforded by law.

The School System and Board will not tolerate retaliation by anyone associated with the School System against one who files a complaint of sexual harassment. Inappropriate behavior by students will be handled according to their school's discipline procedures.

Some acts of sexual misconduct are considered criminal and are subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

Reporting of incidents involving student-to-student harassment should be made to the principal at the child's school. If an employee is involved as an alleged harasser, the report should be made to a Central Office Sexual Harassment Investigating Officer.

Bullying

As defined by Act 861 of 2012, bullying is a pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communications, including, but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- Electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- Physical acts including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- Repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by a student while on school property, at a school-sponsored or school related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities.

Allegations of bullying will be promptly investigated, giving due regard to the need for confidentiality and the safety of the alleged victim and/or any individual(s) who report incident(s) of bullying. An individual has the right to report an incident(s) of bullying without fear of reprisal or retaliation at any time. Retaliation is defined as meaning "to pay back (an injury) in kind." When a person is accused of having behaved in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the "alleged victim" back (retaliate). Retaliation must not occur and will not be tolerated.

Proven allegations of bullying can have serious consequences for the person deemed guilty, including verbal or written reprimand, in-school or out-of-school suspension, disciplinary reassignment, and/or expulsion.

Victims of bullying have responsibilities. Victims should clearly tell the bullies to stop. If bullying persists, victims should not ignore the incident(s) but should report immediately the incident to someone at school. Students should tell their parent(s). If the bullying continues after having clearly told the bullies to stop, students should make a written record of the incident including dates, times, witness or witnesses, and parties involved in the incident. The incident should be reported immediately to an adult who has authority over the bullies, for example, a teacher, guidance counselor, assistant principal, or principal. Victims should avoid being alone with the person(s) who attempted to bully them in the past. Victims

of bullying who feel uncomfortable reporting this fact to adult personnel at school should contact another appropriate adult or friend who will report on their behalf.

To minimize the risk of being accused of bullying, students should keep their hands to themselves, remember that no one has the right to harm another person in any way, think before speaking, immediately apologize for accidentally saying or doing anything that has made another person feel oppressed, and report all incidents of bullying behavior they have witnessed to appropriate school personnel. Students should not touch anyone without his or her permission. Students should not interact with a person after that person has perceived their behavior toward them as "inappropriate" and has clearly told them to "stop". Nor should they make remarks that may cause another person to feel "oppressed" (stressful, scared, intimidated).

Drug Detection and Control Program

The School System has strong policies and programs intended to educate students about the dangers of drug abuse and to prohibit their presence or use at school. Applicable Federal and State laws and School Board policy are followed diligently. An ongoing phase of the program consists of providing students demonstrations about the drug detection process at school and other drug education activities in conjunction with the Drug-Free Schools Program.

Another phase of the Drug Detection and Control Program consists of unannounced, periodic drug searches of the schools by local law enforcement. Guidance programs and actual searches by school officials, when suspicion of illegal drugs is present, are key elements of the Drug Detection and Control Program.

When illegal substances are found, the following procedures will be adhered to by the school administration.

1. Proper law enforcement authorities, parent(s) or guardian(s), and the Central Office will be notified immediately when suspected illegal substances are confiscated or found on a campus. The authorities will analyze the material as soon as possible, report their findings to the principal, and file a report with the Office of the District Attorney. The confiscated material will remain property of the authorities.
2. The authorities will be given the name, address, and telephone number of the student in possession of the illegal substance.
3. If the authorities indicate that charges will be filed, the parent(s) or guardian(s) of that student will be notified. If the student is removed from school by the officers, the student and the parent(s) or guardian(s) must arrange an appointment with the principal before returning to the campus. This appointment should be made as soon as possible after the student is released by the authorities.
4. If the authorities indicate that charges will not be filed, the principal will follow the disciplinary policy for drug-related offenses as indicated in this *Handbook*.

