



TANGIPAHOA PARISH SCHOOL SYSTEM

2021-2022

STUDENT & PARENT HANDBOOK

MISSION STATEMENT: The Tangipahoa Parish School System will provide every student a high-quality education and a pathway to success.

VISION STATEMENT: The Tangipahoa Parish School System, in partnership with families and community, will build a safe and innovative environment where each student will be career ready.

CORE VALUES: BE RESPECTFUL. BE COMPASSIONATE. BE GREAT.

Melissa M. Stilley, Superintendent of Schools

REVISED AUGUST 16, 2021
SCHOOL UNIFORMS - OUTER GARMENTS

TABLE OF CONTENTS

Notes from the Superintendent	3
Stay Connected to Tangi Schools	4
TPSS Board Members	5
School Calendar	5
TPSS Core Values	6
Equal Education Opportunities	8
Visitors to the Schools	8
Admissions, Enrollment, Registration	9
Student Services Attendance, Discipline, Medical, Student Dress Code, Athletics	15
Academics Title I Family Engagement Centers, Students with Disabilities, Educational Technology Testing Schedule	57
Child Nutrition	72
Transportation	74
Public Concerns and Complaints	78
Asbestos Notification	78
List of Schools	79
Forms Technology Contract Opt-Out form for Student Photographs/Videos/Directory Information Statement of Compliance Parent/Student/Teacher Compact	80 81 82



..... Notes from the Superintendent ~

Last year was very challenging for everyone due to the COVID-19 global pandemic. While it was a year we will never forget, we grew closer and stronger because of our struggles. Everyone pulled together to make “in person” learning happen for our students, taking on additional roles to do what was best for our children. We are stronger together!

As we prepare for our new normal school year, we have several areas we would like to focus on for our children. You will see more of an emphasis on building positive relationships and creating an environment that promotes a sense of belonging and well-being. You will see more opportunities to accelerate learning for students during the school day and through after school programs. Finally, you will see and experience a sense of urgency to regain the valuable time we lost due to the pandemic. You will see more focus and determination to get back what we have lost during the past year. We are committed to excellence!

Please read over our Welcome Back To School Plan on our new and improved website (www.tangischools.org) in the Family Toolkit, along with other resources and information for families to ensure a strong start to our new school year.

This Student & Parent Handbook contains general information regarding Tangipahoa Parish School System’s policies and procedures. Although the information included herein is current, please keep in mind that changes and/or updates may occur at any time throughout the year. For the most up-to-date information, you may access the complete Tangipahoa Parish School Board Policy Manual on our website (www.tangischools.org)

Thank you for entrusting your children into our care. We commit to keep them safe and support them throughout their educational journey with our school system. We aspire for every child to love their school experience and to create fond memories that will last a lifetime. Our ultimate goal is to prepare them for life after high school. We want them to be able to secure high wage jobs and/or be prepared for college if they choose that pathway. We want them to be productive citizens who contribute to our community and increase our quality of life in our great parish.

Let’s all work together to make the best of our new normal school year!

Melissa M. Stilley, Superintendent

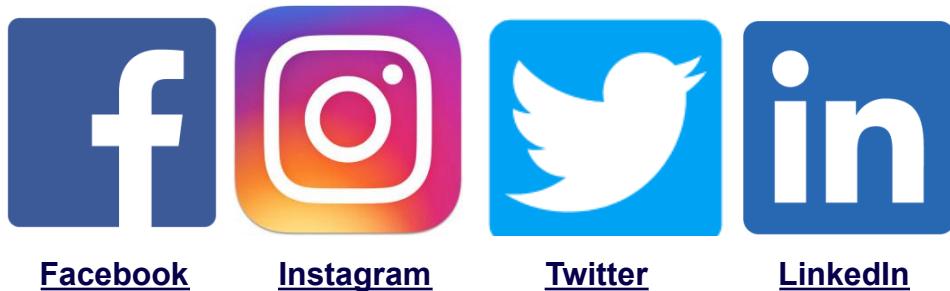
STAY CONNECTED TO TANGI SCHOOLS

TANGISCHOOLS DIGITAL NEWSLETTER



**SIGN UP to receive the bi-weekly digital newsletter and
it will be delivered straight to your inbox.**

SOCIAL MEDIA



TANGIPAHOA PARISH SCHOOL BOARD MEMBERS

Ms. Robin Abrams

Mr. Glenn Westmoreland

Mr. Randy Bush

Ms. Sandra Bailey-Simmons

Ms. Rose Dominguez

Mr. Brett Duncan

Ms. Janice Fultz Richards

Mr. Tom Tolar

Mr. Jerry Moore



2021-2022 School Calendar

August 5 & 6	Teachers' Professional Development Day (no students)
August 9 & 10	Teachers' Professional Development Day (no students)
August 11	First Day of School for Students
September 6	Labor Day Holiday
October 1	Tangipahoa Parish Fair Day
October 4	Teachers' Professional Development Day (no students)
October 15	End of First Nine-Week Period
October 29	Full Virtual Day for Students/Parent-Teacher Conference Day
November 22-26	Thanksgiving Holidays
December 22	End of Second Nine-Week Period/End of First Semester
December 23-January 5	Christmas/New Year's Holidays
January 6	Teachers' Professional Development Day (no students)
January 7	Full Virtual Day for Students/Parent-Teacher Conference Day
January 10	Students Return from Christmas/New Year's Holidays
January 17	Martin Luther King, Jr. Holiday
February 28-March 2	Mardi Gras Holidays
March 11	End of Third Nine-Week Period
April 15-22	Easter/Spring Break
May 23	End of Fourth Nine-Week Period/End of Second Semester
May 23	Last Day of School for Students
May 24	Teachers' Professional Development Day (no students)

TPSS CORE VALUES

BE RESPECTFUL! BE COMPASSIONATE! BE GREAT!

The Tangipahoa Parish School System has identified the three Core Values listed above and we would like for every citizen of our parish to exhibit these Core Values every day. To make this shift across our parish, we must start with our almost 20,000 students who attend our public schools. For the School System to have a positive, lasting impact on students knowing, understanding, and living our Core Values, it must start with our 2,800 employees first. When every single employee exhibits these Core Values every day, even under difficult situations, our Core Values become our "DNA." When all our employees model these core values daily, our students will then follow our lead as our expectations of them rise in terms of both academics and behavior, resulting in a more positive school culture and climate. Eventually, our Core Values will become the DNA of our students and, as a result, will have a positive impact on our families and community across this great parish.

When our students go home and exhibit our values, their families will notice the change in their children. What a tremendous impact we can have on our quality of life here in Tangipahoa Parish! The following information clearly defines our Core Values, describes what they will look like in our schools for both employees and students, and determines the non-negotiables regarding our expectations for modeling these values every day.

BE RESPECTFUL!

WHAT DOES IT MEAN TO BE RESPECTFUL? At its heart, being respectful means showing that you value other people's perspectives, time, and space. Respect is how you feel about someone and how you treat them. Respect is thinking and acting in a positive way about yourself or others. You are being respectful when you think and act in a way that shows others you care about their feelings and well-being. When you want to be respectful, try putting yourself in another person's shoes and then, behave in a way that shows you care. Showing respect for others both face-to-face and through electronic communication will include such things as not calling people mean names, treating people with courtesy, caring enough about yourself that you don't do things you know can hurt yourself or someone else.

WHAT DOES IT LOOK LIKE TO BE RESPECTFUL?

- Showing kindness and courtesy. Being respectful starts with a basic consideration of the feelings of others. Ask yourself how you would want to be treated in a given situation and make an effort to treat other people that way. Treat everyone you encounter—strangers on the street, coworkers, classmates, and family members with respect and courtesy.
- Being polite. The concept of etiquette and good manners seems pointless when you're a kid, but when you grow up you realize that these customs function as a way to keep society running smoothly. Practicing good manners is a way to be respectful of other people's space and time. If no one bothered being polite, everyday situations like eating in a restaurant, waiting in line at the post office, or dealing with bad traffic would be completely intolerable.
- Refusing to discriminate. Be respectful to everyone—not just people you know or those you perceive as having a higher status than you. Some people discriminate by showing respect for people upon whom they want to make a good impression and being rude to everyone else. There is truth in the saying, "You can judge the character of others by how they treat those who can do nothing for them or to them." Be kind to everyone, regardless of who they are, what they look like, or what their relationship is to you.
- Respecting differences in belief and opinion. Be respectful to people who are different from you, even if you don't understand them very well. The differences among us are what make life interesting. Besides, you probably have more in common with people than you know. Even when you really don't see where someone else is coming from, be courteous and civil. You don't have to love everyone you meet and you certainly don't have to agree with them, but you can still show them respect. Be respectful of others, no matter their cultural, religious, and/or political beliefs.

EXAMPLES OF BEING RESPECTFUL: 1) You comply with established rules, procedures, and policies at school and at home. 2) You are quiet in a classroom showing that you care about or respect others' needs to think or read without interruption. 3) You don't call people names or make threats because you care about their feelings. 4) You keep your hands to yourself, showing respect for the personal space of others. 5) You dress, speak and act in a way that shows

you care about what you know is right and safe for yourself and others. 6) You accept other people's rights to look, think, or act differently than you because you care about their feelings and well-being.

NON-NEGOTIABLES FOR BEING RESPECTFUL:

- *Students who have this trait: 1) can work cooperatively with their peers; 2) respect the opinions, thoughts, and feelings of everyone around them; 3) are sensitive to everyone and work to treat everyone as they want to be treated; 4) use appropriate comments/language, focus on de-escalating situations; and 5) try to uplift others.*
- *Employees who have this trait: 1) understand that building positive relationships with students, other employees, and parents is the basis on which everything else is built; 2) have positive supportive interactions with every student; 3) maintain the dignity of their students at all times and create an atmosphere of trust, respect, and kindness; 4) use appropriate comments/language, focus on de-escalating situations; and 5) try to uplift others.*

BE COMPASSIONATE!

WHAT DOES IT MEAN TO BE COMPASSIONATE? *Being compassionate and kind is closely related to empathy. While empathy refers more generally to the ability to take the perspective of and to feel the emotions of another person, compassion includes the desire to take actions that will alleviate another person's distress. Kindness and compassion are positive qualities that shape relationships between people and help create caring communities. Kindness is a tendency to feel concern for others, empathy refers more generally to our ability to take the perspective of another person and feel their emotions, and compassion goes one step further. Compassion includes the desire to take actions that will alleviate a person's suffering and care for the physical environment as well. Compassion literally means "to suffer together." As we enhance our ability to really see and feel what is around us, our ability to experience compassion grows.*

WHAT DOES COMPASSION LOOK LIKE? *A child demonstrates compassion and kindness when acting on feelings of concern. This might include spontaneously helping others (e.g. picking up objects that another child has dropped), trying to stop quarrels, saying kind things, helping a person who is sick or hurt, and inviting others to join in a game or activity. Students with compassion will report when they observe other students being teased or bullied at school. Researchers have demonstrated that empathy and compassion can provide a buffer against aggressive and hurtful behaviors. When children do not feel concern for others, they may engage in harmful behaviors such as name-calling, taking things from others, hitting, pushing, or teasing. They will not spontaneously offer to help another person who is sick or hurt.*

NON-NEGOTIABLES FOR BEING COMPASSIONATE:

- *Students who have this trait: 1) can relate to others even though they may not share the same life experiences or problems; 2) can relate to their classmates; 3) are not judgmental or condescending, but supportive and understanding; 4) will reach out to help others when they see them struggling; 5) will many times try to put themselves in the other person's shoes to try and understand their struggle; and 5) will act to help others who are struggling.*
- *Employees who have this trait: 1) can look beyond the walls of their classroom to assess and meet their students' needs; 2) recognize that some students live a difficult life outside of school and try to figure out solutions for helping those students and families; 3) try to put themselves in the other person's shoes in order to understand their struggle and take action to assist them.*

BE GREAT!