School Disciplinary Action for Drug-related Offenses

A goal of the School System is to convey to students that the use, possession or distribution of any drug, chemical or other substance without proper authority and permission is wrong and harmful. The seriousness of substance abuse among young people has resulted in legal action at the State and Federal levels. In recognition of the potential life-altering affects that substance abuse can have, the State has passed legislation aimed at helping school officials discourage such abuse.

Also, several Acts of Congress and State statutes have been enacted resulting in mandated drug-related and controlled dangerous substance expulsions from school, programs of drug prevention, and identification of Drug Free Zones as an area inclusive of any property used for school purposes by any school, within 1000 feet of any such property, and school buses. Violators of the laws concerning Drug Free Zones will be prosecuted to the full extent of the law.

Louisiana law requires that any student 16 years of age or older found guilty of possession of, knowledge and intentional distribution of, or possession with intent to distribute any illegal narcotic drug, or other controlled substance on school property, on school bus, or at a school event, following a hearing by the Superintendent or his designee, will be expelled from school for a minimum of four complete semesters.

Any student who is younger than 16 years of age found guilty of these drug offenses, following a hearing, will be expelled from school for a minimum of two complete semesters. Any case involving a student in kindergarten through grade five found guilty of possession of, or knowledge of and intentional distribution of or possession with intent to distribute any drug or controlled substance on school property, on a school bus, or at a school event shall be referred to the local school board through a recommendation for action from the superintendent or designee.

School principals or their designees will refer any student arrested for these drug offenses for testing or screening by a qualified medical professional for evidence of abuse of alcohol, drugs, or other controlled dangerous substances. State law requires that a student expelled for drug-related offenses must provide written documentation that he or she and a parent or legal guardian have participated in a rehabilitation or counseling program related to the offense leading to the expulsion before readmission to any school program. A meeting with the central office supervisor is required prior to return to the school campus following any such period of expulsion.

Students found guilty of using, being in possession of, consuming or being under the influence of alcohol, look-a-like alcohol or look-a-like drugs, over the counter inhalants, or delirants on school property, on a school bus, or at a school event will receive a minimum 5 day suspension or possible expulsion. The student will be required to complete a drug-use assessment, followed by participation in a School System approved prevention and/or intervention program for families and students. These acts of misconduct are not to be confused with incidents of using, being in possession of, consuming or being under the influence of an illegal narcotic drug or a controlled dangerous substance which results in expulsion. Verification of an appointment for an assessment and agreement to enroll in the approved program is required before reentry into school following the period of suspension or expulsion.

Students found guilty of possession of drug paraphernalia (anything that can be associated with drugs or controlled dangerous substances in the sense of use, possession or distribution of them) on school property, on a school bus or at a school event will receive a minimum 5 day suspension. Subsequent offenses may result in expulsion.

Suspension Procedure

The following procedure is followed if suspension of a student is required.

1. Prior to any suspension, the school principal or his/her designee will advise the pupil in question of the particular misconduct of which he/she is accused and will state the basis for such accusation.
2. The student will be given an opportunity at the time to explain his/her version of the facts to the school principal or his/her designee. Any student whose presence poses a continued danger to persons or property or represents an ongoing threat of disruption may be removed immediately from the school premises without benefit of the above-described procedure. The necessary procedure should follow as soon as practical after the student has been removed from school.
3. Written notice of the suspension, including the reasons for the suspension, will be mailed to the parent(s) of the suspended student.
4. Any parent or legal guardian of the suspended student who believes that the disciplinary action taken is unwarranted has the right to appeal to the principal. The next level of appeal is the Superintendent or his designee.
5. A student suspended for damages to any property belonging to the School System or school personnel will not be readmitted to school until payment in full has been made or until the student is directed to return to school by the Superintendent.
6. During a suspension, students are forbidden to come on school grounds or to attend or participate in any School System or school-sponsored event to include, but not limited to, athletic events without advanced written permission from the Superintendent or his designee. Any student who violates this ban will be subject to legal sanctions for trespassing.
7. When a student is suspended, the following procedure will be used for re-admitting the student to school.
 - 1st Suspension — The parent must bring the student to school for a conference with the principal before the student can be admitted back to school.
 - 2nd Suspension — The parent must bring the student to the School Board Annex for a conference with the Supervisor of Child Welfare and Attendance before the student will be admitted back to school.
 - 3rd Suspension — The parent must bring the student to the School Board Office for a conference with the appropriate Administrative Supervisor before the student will be admitted back to school.
8. The school principal or his/her designee will have the option of using an alternative to suspension program in lieu of out-of-school suspension for offenses that are covered in the program, provided funding for the program is available.
9. All procedures, rules, and regulations established for disciplinary programs for suspended students must be adhered to by students and parents or guardians. Students and guardians or parents will be informed by written notice of the procedures, rules, and regulations of disciplinary programs.