WHAT DOES IT MEAN TO "BE GREAT"? *No matter what role you play in our school system, be great at it! Being great means you always give your very best. It doesn't mean you are perfect, but you strive to reach your full potential. Being great means even when you face adversity, you press on and you don't give up. Being great is not average. Being great is not just doing your job. Being great is giving it your very best effort despite the challenges you may face. Educating students directly or indirectly is not an easy job. In fact, it is very difficult; however, the rewards are great! Knowing you had some part in helping a child be his/her BEST is the most rewarding thing we can contribute to the world we live in today.*

WHAT DOES GREATNESS LOOK LIKE? Greatness is: 1) showing up every day and doing your best.; 2) being accountable for your actions and carrying out tasks that have been assigned in a timely manner; 3) the ability to fight through adversity without giving up to accomplish a goal; 4) the ability to move beyond a situation in which you were wronged without feeling resentment or holding a grudge; 5) the ability to be strong in spirit, to be courageous and brave; 6) being a team player and working well with others; 6) the ability to make the most of what you have available to solve a problem or make it through a situation; and 7) having a “GROWTH MINDSET” – always trying to get better at what you do and taking advantage of opportunities to make you a better person.

NON-NEGOTIABLES FOR BEING GREAT:

- Students who have this trait: 1) can complete and turn in every assignment on time; 2) follow a prescribed schedule, refuse to give in to distractions, and stay on task; 3) can take the tools they have been given and make the most out of their abilities; 4) are goal oriented, and do not let anything get in the way of them accomplishing their goals; 5) can let things go and not hold grudges when they have been wronged; and 6) can battle through adversity, stand up for others, and are strong-minded individuals who don't follow the crowd.
- Employees who have this trait: 1) will do anything to be the best they can be at their jobs; 2) will not let anything get in the way of educating their students; 3) will make difficult decisions; 4) will be advocates for students; are highly reliable, dependable and trustworthy, adding value to the mission of educating all students; 5) reflect on their work every day making changes and improvements; 6) are continuously growing, learning, and improving; and 7) can work closely with colleagues, parents, students, and administrators with whom they may have had a conflict and move beyond the situation, letting go of feelings of resentment.

EQUAL EDUCATION OPPORTUNITIES: The Tangipahoa Parish School Board directs that all pupils enrolled in the schools under its jurisdiction be afforded equal educational opportunities in strict accordance with state and federal law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. The School Board shall assure that all pupils are free from harassment, sexual or otherwise. The School Board authorizes the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes in a manner that shall promote equivalency of educational opportunity throughout Tangipahoa Parish. The School Board shall endeavor to eliminate discrimination, promote mutual acceptance and respect among pupils, and enable pupils to interact effectively with others, regardless of any personal distinction or characteristic. Affirmative action shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with School Board policy. Pupils who experience less than equal educational opportunities or experience discrimination shall report and appeal any harassment or discriminatory practice to appropriate school officials.

VISITORS TO THE SCHOOLS: The Tangipahoa Parish School Board welcomes and encourages parents and other school patrons to visit the schools at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide opportunity for such visits. Principals are responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in school buildings or facilities without authorization from the appropriate school official. Therefore, all visitors must report to the principal's office immediately upon coming onto school grounds for their visit. Office personnel, principal, counselor, etc., shall be made aware of the purpose of the visit. If at all possible, all visits should be pre-arranged. Principals are authorized to take the necessary steps in dealing with unauthorized visitors. “Visitor” is defined as any person except the following: (1) an employee of the school or school system, (2) a member of the school or school system's governing authority, (3) a student enrolled in the school, and (4) a parent, guardian, or other person authorized by a parent/ guardian who is delivering the pupil to school at the beginning of the school day or picking up the pupil at the end of the school day. The School Board, in accordance with state law, authorizes principals, school administrators, or school resource officer to search the person, and any item in the possession of a person who is not a student enrolled in school, or any school employee, while in or on any school property. The search may be conducted at random with a metal detector, or physically when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other materials which violate School Board policy.

ADMISSIONS ◆ ENROLLMENT ◆ REGISTRATION

Maureen Terese, Coordinator of Registration & Student Assignment

Telephone: 985-474-8691 Email: Maureen.Terese@tangischools.org

COMPULSORY SCHOOL ATTENDANCE AGES (January 5, 2021): Except as provided by law, every child in the state is required by state law to attend public or private school from the child's seventh (7th) birthday until his/her eighteenth (18th) birthday, unless the child graduates prior to his/her eighteenth (18th) birthday. Any child below the age of seven (7) who legally enrolls in school shall also be required to attend school. If a child in these age brackets was a resident of this parish when school opened and enters school late without having attended another public or private school or approved home study program during the current school session within or without the parish, a statement should be secured from the parents or guardian giving the reasons why the child has not been in school. If these reasons are not satisfactory, the matter should be referred to the Supervisor of Child Welfare and Attendance, who may find it necessary to refer it to the proper court.

EXCEPTIONS TO COMPULSORY ATTENDANCE: Certain exceptions to the compulsory attendance laws are allowed as provided by state law and included in policy JBD, Absences and Excuses. In addition, statutes provide for the following:

1. The parent, tutor, or other person responsible for the school attendance of a child between the ages of sixteen (16) and eighteen (18) who is enrolled in school may request that the student be allowed to attend an effective adult education program or a career and technical education program.
2. A child who is at least seventeen (17) years of age and who, after successfully completing a program established by the Louisiana Board of Elementary and Secondary Education, has been issued a Louisiana high school equivalency diploma in accordance with criteria established by the Louisiana Board of Supervisors of Community and Technical Colleges shall be considered exited from high school and shall not be subject to compulsory attendance laws.
3. Compulsory attendance does not apply to any child who is under the age of seventeen (17) and is attending or seeking admission to a National Guard Youth Challenge Program in Louisiana.
4. Any minor employed to perform or render artistic or creative services shall be exempt from the compulsory school attendance statutes for those days during which the minor is engaged in rendering such services.

FAILURE TO COMPLY: Failure to abide by the compulsory school attendance laws of the state may result in a referral to Families in Need of Services (FINS) which is a state mandated program or to the District Court with jurisdiction.

ENTRANCE AGE: (January 5, 2021): The Tangipahoa Parish School Board shall require children entering kindergarten at the beginning of the school session for the first time to be at least five (5) years of age on or before September 30 of the calendar year in which the school year begins. For students entering first grade for the first time at the beginning of the school session, they shall be 6 years on or before September 30 of the calendar year in which the school year begins. A child admitted to kindergarten shall be eligible to enter first grade upon successful completion of kindergarten, provided all other applicable entrance requirements have been fulfilled. Other children younger than 5 years of age may enroll in pre-school and other approved programs when offered by the school system.

SCHOOL ADMISSIONS (January 5, 2021): All children, including kindergarten, who wish to enroll in Tangipahoa Parish School System public schools are required to meet pertinent eligibility requirements. The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions.
3. Is 19 years of age or younger on September 30 of the calendar year in which the school year begins or is 20 years of age on September 30 of the calendar year in which the school year begins, and has sufficient course credits that he/she will be able to graduate within 1 school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics: 1) the person voluntarily withdrew from school; 2) the person is pregnant; 3) the person is a parent; or 4) the person is married.

The admission or readmission of a person who will be 20 years of age on September 30 of the calendar year in which the school year begins shall be limited to grade 12. The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionailities.

ADMISSION REQUIREMENTS (JANUARY 5, 2021): The following documentation shall be required for admission to Tangipahoa Parish public schools. However, appropriate exceptions may be made at the discretion of the principal with the approval of the Superintendent. No document shall be required which would cause or result in discrimination on the basis of race, color, national origin, or immigration status.

Birth Certificate: A student shall submit his/her official birth certificate at the time of registration for attendance to any school in this District. Only records from an official register of vital statistics shall be accepted. A short-form birth certification card shall be acceptable. A copy of the certificate shall be placed in the student's cumulative folder as a permanent record. Only records from the local or state Registrar of Vital Statistics shall be accepted for children born in Louisiana. The School Board may require the submission of additional evidence as for age or race, where such is not conclusively established by the birth certificate. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given a thirty (30) days grace in which to produce a copy of their birth record. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.

Immunization Requirements: All students entering a public school in Tangipahoa Parish for the first time, including pre-school, kindergarten, elementary and secondary, at the time of registration or entry shall present satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age-appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals, or shall present evidence of an immunization program in progress. An up-to-date immunization record from the provider or the Louisiana Immunization Network for Kids Statewide (LINKS) database shall be the preferred record of documentation for the Tangipahoa Parish School Board. School principals and all teachers, including kindergarten, shall be responsible for checking students' records to assure that the provisions of this section are enforced.

Proof of Legal Domiciled Residence: Every student seeking initial enrollment in or re-entry into a Tangipahoa Parish public school shall complete a new enrollment form and, in addition to the items required above, provide proof of residency. The residence of each student shall be documented and verified upon enrollment in accordance with the following requirements, which are consistent with the relevant provisions of the Superseding Consent Order, Student Assignment or any subsequent applicable order entered in the desegregation case, *Moore v. Tangipahoa Parish School Board*, Civil Action No. 65-15556 (E.D.La.). This section of Policy JBC shall automatically terminate upon the dismissal of the relevant orders in that case, at which time the School Board shall comply with and enforce the residency requirements under such federal and/or state laws that may be applicable at that time until such time as a nondiscriminatory legally compliant can be adopted by the School Board.

Registration: All students seeking to enroll in a Tangipahoa Parish public school shall be required to complete online registration by clicking [here](#) using a mobile device. Parents may contact the Office of Student Registration at (985)474-8691 for assistance. Students will be enrolled to the schools to which they are assigned according to the applicable attendance zone of their residence as established by the applicable desegregation order or by transfer as provided in Board policy JBCC, Student Assignment.

Verification of Residency: The School Board, through the Superintendent and staff, shall verify the residency of each student according to the requirements stated below. The Superintendent and/or his/her designee shall develop and implement an administrative procedure for residency verification which shall allow a parent/legal guardian to appeal a residency determination to the Superintendent, whose decision shall be final.

False or Fraudulent Documents: Any person who presents or is complicit in the presentation and/or processing of any document that is falsified or otherwise constitutes a fraudulent document presented for the purpose of having a student assigned to a school for which the student is not zoned to attend under the provisions of any applicable court order affecting Tangipahoa Parish shall be subject to the penalties for perjury or for making a false statement in a federal legal proceeding. The Superintendent and administrative staff shall have the continuing obligation to notify all of its employees and the public of this provision in the manner it deems most effective and efficient to make this provision known to all persons who may be affected by it.

First Time or Re-Enrollment: Each student entering a public school in Tangipahoa Parish for the first time or reentering after interrupted attendance shall be required, consistent with paragraphs 1-3 below, to verify his/her residence address as part of the registration process.

1. **Students Residing with Parent(s):** The parent/legal guardian of a student seeking to enroll shall provide the school with at least 2 of the items itemized below as verification of their residential address, each of which must include a physical 911 address with the name of the parent/legal guardian. Any document with a post office box as an address will not be accepted. This subsection shall also apply to students who are judicially emancipated and not residing with a parent or legal guardian.
 - Property tax records;
 - Mortgage documents or property deed;
 - Apartment or home lease or notarized statement of the verified property owner identifying himself/herself as the property owner, describing the property, the term of lease, and identifying the leaseholder;
 - Current utility bills showing the physical residence address and service location;
 - Declaration of Residence and a personal visit by a designated School Board official; and/or
 - In the case of a student living with a legal guardian or of a student who is of age of majority and residing without a parent or legal guardian, the court decree declaring either the Parish resident to be the legal guardian of the student or the student to be judicially emancipated shall be presented.
2. **Students Residing with Custodians Other than Parents/Legal Guardians:** A student who resides with custodians other than a parent or legal guardian shall provide the following to verify his/her residency:
 - a. The non-parental custodian claiming parish/attendance zone residency shall provide verification of residency as required by School Board policy; and
 - b. The non-parental custodian shall provide the School Board with a notarized document stating his/her relationship to the student, and that the student shall be actually residing in his/her home for a period of time encompassing the entire upcoming school year, and fully explaining the reason(s) for this arrangement. School attendance zone or parish preference shall not be acceptable reasons for non-custodial residency approval.
3. **Homeless Students:** The School Board shall comply with the requirements of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, with regard to the registration, enrollment, and assignment of any child who presents as homeless.
4. **Pre-School Round Up:** A Pre-School Round-Up shall be held prior to the school year for children registering for Pre-Kindergarten or Kindergarten. All documents required by this and any other School Board policy shall be presented at the time of Pre-School Round-Up. No child shall be registered at Pre-School Round-Up without the following documents:
 1. birth certificate;
 2. up-to-date Immunization Record from the provider or the LINKS database preferred;
 3. verification of residence, as required by policy; and
 4. as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the School Board prior to the time of enrollment in first grade.

ACADEMIC RECORDS FOR STUDENTS ENTERING FROM A SCHOOL OUTSIDE THE PARISH: Students who attended a school outside of Tangipahoa Parish before registering to attend a public school in Tangipahoa Parish shall present to the school of entry all official school records of any school(s) previously attended or information needed to access such records, including necessary authorization to obtain and/or access any and all records of the enrolling student. Students shall be temporarily placed in the appropriate grade and/or course(s) according to academic records received at the time of entry. If no academic records are received, the student shall receive temporary placement. Within 5 school days, the principal shall request the official transcript and other school records from the school(s) the student last attended. A student whose transcript(s) and other records are not received within 30 days shall be given placement test(s). The Pupil Performance Conference Committee shall evaluate the results of the test(s) and recommend the placement of the student according to the results of the test(s).

A student entering the public schools of Tangipahoa Parish from a state-approved school, in or out of the state, shall be allowed credit for work completed in the former school. Students entering a public school in Tangipahoa Parish from school situations that are not state approved or from special home study programs shall be given the

appropriate placement test(s). The Pupil Performance Conference Committee shall evaluate the results of the test(s) and recommend the placement of the student according to the results of the test(s).

NAME CHANGE: Legal documents from the Bureau of Vital Statistics or Courts shall be provided to the school verifying a legal name change, adoptions, or correction of other information before any information contained on permanent records may be amended. A copy of the legal documents shall also be placed in the cumulative folder as proof of the changes.

ADMISSION OF NON-RESIDENTS/INTER-DISTRICT TRANSFERS: Students who are residents of another state or parish other than Tangipahoa Parish shall not be permitted enrollment in the School District as long as such inter-district transfers are prohibited by the order(s) in the desegregation case, Moore v. Tangipahoa Parish School Board, Civil Action No. 65-15556 (E.D.La.). This section of Policy JBC shall automatically terminate upon the dismissal of the relevant order in that case, at which time the School Board shall comply with and enforce the residency requirements under such federal and/or state laws that may be applicable at that time until such time as a nondiscriminatory legally compliant policy can be adopted by the School Board.

ADMISSION OF EXPELLED STUDENTS: No student who has been expelled in accordance with state law from any school in the state shall be admitted to any public school in Tangipahoa Parish except upon the review and approval of the School Board. No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any public school in Tangipahoa Parish except upon the review and approval of the School Board.

ADMISSION OF STUDENTS WHO COMMIT A FELONY: The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a majority of the elected members of the School Board when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS: Except as provided above with regard to students who have been expelled, no provision in this or any other Tangipahoa Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth *according to the policy included below:*

<https://go.boarddocs.com/la/tpss/Board.nsf/public#>

ADMISSION OF STUDENTS WITH SPECIAL NEEDS: Neither the School Board nor any public school shall require the parent or legal guardian of any student to disclose the student's medical information or special education needs prior to enrolling the student in a public school, unless otherwise specifically required by law.

CHANGE OF ADDRESS: Only the parent or legal guardian may change the student's address. The parent/legal guardian reports to the child's school and presents his/her photo ID along with 2 proofs of the residence from the list below:

- Property tax record
- Mortgage documents or property deed;
- Apartment or home lease or notarized statement of the verified property owner identifying himself/herself as the property owner, describing the property, the term of lease, and identifying the leaseholder;
- Current utility bills showing the physical residence address and service location;
- Declaration of Residence and a personal visit by a designated School Board official; and/or
- In the case of a student living with a legal guardian or of a student who is of age of majority and residing without a parent or legal guardian, the court decree declaring either the Parish resident to be the legal guardian of the student or the student to be judicially emancipated shall be presented.

WITHDRAWING A STUDENT: Only the parent or legal guardian may withdraw a student from the Tangipahoa Parish School System. The parent or legal guardian reports to the student's current school to withdraw the student.

STUDENT ASSIGNMENT: Each student properly enrolled in the Tangipahoa Parish School District pursuant to School Board policy JBC, School Admission, shall be assigned to the school in the District appropriate for his/her grade level in accordance with this policy, which is consistent with the relevant provisions of the Superseding Consent Order, Student Assignment entered in the desegregation case, Moore v. Tangipahoa Parish School Board, Civil Action No. 65-15556 (E.D.La.). This policy or any portion thereof shall automatically terminate upon the entry of any order in that case that supersedes the specific provisions and shall be automatically replaced by such superseding order or portion thereof. This policy shall automatically terminate upon the dismissal of the relevant orders in that case, at which time the School Board shall enforce the attendance zones as in existence at the time and otherwise comply with and enforce the such federal and/or state laws that may be applicable at that time until such time as a nondiscriminatory legally compliant can be adopted by the School Board. The Superintendent shall be authorized to develop and implement such administrative procedures as may be necessary or desired to further the efficient implementation of this policy.

ASSIGNMENT BY ATTENDANCE ZONES: The School Board shall assign properly enrolled students to grade-appropriate schools within the attendance zone of their residences as verified in accordance with Policy JBC, School Admissions. Students shall attend the assigned school unless granted a transfer according to the provisions below. A school assigned on the basis of the student's residence shall be the student's home school for all purposes unless the home school designation is changed as a result of a Diversity Transfer or special services determination, as addressed below. The attendance zones for purposes of home school assignment shall be enforced as designated by the applicable Student Assignment Plan adopted in the desegregation case, Moore v. Tangipahoa Parish School Board, Civil Action No. 15556 (E.D.La.). Click [here](#) to view attendance zone maps.

STUDENT TRANSFERS: The School Board shall permit only the transfers identified below and under the conditions stated here to alter the home school assignment by attendance zone of residence. No transfer shall be permitted if it will result in the receiving school becoming racially identifiable except as specifically permitted below. No transfer shall be permitted other than those approved, according to the provisions in the desegregation order, by the Chief Equity Officer (CEO). The decision of the CEO, whether to approve or disapprove any transfer may be appealed to and reviewed by the Superintendent, whose decision shall be final. No inter-district transfer shall be permitted. An inter-district transfer is one where a non-resident of the Tangipahoa Parish School District seeks a transfer/enrollment in a District school. For more information about Student Transfers click [here](#).

TRANSFER REQUEST DEADLINE: All student transfer requests, except those for Magnet Transfers, shall be submitted by June 1 for the following school year. The Transfer Committee may approve transfer requests submitted after June 1 of each year only if such requests are based upon one of the reasons listed below under *Reasons for Transfers*, which did not arise or was not known to the applicant prior to June 1 as evidenced by supporting documentation, and if the request otherwise complies with the other terms of this policy. All applications for Magnet Transfers must be made in accordance with the Magnet Program application process (see below).

DURATION OF TRANSFERS: All student transfers, except Diversity Transfers, shall be for one (1) school year only and students must reapply every year to continue granted transfers. Diversity Transfer shall continue to the school to which the transfer was granted and the schools within the said feeder pattern until the student graduates from high school.

REASONS FOR TRANSFERS: Pursuant to this policy, no transfer shall be approved unless the student seeking the transfer establishes one of the following reasons. All transfers must be granted or denied in compliance with the related provisions in the applicable desegregation orders.

TYPES OF STUDENT TRANSFERS:

- **DIVERSITY TRANSFERS :** Allows students in grades K-12 to apply for a transfer from sending school to receiving school where the resulting impact on the receiving school is to increase socio-economic and cultural diversity. Transportation is provided to paired schools. Once a Diversity Transfer is granted, there is no need to reapply; the Diversity Transfer shall continue to the school in which the Diversity Transfer was granted and to schools within the said school's feeder pattern until high school graduation.

- **ACADEMIC & JROTC TRANSFERS:** Any high school student may seek a transfer for the purpose of enrolling in a JROTC program and/or an Advanced Placement or other advanced course but only if such course is not offered at his/her zoned home school. The parent/legal guardian shall be responsible for transportation.
- **MAGNET TRANSFERS:** A student may apply for a transfer from his/her home school to another school for the purpose of participating in a Magnet Program. All such applications shall be considered in accordance with the enrollment priorities and the enrollment, withdrawal, and/or retention in the program shall be dependent on compliance with the Magnet Program policy as approved in the desegregation order. The Tangipahoa Parish School District shall provide transportation or, if unavailable, travel compensation to all students who are granted Magnet Transfers. The Tangipahoa Parish School District shall ensure that the magnet application, selection, and related policies are on the School Board's website, at all schools, at the administrative offices, and upon request to parents/legal guardians.
- **JOINT CUSTODY TRANSFERS:** Where a court order granted joint custody and a domiciliary parent is designated, the student shall be assigned to the school zoned for the residence of the domiciliary parent. Where the court order does not designate a domiciliary parent, the parents may elect to have the student attend school in the zone in which either parent resides, provided that, if a transfer is necessary, a timely application is made and a certified copy of the court order of joint custody is presented. Such a transfer shall be for the full school year; no withdrawal or return to the other parent's zoned school shall be permitted.
- **CHILD OF EMPLOYEE TRANSFERS:** Regardless of residence within or outside the Tangipahoa Parish School District, children of full-time school administrators, teachers and other faculty members, non-instructional support personnel, and other personnel assigned to a particular school shall be permitted to attend the school to which the parent/legal guardian is assigned and schools within the related feeder pattern. Transportation for such transferred students shall be provided by the parent at no cost to the School Board. Employees without a feeder school may send their child to their school of choice within the District, if it improves the diversity of the receiving school. The employee will provide transportation. Employees who currently have children in TPSS who were granted employee transfers prior to 2020 will be "grandfathered" so that their children are not penalized.
- **EXTRAORDINARY CIRCUMSTANCE (HARDSHIP) TRANSFERS:** Where "extraordinary circumstances" exist, Extraordinary Circumstance Transfers shall be available when a school's principal and the Superintendent deem that a transfer is in the student's best interest and is "extraordinary" in nature. Transportation shall be provided by the School System for such transfers, and the transfer school shall be designated by the School System, not the parent. A parent, however, may request an Extraordinary Circumstance Transfer through the school principal. An Extraordinary Circumstance Transfer may be exempted from the restriction that would deny such a transfer if it resulted in the receiving school becoming racially identifiable based on a case-by-case consideration. The extraordinary circumstance must relate to the student and not solely the parent. Examples include health and safety situations. The need or desire for certain after school care shall not constitute a hardship upon which an Extraordinary Circumstance transfer may be granted. Transportation shall be provided for this type of transfer.

ATHLETIC ELIGIBILITY FOR TRANSFER STUDENTS: Parents and students should be aware that under the 2020 Mutual Consent Agreement Plan, athletic eligibility for students attending a school outside the attendance zone in which they reside shall be subject to the rules of the Louisiana High School Athletic Association. Student athletic eligibility for students returning to their attendance zone school from a transfer school shall be subject to the rules of the Louisiana High School Athletic Association.

ASSIGNMENT OF STUDENTS WITH EXCEPTIONALITIES: Unless the Individualized Education Program (IEP) of a student with an exceptionality, except a gifted and talented student, requires some other arrangement, the School Board shall require the student with such an exceptionality to be educated in the school that the student would attend if he/she did not have an exceptionality. However, if the educational needs of the student cannot be achieved satisfactorily in a regular class setting, the student may be placed in an educational environment designed to meet the appropriate needs of the student, as determined by the IEP Committee. However, a student with an exceptionality (except a gifted and talented student) shall be assigned to a school as requested by the parent, in accordance with La. Rev. Stat. Ann. §17:1944, if all the following conditions are met:

1. The parent submits a written request to the School Board responsible for the student and the respective School Board having jurisdiction over the school being requested, by no later than April 1 of the school year

preceding the school year for which the parent is requesting the school assignment. The request shall include a recommendation from at least 2 licensed physicians who have treated the student during the year prior to the submission of the request.

2. The School Board responsible for the student and the respective School Board having jurisdiction over the school being requested by the parent enter into an agreement for the assignment of the student to the requested school.
3. The requested school is located at least 10 miles from the school to which the student is assigned, in accordance with applicable school attendance zone requirements.
4. The requested school is located at least 15 miles from the student's home.
5. The requested school is not located in a public school district in which 50% or more of the public schools in the district are charter schools and 50% or more of the public schools in the district participate in a single application and enrollment process for public school enrollment.

CLASSROOM ASSIGNMENT: Student assignments in grades Pre-K-8 shall be made by the principal of the school. The placement of a student shall be based on grades, test scores, racial balance, boy/girl ratio, pupil/teacher ratio, participation in special programs/classes, special needs of students, and other considerations deemed necessary by the principal. Any parent request for class assignment changes in grades Pre-K-8 shall be submitted on the "Parent Request for Class Assignment Change" form to the principal for consideration. Conferences may be scheduled at the discretion of the principal. A written response to the request for class assignment change shall be rendered within 5 working days after the receipt of the request.