Expulsion Procedure

Students who are suspended from school three (3) times during the same school year who commit a fourth offense will be expelled from the School System until the next school year begins in the fall, subject to the review and approval of the School Board. Expulsion will be recommended immediately for certain major offenses. Each expulsion case will be reviewed prior to the beginning of the next school year for possible reinstatement into the St. Tammany Parish School System. Serious offenses committed by students may subject the student to expulsion beyond the beginning of the next school session.

The expulsion procedure will include the following steps.

1. The principal will recommend the expulsion of the student.
2. A hearing will be conducted by the Superintendent or his designee.
3. Upon concluding the hearing, the Superintendent or his designee will determine whether or not the student will be expelled from the School System or whether or not other corrective or disciplinary action should be taken.
4. At the hearing, the principal/teacher may be represented by any person of his/her choice.
5. The student may be represented by any person of his/her choice.
6. The student will remain suspended from school until the hearing takes place.
7. Within five (5) days after a decision expelling a student is rendered, the parent(s) or guardian(s) may request that the St. Tammany Parish School Board review the findings of the Superintendent or his designee at a time set by the School Board.
8. The School Board, after reviewing the findings, may affirm, modify, or reverse the action previously taken.
9. The parent or guardian of the pupil may, within ten (10) days, appeal to the district court for the Parish an adverse ruling by the School Board in upholding the action of the Superintendent or his designee.
10. A felony conviction of any student or incarceration of any student in a juvenile institution for committing any act that would be deemed a felony if committed by an adult will be cause for expulsion of the student for a period of time determined by the Board. Such expulsion takes a two-thirds (2/3) vote by the elected Members of the Board.
11. When a student is entered in Florida Parish Juvenile Detention Center, the St. Tammany Parish Jail or any correctional institution, whether evidenced by the school receiving an official drop slip, or as otherwise discovered or determined by the St. Tammany Parish School System, before any student is allowed to re-enter, enroll or re-enroll into the St. Tammany Parish School System, a meeting shall occur with the Disciplinary Supervisor to determine potential placement.

Additional Disciplinary Authority:

Suspension of Driver's License

Principals will notify the Louisiana Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of 14 and 18 who has been suspended or expelled from school for ten (10) or more consecutive school days or has been assigned to an alternative educational setting for ten (10) or more consecutive days for:

- infractions involving the sale or possession of drugs, alcohol, or any other illegal substance;
- the possession of a firearm; or
- an infraction involving assault or battery on a member of the school faculty or staff.

The Office of Motor Vehicles will suspend for one year the drivers' licenses of such students who are between the ages of 15 and 18, in accordance with the provision of State law. The term "license" or "driver's license" includes a class "E" learner's license and intermediate license.

Individuals with Disabilities Placement in Alternative Educational Settings

Refer to Individuals with Disabilities Placement in Alternative Educational (IDEA) Regulations and Louisiana Bulletin 1706 found at each school site.

Search and Seizure

As a security measure used to protect students and staffs, school officials must sometimes, if deemed a necessary or precautionary step, initiate or help law enforcement officials conduct a search of school for dangerous, illegal, or prohibited items. The policies and practices followed in the search and seizure process are based on Federal and State law. The practice is carried out judiciously and with the rights of all in mind.

According to State law, the School System is the exclusive owner of all public school buildings, all desks and lockers within the building assigned to any student, and any other area of any public school building or grounds set

aside specifically for the personal use of the students. Any teacher, principal, school security guard, or administrator may search any building, desk, locker, area, or grounds for evidence that the law, a school rule, or School Board policy has been violated. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based upon the attendant circumstances at the time of the search, reasonable grounds exist to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy.

Such a search will be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student(s) and the nature of the suspected offense. Any search of a student will, if possible and reasonable under the circumstances, be done by a teacher, administrator or other School System representative of the same sex, with at least one (1) adult witness present throughout the search. Classroom searches, with multiple students present, will be conducted in a manner that is reasonable under the particular facts and circumstances leading to any such search, but shall not require more than two adult persons to be present for any such search.

Documentation will be made of all searches of a student's person. The student will be given a receipt for all items impounded. The parent(s) or guardian(s) of the student will be notified in writing of all searches of the student's person. Random searches of students or their personal effects with a metal detector may be conducted at any time in accordance with law.

The search of a person will, unless circumstances dictate otherwise, be limited to directing the student to remove all items from his or her pockets, directing the student to remove footwear, coats or other outerwear necessary under the circumstances, and directing the student to open and remove all items from any container he or she may be carrying. A pat down of the person is permitted when the person is reasonably believed to possess a weapon, or when circumstances exist that indicate the necessity of a pat down search. Under no circumstances will a strip search or body cavity search be conducted by any school personnel.

If the person refuses to comply with the directions to be searched, and there is a belief that a law has been violated, then, to the extent practicable, the person will be detained, and the appropriate law enforcement authorities will be contacted. If school officials know from the outset that a law has been violated, the appropriate law enforcement authorities will be contacted as soon as possible, and the decision to search the person will be made by the law enforcement personnel. If no violation of the law is suspected but reason exists to search a student who refuses to be searched, that student will be dealt with according to school disciplinary procedures. Refusal to comply with directions to be searched is grounds for discipline.

Under the same circumstances, if the person is a non-student, he or she will be directed to leave campus and, if the person refuses, the appropriate law enforcement authorities will be called to remove the person from school. Unless otherwise prohibited by law, any school principal, administrator, or school security guard may search the person, handbag, briefcase, purse, or other object possessed by any person who is not a student enrolled at the school, or a school employee, while in any school building or on school grounds, either by conducting a random search with a metal detector or when reasonable suspicion exists that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the law, a school rule, or a School Board policy.

Upon the seizure of any firearm, bomb, knife, or other implement or device that can be used as a weapon or the careless use of which might inflict harm or injury, or upon seizure of any controlled dangerous substance as defined by State law, the principal or his/her designated administrator will report the confiscation to the appropriate law enforcement officials. The principal or his/her designated administrator may report the confiscation of any other implement, device or material to law enforcement officials.

Any implement, device or material required to be reported to law enforcement officials will be retained and secured by the school principal in such a manner as to prevent its destruction, alteration, or disappearance until the law enforcement authority either takes custody of the implement or material or provides notice that it need no longer be retained. The confiscated item(s) will be retained in a uniform, envelope-type container that has printed instructions regarding the information to be supplied to law enforcement concerning the confiscation. Items that need not be

retained for law enforcement officials will be placed in the custody of the parent(s) or guardian(s) of the student following the hearing process and following disciplinary action, if applicable.

In order to ensure that items seized are properly secured, they will be placed in a safe, locked cabinet or locked desk to which only the principal or assistant principal will have access. The report to the appropriate law enforcement authority required by law will be in writing, signed by the principal or his/her designated administrator, and delivered to the appropriate law enforcement authority within 24 hours of the seizure. While a principal may designate another to prepare the above report, the principal will instruct the designee to keep a copy of the report and provide another copy to the principal at the time the reports are made. Copies of the reports will be maintained in a secure place for no less than two (2) years after the incident.

Failure of any principal or designated administrator to report to law enforcement officials the confiscation of any controlled dangerous substance or any firearm, bomb, knife, or other implement or device that can be used as a weapon is cause for disciplinary action for violation of policy and law. Likewise, failure of any principal or designated administrator to retain and secure such material or implement or device is grounds for disciplinary action for violation of policy and law.