STUDENT SERVICES ATTENDANCE, DISCIPLINE, MEDICAL, STUDENT DRESS CODE, ATHLETICS		
STAFF MEMBERS	PHONE (985)	EMAIL ADDRESS
<i>Dr. Byron Hurst, Assistant Superintendent</i>	<i>748-2522</i>	<i>Byron.Hurst@tangischools.org</i>
<i>Gary Porter, Director</i>	<i>748-2465</i>	<i>Gary.Porter@tangischools.org</i>
<i>Brandi Gonzales, Supervisor</i>	<i>748-2428</i>	<i>Brandi.Gonzales@tangischools.org</i>
<i>Alexa Hookfin, Coordinator</i>	<i>748-2542</i>	<i>Alexa.Hookfin@tangischools.org</i>
<i>Elizabeth Moulds, Administrator-at-Large</i>	<i>517-8519</i>	<i>Elizabeth.Moulds@tangischools.org</i>
<i>James Keith, Hearing Officer</i>	<i>634-9079</i>	<i>James.Keith@tangischools.org</i>
<i>Ella Williams, Truancy Officer</i>	<i>748-2413</i>	<i>Ella.Williams@tangischools.org</i>
<i>Mark Vining, Athletic Coordinator</i>	<i>748-2519</i>	<i>Mark.Vining@tangischools.org</i>
<i>Verna Thompson, Head Nurse</i>	<i>748-5868</i>	<i>Verna.Thompson@tangischools.org</i>
<i>Jocelyn Nelson, Social Skills Coach (north)</i>	<i>748-2417</i>	<i>Jocelyn.Nelson@tangischools.org</i>
<i>Heather Tucker, Social Skills Coach (south)</i>	<i>748-2451</i>	<i>Heather.Tucker@tangischools.org</i>

ATTENDANCE: In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of seven (7) and eighteen (18) to enforce the attendance of his or her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation

programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

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

Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must be met.

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

PERFECT ATTENDANCE: The Tangipahoa Parish School Board shall recognize students who have perfect attendance. A student is considered to be in attendance when he or she is physically present at a school site or is participating in an authorized school activity and is under the supervision of authorized personnel. To attain the distinction of perfect attendance, a student shall be present for the duration of each student instructional day during the school year for his/her school. This definition for attendance would extend to students who are homebound, assigned to and participating in drug rehabilitation programs that contain a state-approved education component, participating in school-authorized field trips or other school-approved activities, or taking a state-approved virtual course.

If a parent chooses to have his/her child participate during school hours in any extracurricular activities that are not authorized by the school (educational travel vacations, educational outreach programs, gymnastics, dance, sports, etc.) the student shall not be eligible for perfect attendance. However, the student shall be allowed to make up any missed work with prior approval from the principal and those days may be excused if the reason for missing school was for educational purposes. The principal shall have the option to assign an assignment that will be aligned with the educational field trip. Students shall be allowed one (1) educational field trip per semester. All educational travel field trips must be approved prior to the trip. The principal shall make the final determination on whether the trip was educational and aligned with the school's curriculum.

STUDENT ABSENCES AND EXCUSES (*January 5, 2021*): The Tangipahoa Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student's successful progress in the instructional program. The parent or legal guardian shall enforce the attendance of the student at the school to which the student is assigned. The principal of a school, or his/her designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

Each school shall attempt to provide verbal notification to a child's parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child's parent, tutor, or legal guardian when that child has been absent from school for 5 school days in schools operating on a semester basis, and

for 10 days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive. No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority, unless legally emancipated. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil's school attendance of any such prohibited absence by a pupil.

TYPES OF ABSENCES: The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.

1. **Non-exempt excused absences:** absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
2. **Exempted excused absences:** absences which are not considered for purposes of truancy and which are not considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.
3. **Unexcused absences:** any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions, including but not limited to absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program. Students shall be given failing grades for those days missed and shall not be given an opportunity to make up work.
4. **Suspensions:** non-exempt absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall be considered when determining whether or not a student may or may not be promoted, but shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

EXTENUATING CIRCUMSTANCES: Exceptions to the attendance regulation shall be the enumerated extenuating circumstances below that are verified by the Director of Student Services or the school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

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

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the school system. Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete makeup work or pass the course.

SCHOOL-APPROVED ACTIVITIES: Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered present and shall be given the opportunity to make up work.

CHILD PERFORMERS: Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

WRITTEN EXCUSES: For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor's, dentist's, or nurse practitioner's written statement of a student's incapacity to attend school shall be required for those absences for three (3) or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within 7 school days of the student's return to school, or the student's absence shall be considered unexcused and the student not allowed to make up work missed.

REPORTING ABSENCES: The attendance of all school pupils shall be checked each school day and at the beginning of each class period and shall be verified by the teacher keeping such record, which shall be open to inspection by the Director of Student Services or duly authorized representative at all reasonable times. All schools shall immediately report to the Director of Student Services any unexplained, unexcused, or illegal absence, or habitual tardiness. The Director of Student Services shall, after written notice to the parent or legal guardian of a child, or a personal visit of notification, report any such child who is habitually absent or who is habitually tardy to the family or juvenile court of the parish as a truant child, to be dealt with in such manner as the court may determine.

APPEAL OF ABSENCES: When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents or legal guardian by letter. High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.

TARDINESS: A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. Tardy shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. Habitual tardiness on the part of students shall not be tolerated. Students who exhibit habitual tardiness shall be subject to disciplinary action, appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

EARLY DISMISSAL:

1. There should be an emergency or doctor's appointment in order to check a student out early.
2. Perfect attendance should not be granted to persons who leave early except in extenuating circumstances as determined by the principal.
3. Teachers should be sure to document in his/her roll book for students leaving early.
4. Early dismissal shall be treated the same as tardiness on a per semester basis.

ABSENCES AND EXCUSES REGULATIONS (November 7, 2019): Anytime a student is absent from school, he/she must have a written excuse for that absence from a parent or legal guardian or attending physician. This also includes parts of days missed (example: checking in or out). Doctors' excuses are to be sent in within 7 days following a visit to the doctor. All excuses must include the first date of treatment and the discharging date. Doctors' excuses will not be accepted after this period of time.

1. First Day - The student is notified when he/she returns to school to bring a note from the parent or guardian.
2. Second Day - The school may contact the parent or guardian.
3. Third Day - The absence becomes unexcused.

EXCUSES:

1. Absenteeism will be excused on the basis of state and parish-approved reasons for being absent:
 - A. Personal illness.
 - B. Extreme illness in the immediate family.
 - C. Death in the immediate family.
 - D. Recognized religious holidays.
 - E. School-sponsored activities.
 - F. Extenuating circumstances (see TPSS POLICY JBD: Absences and Excuses)
2. Excuses will be given by the principal or his/her designee for any of the above reasons based on a note from the parent, guardian, or attending physician. Parents and guardians are allowed only 3 written excuses per semester.
3. For excused absences (as marked on excuse form from the office), students will have an opportunity within 3 days of return to make up missed work, including tests. It is the student's responsibility to ask the teacher for make-up work.
- 4.
5. Students with "excessive absences," and/or 3 unexcused absences accumulated will be reported to the TPSS Student Services Office.
6. A student must be in school for either 4 periods or the equivalent of 2/3 of his/her student day to be counted present and to be allowed participation in extracurricular activities.
7. A student has up to 7 school days (up to 12 days if the doctor or hospital is out of the local area) from time of re-entry to school to bring a doctor's excuse. The doctor's excuse should contain the date of the first day of treatment and the date of the last day of treatment or discharge.
8. The school will notify parents after a child has missed 3 days of unexcused absence.
9. The school will notify parents after a child has missed 5 school days in schools operating on a semester basis and 10 school days in schools not operating on a semester basis. If verbal notification cannot be made, the school shall provide written notification to a child's parent, tutor, or legal guardian of such absences.

ELECTRONIC ATTENDANCE (January 5, 2021): The TPSB shall offer an electronic attendance system for maintaining daily attendance records. Based on the principal's decision to participate, the teachers shall:

- Maintain a paper attendance roll for all classes; or
- Enter attendance daily into the TPSB-approved electronic attendance system. Teachers must enter the attendance into the system daily for it to be acceptable on audit without a paper roll book. (Obvious exceptions can be made for occasional computing problems, but a paper accommodation should be made if the teacher is unable to enter for any period over a few days.)
 - Students and/or substitute teachers shall not be permitted to enter daily attendance in the electronic system.
 - Teachers of departmentalized classes where the students change classes each hour should enter attendance for their first hour class on the electronic attendance system. Attendance should be for all other hours and if a student is not already marked absent and is not in the classroom, the teacher shall follow school procedures. Schools that are departmentalized shall continue keeping excuses and check-ins and check-outs in their current manner.
 - Homebound teachers and related service personnel to include Speech Therapist, Occupational Therapists, Physical Therapists, Assistive Technology Therapists and Adaptive P.E. Teachers shall maintain a paper gradebook for recording attendance.
 - No other electronic attendance programs shall be used to meet these requirements.

TRUANCY (January 5, 2021): The Tangipahoa Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school.

School personnel shall be expected to make every reasonable effort to assist a child who is habitually absent or tardy. A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truant officer, or other law enforcement personnel have failed to correct the condition after the fifth (5th) unexcused absence or fifth (5th) unexcused occurrence of being tardy within any

school semester. Any student who is a juvenile and who is considered habitually absent from school or habitually tardy shall be reported by visiting teachers and Supervisors of Child Welfare and Attendance to the family or juvenile court of the parish or city as a truant child.

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

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

ATTENDANCE REPORTS FOR STUDENT DRIVERS (February 18, 2021): In accordance with state law, students are obligated to attend school regularly, and be in attendance a minimum number of days during the school year. In order for a minor to obtain or renew a driver's license or learner's permit for the operation of a motor vehicle, the minor shall present evidence to the Office of Motor Vehicles that he or she is enrolled and attending school or a recognized program or has completed the required minimum units of credit for graduation. Upon Request of any minor who is enrolled and attending a school and who is eligible to apply for a driver's license, the Superintendent, principal, or appropriate designee shall provide to him/her documentation of his/her meeting the required attendance requirements.

A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the Tangipahoa Parish School Board to provide written notification of a minor student who has been determined by the principal to be a dropout or habitually absent or tardy to the Louisiana Office of Motor Vehicles for denial or suspension of driving privileges.

In addition, a minor student's driver's license or permit may also be suspended when written notification is received by the Office of Motor Vehicles from the principal that the minor student has been expelled or suspended from school or assigned to an alternative educational setting for 10 or more consecutive school days. Such disciplinary action shall be limited to expulsions, suspensions, or alternative educational assignments 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 of a member of the school faculty or staff.

The School Board, through the principal, shall provide written notification to any minor whom the principal has determined to be a dropout or habitually absent or tardy and his/her parent or guardian that the principal intends to subject the minor to driver's license denial or suspension. The written notification shall advise the minor of his/her right to seek a hearing of the School Board of such determination or to make a request of the School Board to obtain a hardship waiver within 15 days of the mailing of the notification. The principal shall send a copy of the notification to the School Board.

If the School Board is notified of a request for a hearing or a request for a hardship license within 15 days after the date of mailing the written notification, the School Board shall hold a hearing to make a determination upon such request. If no such request is received by the School Board, or if the School Board determines after a hearing that such student is a dropout or is habitually absent or tardy and is not entitled to a hardship waiver, then the School Board shall provide written notification to the Office of Motor Vehicles that the minor's license should be suspended or denied.

HARDSHIP WAIVER: The School Board may waive the attendance requirements for any minor for whom a personal, family, or economic hardship requires the minor to have a driver's license for his/her own, or his/her family's employment or medical care as provided in [La. Rev. Stat. Ann. §17:226](#). The minor or his/her parent or legal guardian may present other evidence that indicates compliance with attendance requirements outlined in state law at the waiver hearing. The School Board shall notify the Office of Motor Vehicles of the outcome of the minor's hardship waiver hearing within 24 hours after conducting the hearing.