Corporal Punishment

The St. Tammany Parish Public School System does not allow corporal punishment in the School System. Complaints concerning instances of impermissible corporal punishment should be reported to the school principal or superintendent for investigation.

Crimestoppers

To help maintain a safe and productive environment for learning in our schools, the School System has established a partnership with the Crimestoppers organization. The partnership provides an additional security measure that encourages students, parents, and others to report information about potential or actual criminal activity at school. The Crimestoppers program allows us to utilize a reporting system called the Safe School Hotline in all our junior high and high schools.

The local Crimestoppers organization encourages citizens to help solve and prevent crime through anonymous calls to a special telephone number maintained by the organization. The information is forwarded to appropriate law enforcement agencies and a special fund is available to pay a reward for tips that lead to an arrest. The Safe School Hotline operates in the same way to help solve crimes and prevent potential safety concerns on and/or around school campuses, school buses, and school events. The Crimestoppers Safe School Hotline system protects the caller's identity by assigning a code number to each caller.

The Safe School Hotline number is 1-877-903-7867. Students and parents who have information about a serious or potentially serious school safety concern are urged to call the school principal or the Crimestoppers Safe School Hotline.

COMPLIANCE NOTICE

The St. Tammany Parish School Board adheres to the equal opportunity provisions of the Federal Civil Rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (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. Anyone with questions regarding this policy may contact a Supervisor of Administration at 985-892-2276, St. Tammany Parish School Board.

Career And Technical Education Compliance Notice

Career and Technical Education courses are available at all STPPS secondary sites and are open to all students. STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX and Title II Coordinator is Mike Cossé, 321 N Theard Street Covington, La. 70433; phone (985) 892-2276; email Michael.Cosse@stpsb.org.

The 504 Coordinator is Cara Barry, 321 N Theard Street Covington, La. 70433; phone (985) 898-3309; email Cara.Barry@stpsb.org.

All students have the opportunity to participate in Career & Technical Programs of Study including, but not limited to, areas of Health Care, Construction Crafts & Trades, IT Computer Technology, Culinary Programs, and Agriculture. Admission requirements for each course can be found in the student course guide/schedule packet of the individual campus where the course is being offered. Please contact the guidance counselor at the specific school site for additional information, program requirements and/or any questions you may have.

Notificación Pública

Cursos de carrera y educación técnica están disponibles en todos los sitios secundarios de STPPS y están abiertos a todos los estudiantes. STPPS se adhiere a las disposiciones de igualdad de oportunidades de las leyes federales y los derechos civiles y no discrimina por raza, color, origen nacional, religión, edad, sexo, orientación sexual, estado civil o discapacidad. La coordinadora del programa de Title IX and Title II es Mike Cossé, 321 N Theard Street Covington, La. 70433; teléfono (985) 892-2276; correo electrónico Michael.Cosse@stpsb.org.

La coordinadora de las services de 504 es Cara Barry, 321 N Theard Street Covington, La. 70433; teléfono (985) 898-3309; correo electrónico Cara.Barry@stpsb.org.

Todos los estudiantes tienen la oportunidad de participar en los programas de carrera y de estudio técnico, incluyendo pero no limitado a, las áreas de salud, artes y oficios de construcción, IT Tecnología de computadoras, programas culinarios y la agricultura.

Requisitos de admisión para cada curso pueden encontrarse en el paquete de guía/calendario del curso de la escuela donde se ofrece el curso. Póngase en contacto con el consejero de la escuela para obtener información adicional, los requisitos del programa o cualquier duda que tenga.

Thông Báo Hàng Năm

Các khoá học Giáo Dục Nghề Nghiệp và Kỹ Thuật diễn ra ở các địa điểm hai của STPPS và dành cho tất cả học sinh. STPPS tuân thủ theo các quy định về cơ hội bình đẳng của luật liên bang và quyền dân sự và không phân biệt đối xử trên cơ sở chủng tộc, màu da, nguồn gốc quốc gia, tôn giáo, tuổi tác, giới tính, khuynh hướng giới tính, tình trạng hôn nhân, hoặc khuyết tật. Điều phối viên Điều IX và Điều II là Mike Cossé, 321 N Theard Street Covington, La. 70433; điện thoại (985) 892-2276; email Michael.Cosse@stpsb.org.

Điều phối viên 504 là Cara Barry, 321 N Theard Street Covington, La. 70433; điện thoại (985) 898-3309; email Cara.Barry@stpsb.org.

Tất cả học sinh có cơ hội tham gia Chương Trình Học Nghề Nghiệp và Kỹ Thuật bao gồm nhưng không giới hạn các lĩnh vực như Chăm Sóc Sức Khỏe, Xây Dựng & Ngoại Thương, IT Công nghệ máy tính, Chương Trình Âm Thực, và Nông nghiệp. Yêu cầu cho mỗi khoá học có thể tìm thấy ở hồ sơ hướng dẫn khoá học và thời khoá biểu cho học sinh tại các trường tổ chức lớp học. Vui lòng liên hệ nhân viên tư vấn hướng dẫn tại các địa điểm trường học cụ thể để biết thêm chi tiết, yêu cầu chương trình và/hoặc các thắc mắc của bạn.

Non-Discrimination Notice

The St. Tammany Parish School Board does not discriminate on the basis of race, color, national origin, sex, disability, or age in the admission or access to, or treatment or employment in, its programs and activities and provides equal access to designated youth groups, such as the Boy Scouts.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Section 504

Cara Barry, Coordinator of 504 Services
321 N. Theard Street
Covington, LA 70433
985-892-2276
Cara.barry@stpsb.org

Americans with Disabilities Act (ADA)

Mike Cossé, Assistant Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Michael.Cosse@stpsb.org

Title IX Coordinator

Mike Cossé, Assistant Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Michael.Cosse@stpsb.org

Grievance Procedures Under Section 504 And Title II Of The American With Disabilities Act (ADA)

Grievances may be submitted by STPSB students, parents/guardians of STPSB students, and STPSB employees who allege discriminatory action by STPSB employees, STPSB students, and third parties. The following procedures apply to such grievances.

Grievances must be submitted to the appropriate “Coordinator” within 180 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

For Section 504 Grievances

Cara Barry, Coordinator of 504 Services
321 N. Theard Street
Covington, LA 70433
985-892-2276
Cara.Barry@stpsb.org

For ADA–Title II Grievances

Mike Cossé, Assistant Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Michael.Cosse@stpsb.org

The Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation shall be adequate, reliable, and impartial. The investigation shall afford an equal opportunity to present witnesses and submit evidence relevant to the complaint.

The Coordinator (or her/his designee) will issue a written decision on the grievance no later than 30 days after its filing. A copy of the decision shall be provided to each party.

The person filing the grievance (“complainant”) may appeal the decision of the Coordinator by writing to the Superintendent within 15 days of receiving the Coordinator’s decision. The Superintendent (or designee) shall issue a written decision in response to the appeal no later than 30 days after receiving the complainant’s appeal. If the investigation yields a determination that discrimination has occurred, the St. Tammany Parish School Board shall take affirmative steps to prevent recurrence of such discrimination and appropriately address discriminatory effects, if any, on the complainant and others.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

Retaliation is prohibited against any person involved in the grievance process, including the complainant or any other participant.

Time Line Extensions

The Coordinator may request in writing an extension of decision time lines if received by the complainant within 20 days of the Coordinator's receipt of the complaint. The request must include reasons for the request. The extension request may not exceed 10 days.

The complainant may request in writing an extension of appeal time lines if received by the Coordinator within 10 days of the complainant's receipt of the Coordinator's decision. The request must include reasons for the request. The Coordinator's decision to grant the extension and, if granted, its duration are final.

Once a complaint has been received by the Coordinator, Winter/Christmas holiday break time shall not be included in the calculation of any grievance time line.