DEFINITIONS (FOR PURPOSES OF THIS POLICY):

- **Dropout:** a person 15 years of age or older but less than 18 years old, who was enrolled in a school and withdrew, or who was enrolled at the end of the previous school year and is not enrolled on October 1 of the following school year, or who has more than 10 consecutive days of unexcused absences from school or 15 days total unexcused absences during a single semester. **Dropout** does not mean a person who is 1) temporarily absent due to illness, suspension, or expulsion; 2) attending or has graduated or completed another educational program approved by the Louisiana Board of Elementary and Secondary Education; or 3) transferred to a nonpublic school, a correctional institution or an approved home school program, or moved out of state.
 - **Habitually absent or tardy:** when either condition continues to exist after all reasonable efforts by a principal or other appropriate authority have failed to correct the condition after the 5th unexcused absence or 5th unexcused occurrence of being tardy within any month, or if a pattern of 5 absences a month is established or as otherwise provided in [La. Rev. Stat. Ann. §17:233](#).
 - **Minor:** unemancipated child who is at least 15 but less than 18 years of age.
-

DISCIPLINE

DUE PROCESS (January 5, 2021): The Tangipahoa Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instruction process. Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration, except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred. Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision.

The degree of procedural due process afforded in any disciplinary situation shall be dependent upon 2 factors: (1) the gravity of the offense a student is alleged to have committed; and (2) the severity of the contemplated penalty. Due process procedures for disabled/exceptional students shall be those found in applicable state or federal laws and regulations.

It is the purpose of the Tangipahoa Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole. Discipline is defined as actions that teachers, administrators, support staff, and parents employ to teach students the essential skills necessary for academic and social success.

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

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

Each teacher may take disciplinary action to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

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

A student removed from the classroom shall be assigned school work missed and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher. Any student removed from class in grades K-6 shall not be permitted to return to class for at least 30 minutes unless agreed to by the teacher. A student removed from class in grades 7-12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

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

Upon the student being removed from class and sent to the principal's office, the principal or designee shall conduct a counseling session with the student to discuss the particular misconduct. Once removed, the student shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

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

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

When a student has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the student to have a conference with the teacher in the presence of the principal or his or her designee before the student is readmitted. Upon the student's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and the contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral may be made to the building level committee. In addition, a conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required prior to the student being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

PARENT CONFERENCES: In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. Notice of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal

guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

REPORTS TO PRINCIPAL: Any teacher or other school employee may report to the principal any student who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a student who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the School Behavior Report/School Bus Behavior Report form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures outlined by the School District, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary. Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

DELINQUENT STUDENTS: Students who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any student that 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 placement, or transfer to adult education if the 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.

DISCIPLINE OF STUDENTS WITH DISABILITIES: Discipline of students with disabilities shall be in accordance with applicable state or federal law and regulations.

DEFINITIONS:

- *Suspension* shall mean that a student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.
- *In-school suspension* shall mean (1) student is removed from his/her usual classroom placement to an alternative educational placement for a minimum of one complete school day, and (2) no interruption of services occurs. (An alternative educational placement may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel or their designees.)
- *Detention* shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the self-esteem of the student.
- *Expulsion* shall mean the removal of a student from school for at least one school semester.
- *In-school expulsion* shall mean (1) Student is temporarily removed from his/her usual classroom placement to an alternative educational placement for a period of time specified by the Office of Child Welfare and Attendance, and (2) no interruption of instructional services occurs. (An alternative educational placement may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel of their designees.)

STUDENT CODE OF CONDUCT: Every student is entitled to an education which shall be offered in an orderly, healthy atmosphere, both physical and emotional, and to firm, fair treatment in all matters pertaining to school life. Education is too important to be the sole responsibility of the schools. The success of school discipline depends upon a collaborative effort among home, school and community. By working together, the school system can achieve the goals it desires - safe, yet orderly schools and a quality education for all children.

The Tangipahoa Parish School System Code of Conduct outlines specific expectations of administrators, teachers, students, and parents. The School Board is dedicated to making sure that all students are in school and engaged in learning. The discipline code as described in this regulation is not intended to be an exclusive list of acts of misconduct and consequences. Students may be disciplined, including suspension and alternative placement following due process, for misconduct that is not specifically identified in this regulation. In addition, the disciplinary consequences listed for each offense may be increased or decreased by the administration or the Tangipahoa Parish

School Board due to mitigating or aggravating circumstances. The decision to increase or decrease the consequences for a particular offense rests within the professional judgment and discretion of School Board administrators and/or the School Board.

This Code includes, but is not necessarily limited to, acts of students on School Board property, including buildings, playgrounds, parking lots, sidewalks and School Board transportation, or at a school activity, whether on or off School Board property. This includes acts of students while the student is in route to or from School Board property. The Tangipahoa Parish School System may also discipline students for off-campus conduct that negatively impacts the educational environment or members of the school community, to the extent allowed by law. The content of this code shall be presented to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the office of Student Services, at each school site and as well as on the Tangipahoa Parish School System's website

CODE OF CONDUCT PURPOSE:

1. Create a consistent set of expectations for student behavior.
2. Reinforce positive behavior and provide students with opportunities to develop appropriate social skills.
3. Outline the interventions and consequences for students who engage in inappropriate behavior.
4. Explain the rights of students with disabilities including procedural protections when disciplinary action is taken.
5. Engage students in a safe, positive, and supportive learning environment.
6. Describe the rights and responsibilities of all members of the school community.

RESPONSIBILITIES OF SCHOOL ADMINISTRATORS:

- Model, teach and positively reinforce the TPSS Core Values and School-wide Expectations
- Define, teach, model and support appropriate student behaviors to create positive school environments
- Distribute, present, and explain the Code of Conduct to students, parents and all school personnel
- Implement the Code of Conduct in a fair and consistent manner
- Review discipline referrals and determine appropriate intervention and/or corrective strategy/consequence
- Use professional judgment to prevent minor incidents from becoming major challenges
- Identify appropriate training and resources as needed to implement positive behavior interventions and supports
- Maintain accurate personal discipline data of students
- Ensure that behavior support plans are implemented with high levels of fidelity and compliance
- Monitor, support and sustain the effective implementation and maintenance of PBIS

RESPONSIBILITIES OF THE TEACHER:

- Define, supervise, teach, model and support appropriate student behaviors to create positive school environments.
- Use appropriate classroom management strategies to maintain a learning environment that supports academic success.
- Model, teach and positively reinforce the TPSS Core Values and Schoolwide Expectations.
- Provide corrective instruction to students who demonstrate challenging behavior
- Use a variety of activities in the classroom that increase student engagement
- Address infractions through a variety of interventions including positive behavior interventions and supports as well as the use of restorative practices
- Use professional judgment to prevent minor incidents from becoming major challenges
- Request additional training or staff development as needed

RESPONSIBILITIES OF THE STUDENT:

- Display the TPSS Core Values in all aspects of student life: Be Respectful, Be Responsible, Be Great.
- Attend school and all classes daily.
- Follow the Code of Conduct.
- Follow the Tangipahoa Parish School System's dress code and uniform policy.
- Respect the rights of other parents, students, faculty, staff, school visitors, school property, and the property of others.
- Work hard and do your best.
- Ask teachers, counselors, support staff, parents, school administrators, and other adults for help in solving problems.

RESPONSIBILITIES OF THE PARENTS OR GUARDIANS IN THE SCHOOL COMMUNITY:

- Read the Code of Conduct.
- Support your child in following the Student Code of Conduct.
- Understand your child's rights and responsibilities.
- Teach your child to respect the rights of others.
- Teach your child to respect school property and the property of others.
- Recognize that school personnel shall enforce the Code of Conduct.
- Seek available resources to support your child within the school and the community.
- Make sure your child comes to school every day on time and ready to learn.
- Be committed and available to visit your child's school, as necessary, to evaluate his/her academic and/or behavioral progress.
- Reinforce the TPSS Core Values.

POSITIVE BEHAVIOR INTERVENTION SUPPORT: Positive Behavior Intervention Support (PBIS) gives people a new way to think about behavior. PBIS is based on understanding why problem behaviors occur - the behavior's function. This approach to behavior can occur on a school-wide level, in a specific setting, classroom, or with an individual student. PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures.

The PBIS process results in the creation of effective intervention plans that shall impede problem behaviors, teach new skills, and create support systems for the student. On a school-wide level, PBIS relies on accurate and reliable discipline referral data to understand the behaviors occurring across campus. An analysis of the data allows a school team to identify the problem areas, brainstorm interventions such as where and what to teach, reward the students exhibiting the expected behavior, and communicate findings to the staff, students, and families.

PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance.

PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and alternative placement as disciplinary options.

CORRECTIVE STRATEGIES: Academic success is directly correlated with instructional time received by the student. In the effort to fully implement Positive Behavior Intervention Support and reduce the loss of instructional time due to out-of-school suspensions, the Tangipahoa Parish Public School System expects that each school shall utilize a wide variety of restorative practices that do not remove children from valuable instructional time.

RESTORATIVE PRACTICES, also known as alternatives to suspension alternative placement, may include but are not limited to:

BEHAVIOR INTERVENTION	TPSS DEFINITION AND EXAMPLES
Administrative Conference	A formal conference is held between the student and appropriate administrator in an effort to reach an agreement regarding how the student should behave.
Alternate Area Assignment (hallways, cafeteria, etc.)	Student may be assigned to a different area in order to prevent the problem behavior. For example, if the student is having difficulty following the school-wide expectations for morning assembly, he/she may be assigned to sit in an area near a duty teacher instead of with his/her class.
Assigned Seating Change	Student is reassigned to a different seat in the classroom or on the bus to prevent problem behavior from reoccurring.
Before or After School Detention	Student shall come before school or stay after school for a set period of time. Transportation shall be provided by the family. A staff member shall supervise students assigned to this intervention. During the time of detention, the student may be assigned: re-teaching of expectations, remedial work, reflection sheets pertaining to the misbehavior, community service, counseling or other restorative options.

Community Service Project	Student may be assigned to conduct community service at the school site. He/She shall be supervised by a staff member during this time.
Confiscation	Items not allowed in school or items that are being used inappropriately shall be taken. Such items may be returned to the students or parent in accordance with TPSS timelines and guidelines.
Conference with Student Services	A meeting with the student, the parent/guardian, the school administration and a Student Services representative from the Central Office to discuss problem behavior and attempt to prevent further behavior concerns.
Consider SBLC Referral	Consider referring the student to the School Building Level Committee (SBLC) to assess behavior concerns, make suggestions for intervention or consider formal evaluation.
Cool Down/Time-Out	Positive time out is designed to encourage children and to teach them self-control and self-discipline. Positive time out teaches children to understand that their brains don't function well when they are upset. They learn the value of taking time out to calm down until their brains are functioning in a way that is advantageous to them, rather than detrimental. Positive time out teaches the valuable life skill of learning to take time to feel what you feel, and to calm down until you can behave in more constructive ways.
Counseling	TPSS provides school counseling in every school building at various intervals. School counseling is designed to be short term and solution focused. Behavioral concerns that require more extensive intervention shall be assessed by the school counselor and referred to more appropriate agencies/individuals.
Establish Check in/Check Out	Check in/Check Out is an evidence based behavior strategy used with students to address ongoing behavior concerns. It relies on key concepts such as building relationships, mentoring and teaching replacement skills. The program consists of students daily checking in with an adult at the start of school to retrieve a goal sheet and encouragement. Teachers provide feedback on the sheet throughout the day and students check out at the end of the day with an adult to discuss if the daily goals were met. The student takes the sheet home to be signed, returning it the following morning at check in.
FINS Referral	A referral to the Families in Need of Services Office of Hammond City Court or the 21 st Judicial District. This agency is designed to intervene with families early to prevent juvenile court involvement.
In School Detention	Detention held during the school day (lunch, intervention time, recess). A staff member shall supervise students assigned to this intervention. During the time of detention, the student may be assigned: re-teaching of expectations, remedial work, reflection sheets pertaining to the misbehavior, community service, counseling or other restorative options.
Learning Activity in reference to the offense	Student may be assigned an activity that shall assist them in understanding the desired behavior and how to prevent future misbehavior.
Loss of Privilege (recess, PE, pull outs)	Student may be removed from a favorable activity as a consequence.
Mediation/Conflict Resolution	Conflict resolution attempts to install problem solving skills among the students in a dispute. It involves allowing both parties to express their points of view, interests, and provide ways to find acceptable solutions. Conflict resolution teaches students how to resolve conflict in non-violent ways.
Outside Agency Referral	Student is referred to a community agency with the goal of getting additional assistance for the behavior of concern.
PAC/ISS	Positive Action Class or In School Suspension is when a student spends all or part of a day in a supervised alternative learning environment. Students shall be required to work on their assigned classwork and are responsible for all regular class assignments while assigned to ISS. Restroom and lunch shall be monitored. Bathroom breaks shall be scheduled.
Parent Contact	School administrator or staff member calls, emails or sends a letter to the phone number(s), email addresses and mailing addresses in the student's file in order to communicate a concern. The administrator should make note in the discipline file who they contacted, when and what method was used.