GLOSSARY

Aggravated assault - Any threat of bodily harm done with a deadly weapon or done by a person who conceals his/her identity. Any threat of bodily harm against school personnel on school grounds or during a school-sponsored activity.

Aggravated battery - Any unlawful injury to another that either causes great harm, is done with a deadly weapon, or is done by a person who conceals his/her identity. Any intentional bodily harm against school personnel on school grounds or during a school-sponsored activity.

Analyzed - A reasonable in-field identification, by any means, of a controlled dangerous substance by an officer with reasonable expertise through experience and training in the area of drug detection and control.

Arson - The act of knowingly, by means of fire or explosives, damaging a building and/or the personal property of others.

Assault - Intentionally engaging in conduct (without physical contact) that places another in reasonable apprehension of bodily harm, including threats and verbal assaults.

Battery - Intentionally causing bodily harm to another.

Base of a shirt - The point at which the collar and the shirt are joined, sometimes referred to as the neckline. The base of a collarless shirt is the top of the shirt where it attaches to the band, if applicable.

Bullying - A form of aggression that occurs when a person(s) willfully subjects another person (victim) to an intentional, unwanted, unprovoked, hurtful verbal and/or physical action(s) at any school site or School Board sponsored activity or event. Bullying also may occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

Burglary - Knowingly and without authority entering or remaining within a building or vehicle with intent to commit a felony or theft.

Collar - An attached or separate band that varies in shape and size and serves to finish or decorate the neckline of a garment.

Controlled Dangerous Substance - Any substance defined as, enumerated, or included in federal or state statute or regulations, 21 USC 812 as amended and 21 CFR § 1308, et seq. as amended or Louisiana Revised Statute 40:964, et seq. as amended, or any substance which may hereafter be designated as a controlled dangerous substance by amendment or supplementation of such regulations or statute. The term shall not include distilled spirits, wine, malt beverages, or tobacco.

Cyberbullying - the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult, or humiliate another, in a deliberate, repeated, or hostile and unwanted manner, under a person's true or false identity.

Deliriants - Any chemical that gives off fumes or vapors that, when inhaled, produces symptoms similar to intoxication, i.e., sniffing glue, gasoline, lighter fluid, paint thinner, varnish, shellac, nail polish remover, aerosol-packaged products, Freon, rush, etc.

Delivery - The act of selling or distributing fireworks, alcohol, illegal drugs, narcotics, controlled substances, or contraband to others.

Detention - A period of detainment before or after school hours or during regular release time for students.

Disciplinary Reassignment - Transfer to another room, school, or alternative school placement for a specified period of time. The action is recorded in the student's folder.

Drug Free & Firearm-Free Zones - An area inclusive of any school campus and within 1,000 feet of any such school campus and within a school bus or within 1,000 feet of a bus stop.

"Drug" includes, without limitation:

- (a) Articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them.
- (b) Articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals.
- (c) Articles other than food intended to affect the structure of any function of the body or man or other animals.
- (d) Articles intended for use as a component of any article specified in Subparagraph (a), (b) or (c) of this Paragraph, but does not include devices or their components, parts or accessories.

Due process - The notification to the student and the parent(s) or guardian(s) concerning an alleged act(s) of misconduct, the right to appeal, the opportunity to answer the charge(s), and reason the disciplinary action is necessary.

Exclusion - Attendance privileges are withheld from the student until a Teacher-Student-Parent-Administrator Conference is held. Students are allowed to make up school work during the period of removal of attendance privileges.

Expulsion - The removal of a student from school for eleven (11) days or more.

Extortion - The obtaining of money or information from another by coercion or intimidation.

Fighting - Physical conflict between two (2) or more individuals when conflict is not determined to be assault.

Firearm - The term "firearm" means:

- any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any such weapon;
- any firearm muffler or firearm silencer; or
- any "destructive device".

Such term does not include an antique firearm.

Forgery - The false and fraudulent making or altering of a document or the use of such a document.

Gambling - Participation in games of chance or skill for money and/or things of value.

Gang - Any group of two (2) or more persons whose purposes include the commission of illegal acts.

Indecent proposition - An unsolicited sexual proposal.

In-School Expulsion - Temporary removal of a student from his or her usual classroom and placement in an alternative setting for a period of time specified by the School System, without interruption of instruction services. This placement is made by the Superintendent or his designee, following an expulsion hearing.

In-School Suspension - Temporary removal of a student from his or her regular class(es) to a restricted setting in school. All privileges are suspended; classes are not attended. The action is recorded in the student's folder. If resources are not available to initiate this provision, the school may exclude the student until such time as the parent(s) returns the student to school and participates in a formal conference with the principal or his/her designee. This exclusion does not exceed three (3) days.

Intimidation - Engaging in behavior that prevents or discourages another student from exercising his/her right to an education, for example, preventing a student from attending classes or authorized school activities. Such prohibited behavior includes the use of threats, coercion, or force to prevent another student from attending school or to recruit another student for membership in any organization or group not authorized by the principal. This act also includes the wearing of gang clothing or paraphernalia and the use of gang signs and signals.

Leaving the school grounds without permission - Leaving the school and the school property adjacent to the building without prior approval.

Loitering - Occupying an unauthorized place in the school or on school grounds.

Police Notification - Filing an incident report with the police department or other local law enforcement agencies. The action is recorded in the student's folder. Law enforcement authorities determine whether or not an arrest is warranted. The principal or administrator has the discretion whether or not to sign a complaint for offenses that do not warrant arrest. When law enforcement officers come onto the campus, they will serve as agents of the school.

Possession - The mere fact of physical control of real or personal property, such as clothing, lockers, or bags.

Robbery - The taking of personal property in the possession of another by the use of force or by threatening the imminent use of force.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sex violations - Offenses such as public indecency, deviant sexual contact, rape, indecent liberties with a child, and contributing to the sexual delinquency of a child.

Student intervention program - A comprehensive and integrated program to provide students with prevention, intervention, referral, and support services for amelioration of alcohol and other drug-related problems. The patterns of student behaviors that may lead to scheduling of a conference may or may not involve acts of misconduct.

Suspension - The involuntary removal of a student from class or school attendance for ten (10) days or less. The student is not allowed to attend school for the period of the suspension and may be considered as trespassing if present on school grounds during the period of suspension.

Teacher-Student Conference - A conference in which the teacher talks to the student and they mutually agree upon expected student behavior. A record of this meeting is maintained in the teacher's file.

Teacher-Student-Parent-Administrator Conference - A formal conference in which to plan for corrective counseling, referral to outside agencies, or other appropriate actions. A record of the action taken is maintained in the administrator's file.

Theft - Obtaining or exerting unauthorized control over the personal property of another.

Vandalism - The willful or malicious destruction or defacing of school property or property of others.

View the most recent version of the District Handbook for Students and Parents, including any changes made throughout the school year, online at

www.stpsb.org/districthandbook

A printed copy of the most recent handbook is also available by request at each school.

Mission Statement

The mission of the St. Tammany Parish Public School System is to provide a high-quality education for all students, resulting in life-long learners who can contribute positively to the society in which they live.

School System Administration

W. L. "Trey" Folse, III
Superintendent

Peter J. Jabbia
Associate Superintendent

Michael J. Cossé
Assistant Superintendent

Regina Sanford, Ph.D.
Assistant Superintendent

School Board Members

Neal M. Hennegan, District 1
Elizabeth B. Heintz, District 2
Michael J. Dirmann, District 3
Stephen J. "Jack" Loup, III, District 4
Charles T. Harrell, District 5
Michael C. Nation, District 6
Willie B. Jeter, District 7
Peggy H. Seeley, District 8
Sharon Lo Drucker, District 9
Ronald "Ron" Bettencourt, District 10
Robert R. "Bob" Womack, District 11
Richard "Rickey" Hursey, Jr., District 12
Robin P. Mullett, District 13
Dennis S. Cousin, District 14
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