Parent Shadow – Reverse Suspension	A student remains at school instead of being sent home. A parent/guardian shall come to school and spend the day (or time designated by the school) with the child. The goal is to reduce out of school suspensions, increase parental involvement and foster a home-school partnership.
Referral to RKM, Southeast	The TPSS has two on-site partnerships with local community health centers-RKM Primary Care and Southeast Community Health Systems. Licensed mental health professionals are available on every campus. Parent/guardian permission shall be obtained.
Reflection Activity/Sheet	A Reflection Sheet is a very effective tool to use when a student is displaying unacceptable behavior. The student would be required to complete and submit a prepared form pertaining to the problem behavior. The process of reading and writing about one's behavior allows time for cool down, re-teaching and reflection.
Restitution	Student is responsible for payment and/or restoration of TPSS or personal property of others which have been vandalized, damaged, lost or stolen.
Restorative Practices	Provide an opportunity to improve and repair relationships between students, teachers and school communities. The purpose is to build healthy schools, increase positive behavior, decrease inappropriate and antisocial behavior, repair harm and restore relationships.
Reteaching Schoolwide/Classroom Expectations	Providing repeated teaching of the schoolwide expectations and rules by setting.
Ripple Effects/Social Skills Instruction	Assigning behavior specific social skills instruction using an evidence based program (Ripple Effects, Character Counts, Skill Streaming, Life Skills, Second Step)
Role Play Appropriate Behavior and/or Responses	Role playing is a learning structure that allows students to immediately apply content as they are put in the role of a decision maker who shall make a decision regarding a behavior or some other outcome. This technique is an excellent tool for engaging students and allowing them to interact with their peers as they try to complete the task assigned to them in their specific role.
Schedule Modification	Modify a student's schedule in order to prevent future problem behavior (separate student's in conflict, avoid student-teacher mismatch, etc.)
Small Group Intervention/Counseling	Group counseling, which involves a number of students working on shared tasks and developing supportive relationships in a group setting, is an efficient, effective and positive way of providing direct service to students with social/emotional, relationship issues and situational concerns. By allowing individuals to develop insights into themselves and others, group counseling makes it possible for more students to achieve healthier personal adjustment, cope with the stress of a rapidly changing and complex environment and learn to communicate and cooperate with others.

DEFINITION OF MINOR INFRACTIONS (handled by the classroom teacher): Each school shall establish a School-Wide Positive Behavior Support Team with representatives across all disciplines on campus. This team meets to establish school-wide expectations, routines and procedures and determines a plan to teach those to all students. In addition, this team shall establish which behaviors are considered minor on each campus and which ones are considered major (referred to the office). All minor behavior infractions shall be documented and tracked by staff utilizing their Classroom Management Plan. Repetitive minor behaviors can result in a major office referral. Some behaviors that are typically treated as minor are: dress code/ID violations, tardy to class, classroom disturbance, willful disobedience, blatant refusal to comply with directives. Parents should be notified when minor behaviors become repetitive.

DEFINITION OF MAJOR INFRACTIONS (handled by the school administrator): Some infractions require students to be referred to an administrator for investigation and delivery of consequences. Major behaviors are generally those that substantially disrupt the learning environment or impose a safety concern. Repetitive minor behaviors can also become a major infraction.

CODE	NAME OF MAJOR INFRACTION	DEFINITION
O1	Willful disobedience	Deliberate choice to break a rule or disobey a directive given by a person in authority

02	Treats an authority with disrespect	The purposeful/non-purposeful, willful/reactionary or emotionally charged verbal or non-verbal response on the part of the student, where said student directs verbiage or gestures towards an employee of the Tangipahoa Parish School System and that employee interprets such language/verbiage/gestures as profane, obscene, humiliating, threatening or explicit in its nature.
03	Makes an unfounded charge against authority	Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.
04	Uses profane and/or obscene language	Intentional vulgar verbal messages, words or gestures that include swearing, or name calling that are directed at another individual (particularly an adult).
05	Is guilty of immoral or vicious practices	Isolated incident that is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standards of social behavior and/or local community norms.
06	Is guilty of conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another (i.e. play fighting, horseplay).
07	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles.
08	Uses or possesses tobacco or lighter, including electronic cigarettes and ALL nicotine delivery systems including Vaping and herbal delivery systems.	The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles.
09	Uses or possesses alcoholic beverages	The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.
10	Disturbs the school or habitually violates any rule	Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior. (Repeated Minor Infractions)
11	Cuts, defaces, or injures any part of public school buildings/vandalism	Damage, destruction, or defacement of property belonging to the school or others.
12	Writes profane and/or obscene language or draws obscene pictures	Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code.	Possessing weapon designed to expel a projectile by action of an explosive. (e.g. Firearms-loaded or unloaded, parts of a firearm, explosives)
14	Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length < 2 ½ "- refer to code 31).	Possesses firearms, knives or blades > 2 1/2 " which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space). This includes ANY item that could be deemed dangerous and does not belong at school-razor blades, mace, BB guns, pellet guns, look-alike weapons, sharp objects)
15	Throws missiles liable to injure others	Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance.
16	Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact (e.g. blows with fists, shoving, kicking, biting, pulling hair) involving two or more individuals.

17	Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.
18	Leaves school premises or classroom without permission	Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class.
19	Is habitually tardy and/or absent	Reporting late to school or class when the day/period begins without permission.
20	Takes another property or possession without permission	Taking or obtaining the property of another without permission or knowledge of the owner without violence.
21	Commits any other serious offense	Any other serious offense not covered by any other of these codes.
30	Discharge or use of weapon(s) prohibited by federal law	Discharge or use of weapon prohibited by Section 921 of Title 18 of the U.S. Code
31	Possesses pocket knife or blade cutter with a blade length < 2 ½"	Possesses pocket knife or blade cutter with a blade length < 2 ½ "
33	Use of OTC medication in a manner other than prescribed or authorized	The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials. All over the counter or prescription medication shall be signed in through the school nurse and be held in the office. No student may bring and/or take over the counter medication to/at school (even if the parent is aware and consents).
34	Possession of Body Armor	Possession, including the wearing of any type of gear that protects the person from attack by another.
35	Bullying/Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student.
36	Cyber Bullying/Cyber Harassment	Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, through any use of technology. Cyberbullying can occur on or off school property. For a student to be disciplined at school for behavior that occurs off campus, the behavior shall be connected to the school environment in some way. Parents may call law enforcement for community based behavior.
37	False Alarm / Bomb Threat	Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, discharging a fire extinguisher, or communicating false threats to a school via electronic means (social media, texts, chat groups)
38	Forgery	To use, make, or reproduce another's signature.
39	Gambling	Wagering money or property.
40	Public Indecency	Exposure of body parts such as genital / buttocks areas and female breasts in view of the public.
41	Obscene behavior or Possession of Obscene/Pornographic Material	Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., electronic, book, magazine, phone, drawing, etc.).
42	Unauthorized use of Technology	Use of pager/cellular telephone (texting, talking, accessing internet), smart watches, camera or video device or other communication devices during the school day in violation of the individual school's Acceptable Use Policy.
43	Improper dress	Out of dress code or ID violation.
44	Academic dishonesty	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.
45	Trespassing Violation	Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes

		unauthorized presence of a student on school property while on a restrictive access, suspension, or alternate placement.
46	Failure to Serve Assigned Consequence	Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences.
47	Misusing Internet	Violating the TPSS Internet Use Policy.
48	Sexual harassment	Intimidation, bullying, or coercion of a sexual nature.
49	False Report	It is determined through investigation that a student provided a false report to school administrators during the course of an incident.
50	Crime of Violence (per R.S. 14:2B)	Violent crime including murder, assault and battery, rape and sexual battery, kidnapping, arson, criminal damage to property, burglary, misappropriation w/violence to person, serious bodily injury.

DISCIPLINARY CONSEQUENCES: Tangipahoa Parish School System schools shall provide environments for students that are conducive to student success. Such environments are safe, preventive, predictable, and provide a continuum of positive behavior intervention support for all students. The school's primary goal is to educate, not to discipline; however, when the behavior of the individual student comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole. The Tangipahoa Parish School System recognizes the social and emotional development of children varies significantly from Pre-K-12 and has thus created a dual consequence chart that accounts for such. Some infractions committed by a 9th grader may be more significantly disciplined than a similar action committed by a 1st grader. The School Board understands that many of the formative years (Pre-K-3) focus on teaching young children the expectations, procedures, and norms of school life. As a student progresses, the expectation is that they have been afforded the opportunity to learn and adjust and more significant consequences may occur for rule violations

DISCIPLINARY INFRACTIONS have been categorized into 3 levels:

- Level 1: Inappropriate activities that interfere with the learning environment
- Level 2: Activities that disrupt the learning environment or that may lead to Level 3 infractions
- Level 3: Illegal activities or activities that endanger individuals or the school community

DISCIPLINARY CONSEQUENCES have been designed to become progressively more involved as a student repeats the problem behavior. Repeated Level 1 behaviors can result in a student moving to Level 2 consequences after the third occurrence. Administrators may select to issue one or more consequences based upon the investigation of the incident and its severity. The following charts are divided by grade level, level of offense, and disciplinary considerations per occurrence.

<u>Pre-K – Grade 5</u>	
LEVEL ONE OFFENSES	
INAPPROPRIATE ACTIVITIES THAT INTERFERE WITH THE LEARNING ENVIRONMENT	
	Academic dishonesty
	Cuts, defaces, or injures any part of public school buildings/vandalism (value less than \$20)
	Disturbs the school or habitually violates any rule
	Failure to serve assigned consequence
	False Report
	Forgery
	Gambling
	Improper dress
	Is habitually tardy or absent
	Leaves classroom without permission (see Level 2 for leaves school premises)
	Misusing Internet/Violates electronic/technology policy

Takes another's property or possessions without permission (value less than \$20)
Treats an Authority with disrespect
Unauthorized use of technology (per the individual school's acceptable use policy)
Uses profane and/or obscene language
Violates traffic and safety regulations
Willful disobedience
Writes profane and/or obscene language or draws obscene pictures (not in reference to anyone/doesn't show anyone)

Pre-K – Grade 5

DISCIPLINE CONSIDERATIONS for LEVEL ONE OFFENSES

1 st Occurrence	2 nd Occurrence 1 st Occurrence Options in Addition to:	3+ Occurrences 2 nd Occurrence Options in Addition to:
Parent Contact	Before/After School Detention	PAC/ISS for UP TO 2 days per referral
Administrative Conference	Loss of Privilege – recess, lunch detention	OSS for UP TO 1 day per referral
Reteaching Schoolwide/Classroom Expectations	Alternate Area Assignment (hallways, cafeteria)	Consider SBLC Referral
Role Play Appropriate Behavior and/or Responses	Establish Check in/Check Out	FINS Referral
Mediation/Conflict Resolution	Parent Shadow – Reverse Suspension	Small Group Intervention/Counseling
Ripple Effects/Social Skills Instruction	PAC/ISS for UP TO 1 day per referral	Referral to RKM, Southeast
Reflection Activity/Sheet		
PAC/ISS for the period/time the offense occurred		
Restitution/Restorative Practices		
Community Service Project		
Counseling		
Learning Activity in reference to the offense		
Cool Down/Time-Out		
Schedule Modification		
Assigned Seating Change		
In School Detention		
Confiscation		

Pre-K – Grade 5**LEVEL TWO OFFENSES****ACTIVITIES THAT DISRUPT THE LEARNING ENVIRONMENT OR THAT MAY LEAD TO LEVEL THREE INFRACTIONS**

Bullying/Harassment (bullying forms shall be completed)

Conduct or habits injurious to his/her associates

Cuts, defaces or injures any part of public school buildings/vandalism (Value greater than \$20)

Cyber Bullying (bullying forms shall be completed)

False Alarm/Bomb Threat

FOUR OR MORE LEVEL ONE OFFENSES

Instigates or participates in fights while under school supervision

Leaves school premises without permission (see Level 1 for classroom)

Makes an Unfounded Charge Against Authority

Possesses pocket knife or blade cutter with a blade length of <2.5 inches (no known threat)

Takes another's property or possessions without permission (Value greater than \$20)

Throws missiles liable to injure others

Trespassing Violation

Use of OTC medication in a manner other than prescribed or authorized (single dose, no indication of giving/selling to others)

Uses or possesses tobacco, lighter or matches(cigarettes, lighter, electronic vaping devices/part)

Writes profane and/or obscene language or draws obscene pictures (about another student/shows others)

Pre-K – Grade 5**DISCIPLINE CONSIDERATIONS for LEVEL TWO OFFENSES**

1st Occurrence Level 1 Options in addition to:	2nd Occurrence 1st Occurrence Options in Addition to:	3rd Occurrence 2nd Occurrence Options in Addition to:
Parent Shadow – Reverse Suspension	FINS Referral	OSS for UP TO 3 days
PAC/ISS for 1+ days	Consider SBLC Referral	Possible Due Process Hearing
Small Group Intervention/Counseling	OSS for UP TO 3 days	
Establish Check In/Check Out		
Referral to RKM, Southeast		
Outside Agency Referral		
OSS for UP TO 3 days		
Conference with Student Services		

Pre-K - Grade 5**LEVEL THREE OFFENSES****ILLEGAL ACTIVITIES OR ACTIVITIES THAT ENDANGER INDIVIDUALS OR THE SCHOOL COMMUNITY**

Commits any other serious offense

Commits immoral or vicious practices

Crime of Violence (per R.S. 14:2B)

Discharge or use of weapon(s) prohibited by federal law

FOUR OR MORE LEVEL TWO OFFENSES

Obscene behavior or Possession of Obscene/Pornographic Material

Possesses firearms (not prohibited by federal law), knives or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (knives greater than 2.5 inches)

Possesses pocket knife or blade cutter with a blade length of <2.5 inches (with the presence of a threat)

Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code

Possession of Body Armor

Public Indecency

Use of OTC medication in a manner other than prescribed or authorized (multiple doses or indication of giving/selling to others)

Uses or possesses alcoholic beverages

Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form.

Pre-K – Grade 5**DISCIPLINE CONSIDERATIONS for LEVEL THREE OFFENSES**

1 st Occurrence Level 1&2 Options in addition to:	2 nd Occurrence 1 st Occurrence Options in Addition to:	3 rd Occurrence
Mandatory Conference with Student Services	Mandatory Conference with Student Services	N/A
Possible Due Process Hearing	Due Process Hearing	
Referral to Law Enforcement when applicable		

GRADES 6-12**LEVEL ONE OFFENSES****INAPPROPRIATE ACTIVITIES THAT INTERFERE WITH THE LEARNING ENVIRONMENT**

Academic dishonesty (except on State Assessments)

Disturbs the school or habitually violates any rule

Failure to serve assigned consequence

False Report

Forgery

Gambling

Improper dress

Is habitually tardy or absent

Leaves classroom without permission (see Level 2 for leaves school premises)

Misusing Internet/Violates electronic/technology policy

Unauthorized use of Technology (per the individual school's acceptable use policy)

Uses or possesses tobacco, lighter or matches(cigarettes, lighter)

Uses or possesses electronic vaping devices/part (see vaping policy – page 18)

Uses profane and/or obscene language

Violates traffic and safety regulations

Willful disobedience

Write profane and/or obscene language or draws obscene pictures (not in reference to anyone/doesn't show anyone)

GRADES 6-12**DISCIPLINE CONSIDERATIONS FOR LEVEL ONE OFFENSES**

1 st Occurrence	2 nd Occurrence 1 st Occurrence Options in Addition to:	3+ Occurrences 2 nd Occurrence Options in Addition to:
Parent Contact	Before/After School Detention	PAC/ISS for UP TO 3 days per referral
Administrative Conference	Loss of Privilege – recess, lunch detention	OSS for UP TO 1 day per referral
Reteaching Schoolwide/Classroom Expectations	Alternate Area Assignment (hallways, cafeteria)	Consider SBLC Referral
Role Play Appropriate Behavior and/or Responses	Establish Check in/Check Out	FINS Referral
Mediation/Conflict Resolution	Parent Shadow – Reverse Suspension	Small Group Intervention/Counseling
Ripple Effects/Social Skills Instruction	PAC ISS for UP TO 1 day	Referral to RKM, Southeast
Reflection Activity/Sheet		
PAC/ISS for the period/time the offense occurred		
Restitution/Restorative Practices		

Community Service Project		
Counseling		
Learning Activity in reference to the offense		
Cool Down/Time-Out		
Schedule Modification		
Assigned Seating Change		
In School Detention		
Confiscation		

GRADES 6-12	LEVEL 2 OFFENSES	ACTIVITIES THAT DISRUPT THE LEARNING ENVIRONMENT OR MAY LEAD TO LEVEL THREE INFRACTIONS
Bullying/Harassment (bullying forms shall be completed)		
Commits immoral or vicious practices		
Conduct or habits injurious to his/her associates		
Cuts, defaces or injures any part of public school buildings/vandalism		
Cyber Bullying (bullying forms shall be completed)		
FOUR OR MORE LEVEL ONE OFFENSES		
Instigates or participates in fights while under school supervision		
Leaves school premises without permission		
Makes an unfounded charge against authority		
Takes another's property or possessions without permission		
Throws missiles liable to injure others		
Treats an authority with disrespect		
Trespassing violation		
Use of OTC medication in a manner other than prescribed or authorized (single dose, no indication of giving/selling to others)		
Writes profane and/or obscene language or draws obscene pictures (about another student/shows others)		

GRADES 6-12**DISCIPLINE CONSIDERATIONS for LEVEL TWO OFFENSES**

1st Occurrence Level 1 Options in addition to:	2nd Occurrence 1st Occurrence Options in Addition to:	3rd + Occurrences 2nd Occurrence Options in Addition to:
Parent Shadow – Reverse Suspension	FINS Referral	OSS for UP TO 5 days
PAC/ISS for 1+ days	Consider SBLC Referral	Possible Due Process Hearing
Small Group Intervention/Counseling	OSS for UP TO 5 days	
Establish Check In/Check Out	Possible Due Process Hearing	
Referral to RKM, Southeast		
Outside Agency Referral		
OSS for UP TO 3 days (5 days for fights only)		
Confiscation		
Conference with Student Services		

GRADES 6-12**LEVEL THREE OFFENSES****ILLEGAL ACTIVITIES OR ACTIVITIES THAT ENDANGER INDIVIDUALS OR THE SCHOOL COMMUNITY**

Commits any other serious offense
Crime of Violence (per R.S. 14:2B)
Discharge or use of weapon(s) prohibited by federal law
False Alarm/Bomb Threat
FOUR OR MORE LEVEL TWO OFFENSES
Obscene behavior or Possession of Obscene/Pornographic Material
Possesses firearms (not prohibited by federal law), knives or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Knives greater than 2.5 inches)
Possesses pocket knife or blade cutter with a blade length of <2.5 inches
Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code
Possession of Body Armor
Public Indecency
Sexual Harassment
Use of OTC medication in a manner other than prescribed or authorized (multiple doses of indication of giving/selling to others.)
Uses or possesses alcoholic beverages
Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form

GRADES 6-12**DISCIPLINE CONSIDERATIONS for LEVEL THREE OFFENSES**

1st Occurrence Level 1 & 2 Options in addition to:	2nd Occurrence 1st Occurrence Options in Addition to:	3rd Occurrence
Mandatory Conference with Student Services	Mandatory Conference with Student Services	N/A
Due Process Hearing	Due Process Hearing	
Referral to Law Enforcement when applicable		
Confiscation		

VAPING

All students who use or possess tobacco, including electronic cigarettes and ALL nicotine delivery systems, will be given a Discipline Consequence according to TPSS policy. This is to include all school sponsored activities and events. Students from ages 10 years to 17 years will be given a citation by the TPSO in addition to a discipline consequence.

GRADES K-5

FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
Mandatory conference with parent	Mandatory conference with parent	Mandatory meeting with Student Services
2 days OSS	5 days OSS	
RS 14:91.8 Citation with the Tangipahoa Parish Sheriff's Office (Ages 10 - 17)	RS 14:91.8 Citation with the Tangipahoa Parish Sheriff's Office (Ages 10-17)	
Recommended counseling	Mandatory Counseling	
Mandatory referral to TASC/FINS	Follow with TASC/FINS	

GRADES 6-12

FIRST OCCURRENCE	SECOND OCCURRENCE	THIRD OCCURRENCE
Mandatory conference with parent	Mandatory conference with parent;	Recommendation for Alternate Placement
3 days OSS	5 days OSS	
RS 14:91.8 Citation with the Tangipahoa Parish Sheriff's Office (Ages 10 - 17)	RS 14:91.8 Citation with the Tangipahoa Parish Sheriff's Office (Ages 10 - 17)	
Field test for a banned substance by School Resource Officer (if available)	Field test for a banned substance by School Resource Officer (If available)	
Recommended Counseling	Mandatory Counseling;	

Mandatory Drug Test within 24 hours at North Oaks Outpatient Clinic or Southeast Community Health.	Mandatory drug test within 24 hours at North Oaks Outpatient Clinic or Southeast Community Health.	
If test is NEGATIVE, student may return at the end of the suspension. If test is POSITIVE, the student will be recommended for removal to TAS and referred to FINS/Drug Court. The student will be removed according to LA. R.S.17:416. Failure to comply will result in a recommendation for removal to TASP.	If test is NEGATIVE, student may return at the end of the suspension. If test is POSITIVE, the student will be recommended for removal to TAS and referred to FINS/Drug Court. The student will be removed according to LA. R.S. 17:416. Failure to comply will result in a recommendation for removal to TASP.	

SCHOOL BUS DISCIPLINE: The school bus is an extension of the school building; therefore, all school bus behavior incidents shall be reported to the principal within one (1) school day. All incidents will be addressed according to the Tangipahoa Parish Student Code of Conduct Handbook.

Behavior incidents are categorized as either major or minor infractions, and the infractions are documented by the bus driver and submitted to the students' school level administrator. Consequences for documented behaviors are issued by the school principal or the principal's designee.

Major bus infractions such as fighting, drugs, weapons, inappropriate bodily contact, etc. may warrant more severe consequences that could include, but not limited to suspension from the bus or out of school suspension or recommendation for alternative placement from school. The school level principal will make the determination of consequences after appropriate assessment protocols and thorough investigation of events have been completed. In the case that a bus incident involves students from multiple schools, each school building level principal or designee shall consult with each other to discuss the facts of the case. Each school is responsible for determining the appropriate punishment for the student that attends their school.

At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action. A pupil damaging a school bus shall be subject to restitution in addition to a discipline consequence. Any pupil suspended off of the bus for damages to that school bus shall not be readmitted until payment in full has been made for such damage or until his/her re-admittance is directed by the Superintendent.

DUE PROCESS PROCEDURES: Any time an administrator or disciplinarian receives a student behavior report completed by a school staff member, the student in question is to be afforded due process. Due process, for purposes of this code, is defined as follows:

When a student has been written up and presents to the office, the following shall occur:

1. The student shall be told what he or she is accused of and by whom (school staff member)
2. The student shall be given an opportunity to tell his/her version of the facts.
3. The student shall be allowed to provide any witnesses to the event.
4. The student shall be informed of the administrator's action on the infraction (consequence).
5. The student should sign the discipline form to indicate receipt.
6. The student's parents or guardian(s) shall be notified by personal phone call at the numbers provided to the Registration Office or otherwise. Also, a copy of the discipline form may be sent home with the student.

OUT OF SCHOOL SUSPENSION PROCEDURES: A student may be suspended out of school for a maximum of 10 consecutive school days. Anytime a student is suspended out of school, the following shall occur:

1. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the reason for and length of the suspension.
2. The principal/designee shall establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil.

3. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card, or by sending a letter to the address shown on the pupil's registration card.
4. The principal/designee shall notify the student and parent that the student may not be on any property of the Tangipahoa Parish School or participate in any school activity or any school sponsored event during the time of the suspension.
5. A student who is suspended for 10 days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

RECOMMENDATION FOR ALTERNATIVE PLACEMENT HEARING FOR SEVERE/MAJOR INFRACTIONS: An individual principal/designee may not alternately place any student or place any student directly into the TPSS Alternative Program. Principals/designees may recommend an alternative placement hearing for major infractions (i.e., drugs, weapons, group fighting, etc.). A Due Process Hearing shall then be set with a representative from the Tangipahoa Parish School Board Student Services Office. The following procedures shall occur:

1. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the reason for the recommendation for alternative placement.
2. The principal/designee shall contact the TPSS Student Services Office and establish a date and time for a Due Process Hearing with the principal or designee as a requirement for readmitting the pupil. The student shall be suspended out of school pending such hearing.
3. Notice of the date and time of the hearing shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card and/or by sending a letter to the address shown on the pupil's registration card.
4. The principal/designee shall notify the student and parent that the student may not be on any property of the Tangipahoa Parish School System or participate in any school activity or any school sponsored event during the time of the suspension
5. The Student Services Office shall conduct a hearing to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation for alternative placement. Following the hearing, the Student Services Office shall notify the parents via letter or email of the decision.
6. A student who is alternatively placed and receives educational services at an alternative site shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was alternatively placed.

RECOMMENDATION FOR ALTERNATIVE PLACEMENT THROUGH STUDENT ASSISTANCE TEAM (SAT) FOR REPEATED AND EXCESSIVE MINOR INFRACTIONS: When the student is recommended for an alternate placement, the student has been provided multiple interventions and supports in effort to redirect and correct minor behavioral infractions. Through this comprehensive approach to discipline, the parent, tutor or guardian will have been involved throughout this process.

1. School principals/designee shall notify the parent, tutor, guardian of the SAT Team's decisions to alternatively place a student
2. Once the principal/designee makes a recommendation for an alternative placement, the recommendation will be sent to the Student Services Department for review and approval. If the parent, tutor or guardian disagrees with the principal's recommendation for alternative placement, the parent will have the right to request a due process hearing through the Student Services Department within 3 school days of being notified by the school principal. This due process hearing will then follow the same procedures of a due process hearing for severe/major infractions.

OTHER DISCIPLINARY NOTES:

- Any student who has been recommended for alternative placement but withdraws from the school system prior to the due process hearing shall be considered alternatively placed.
- A student shall be subject to disciplinary action for conduct or offenses that occur at extracurricular activities, sporting events (even where said student is merely a spectator), conventions, in the parking lot or other areas of school property, and at any other school's activities. This even includes school campuses other than where the student attends school.

- Any graduating senior committing a serious offense warranting suspension or alternative placement may be prohibited from participation in graduation exercises upon recommendation of the principal and after a hearing by the Superintendent or his/her designee/hearing officer. If prohibited from participation the senior shall receive his/her diploma by mail.

DISCIPLINE PROCEDURES FOR STUDENTS ENROLLING FROM OUT OF PARISH: The discipline record (including suspensions) of any student entering the TPSS from another school during the school year shall follow the student from the school last attended to the TPSS. For instance, a student who transfers to a TPSS school and has 3 suspensions in the former school shall start in the TPSS with 3 suspensions. Any student who transfers to the TPSS during the school year who has 4 or more out of school suspensions at the time of transfer, shall start at the TPSS Alternative Program.

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES: The Discipline Procedures for Children With Exceptionalities in Tangipahoa Parish Schools are developed and implemented in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the federal law governing the provision of a Free Appropriate Public Education (FAPE) for the discipline of students with disabilities; Louisiana Bulletin 1706, Subchapter B: Discipline Procedures for Students with Disabilities, §530, and the policy of the School Board of Tangipahoa Parish.

School personnel may remove a student with a disability or suspected disability, who violates a code of student conduct, from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension for not more than 10 consecutive school days, to the extent that those alternatives are applied to students without disabilities. Additional removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct are allowed, as long as the removal does not constitute a change of placement.

A change of placement occurs if a student with a disability is removed from his or her current educational placement for more than 10 consecutive school days; or a student with a disability is subjected to a series of removals, cumulating to ten or more days, that constitute a pattern because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

After a student with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the Tangipahoa Parish School System shall provide services which enable the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur. Whenever an action involving a removal that constitutes a change of placement for a student is contemplated, a Manifestation Determination Review is required.

Within 10 school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the IEP team shall review evaluation and diagnostic results and other relevant information supplied by the parent or the student, consider observations of the student, and consider the student's IEP and placement to determine if the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or if the conduct in question was the direct result of the Tangipahoa Parish School System failure to implement the IEP. On the date which the decision is made, school personnel shall notify the parents of that decision and provide the parents the procedural safeguards (Louisiana's Educational Rights of Children with Exceptionalities in Public Schools).

For disciplinary changes in placement due to behavior that violates a code of student conduct that exceeds 10 consecutive days: If school personnel, the parent, and members of the student's IEP team make the determination that the conduct was not a manifestation of the student's disability, school personnel may apply disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities, except the student should continue to receive educational services. School personnel and at least one of the student's teachers should determine the extent of services needed for the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur. If a behavioral intervention plan has already been developed, the current plan shall be reviewed and modified to address the current behavior. Services may be provided in an interim alternative educational setting, as determined by the student's IEP Team.

If school personnel, the parent, and members of the student's IEP team make the determination that the conduct was a manifestation of the student's disability, the IEP Team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for the student. If a behavioral intervention plan has already been developed, the current plan shall be reviewed and modified to address the current behavior. If Tangipahoa Parish School System failed to implement the IEP, immediate steps should be taken to remedy the deficiencies. The student is to return to the placement from which he or she was removed, except under Special Circumstances; or unless the parent and school personnel agree to a change of placement as part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting, under Special Circumstances, for not more than 45 school days, without regard to whether the behavior is determined to be a manifestation of the student's disability if:

1. The student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the State or any School Board (under paragraph (2) of the first subsection (g) of 18 USC 930).
2. The student knowingly possesses or uses illegal drugs, sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the State or any School Board (Identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substance Act (21 USC 812(c)).
3. The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the State or any School Board (under paragraph (3) of subsection (h) 18 USC 1365).

In-school suspensions in which a student's IEP is being implemented are not considered removals from a student's current educational setting. All other removals, whether to an alternative school or homebound, are considered changes in placement, regardless of whether the student's IEP is being implemented in the alternative setting.

Any parent of a student with a disability who disagrees with any decision regarding placement or the manifestation determination; or Tangipahoa Parish School System believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a due process hearing under Bulletin 1706, §507 (Filing a Request for Impartial Due Process Hearing) and §508 A and B (Due Process Hearing Request).

Whenever an Expedited Due Process Hearing is requested, the parents or the school administrator or their designee involved in the dispute should have the opportunity for an impartial due process hearing which should occur within twenty (20) days of the date the request is filed. A resolution meeting shall occur within seven (7) days of receiving notice of the Request for Due Process Hearing unless the parent and school administrator or their designee agree, in writing, to waive the meeting. The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within fifteen (15) days of receipt of the Request for Due Process Hearing.

SUSPENSION (December 1, 2015): The Tangipahoa Parish School Board recognizes its authority to maintain good order and discipline within the schools of the school district. Therefore, the School Board recognizes the principal's authority to suspend a pupil for a specified period of time in accordance with statutory provisions. In each case of suspension, the school principal, or his or her designee, prior to any suspension, shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the pupil shall be given an opportunity at that time to explain his/her version of the facts. The principal/designee shall contact the parent, tutor, or legal guardian of the pupil to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the pupil. Notice shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card, or by sending a certified letter to the address shown on the pupil's registration card. The principal shall promptly advise the Superintendent or designee of all such suspensions, stating the reasons for the suspensions.

Students suspended for more than ten (10) days shall remain under the supervision of the school system using an alternative education program designed to continue the educational process in an alternative educational placement. The student shall be placed in an alternative school or an alternative education program and shall be required to attend and participate in such school, program, or educational services. No suspended pupil shall be allowed to leave the school premises during the school day until the parent, guardian, or other proper authorities assume responsibility for him/her, unless immediate removal from school due to danger or threat of disruption to academic process is warranted.

If the parent, tutor, or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when the parent, tutor, or legal guardian refuses to respond to the notice, the principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court, or other appointed representative responds.

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or his/her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

When a pupil is suspended for a second time within one school year, the principal may require a counseling session be held with the parent and pupil by the school counselor. If no counselor is available, the conference may be held with all the pupil's teachers and the principal or other administrator. Any student, after being suspended on three (3) occasions for committing suspendable offenses during the same school year, shall, upon committing the fourth offense, be expelled from all the public schools of the system until the beginning of the next regular school year, and the pupil's reinstatement shall be subject to the review and approval of the School Board.

The principal and other appropriate personnel shall be required to file written documentation of all suspensions. Said documentation shall include the circumstances surrounding any suspension, the reason for suspension, and any other pertinent facts concerning the disciplinary action. The principal shall file copies of his/her report with the Superintendent, other appropriate personnel and the parent or guardian and retain a copy for his/her records.

Upon the seizure by any teacher, principal, school security guard, or other school administrator of any firearm, knife, or other dangerous implement which could be used as a weapon or inflict injury, the principal or his or her designee shall be required to report the confiscation to appropriate law enforcement officials.

APPEAL: Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.

MANDATORY SUSPENSION:

- **Firearms, Knives, Other Dangerous Instrumentalities, Drugs:** The principal shall be required to suspend a pupil who (1) is found carrying or possessing a firearm or a knife with a blade two inches or longer, or another dangerous instrumentality, except as provided below under the section entitled *Suspension Not Applicable*; or (2) possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form. Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal, but, in appropriate cases, at a minimum, shall be placed in in-school suspension.
- **Assault or Battery of School Employees:** Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required procedures, provided, however, that such procedures shall follow as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

SUSPENSION NOT APPLICABLE: Suspension of a student shall not apply to the following: (1) a student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school approved co-curricular or extracurricular activity or any other activity approved by appropriate school officials; or (2) a student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a

licensed physician. However, such student shall carry evidence of that prescription or physician's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. In addition, school officials, in accordance with statutory provisions, shall have total discretion and shall exercise such discretion in imposing on a pupil any disciplinary actions authorized by state law for possession by a pupil of a firearm or knife on school property when such firearm or knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm or knife in a criminal manner.

DRESS CODE VIOLATIONS: A student enrolled in grades Pre-K-5 shall not be suspended from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

CREDIT FOR SCHOOL WORK MISSED: A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher. A student who is suspended for more than ten (10) days and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student is suspended.

RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS: Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent. Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

SUSPENSION OF STUDENTS WITH DISABILITIES: Suspension of students with disabilities shall be in accordance with applicable state or federal law and regulations.

DEMONSTRATIONS OF STUDENTS (January 5, 2021): It is recognized by the Tangipahoa Parish School Board that individual students or groups of students may, from time to time, feel the need to assert their collective sentiments in matters of public opinion. Students have a right to express their opinions, in a proper manner, and to exercise the opportunity to discuss any problem with their teachers and principal. It is the duty of the principal to always keep lines of communication open with his/her students, and to listen to the complaints in a fair and sincere manner.

In the expression of opinion, students shall be expected to conduct themselves in an orderly and controlled manner. Boisterous, unrestrained behavior by students shall not be tolerated. Disorderly demonstrations, sit-ins, lock-ins, or damages to school grounds, school plants, or school records shall not be permitted. Any type of demonstration that prevents the orderly progress of a school day, that prevents normal class functions, or that prevents non-participating students from their usual class activity, shall be considered unacceptable behavior and shall result in appropriate disciplinary action being taken by the principal. Students participating in such demonstrations shall be immediately suspended and removed from the campus, by force if necessary. Students suspended shall not be allowed to return to the campus until the suspension is terminated by the Superintendent.

DISRUPTIONS IN SCHOOLS: The Tangipahoa Parish School Board shall not tolerate disruptive acts or influence from any student or person at the schools. All school personnel are directed to immediately take action against any student or person who attempts to interrupt, interfere with, or obstruct the educational processes of the schools, and to report the name of any instigator or offender to proper law enforcement personnel and, if necessary, to the Tangipahoa Parish District Attorney's Office. Violators shall be subject to fines, imprisonment, or both. Student violators shall be suspended and shall not be permitted to return to school without the written consent and permission of the Superintendent. When and if needed, local police officers and sheriff's deputies may be stationed at each school to ensure the safety of school personnel and students and to permit the schools to operate normally. The Superintendent shall maintain appropriate procedures for handling disturbances at schools.

STUDENT DRESS CODE: The dress and grooming of students shall be that which, in the opinion of the ordinary reasonable person, contributes to the health and safety of the individual, and which is non-disruptive to the educational activities and processes of a school. No mode of attire that disrupts the classroom and/or the school's positive learning environment will be considered proper for school wear. All articles of clothing must be worn as intended by design.

DRESS CODE GUIDELINES:

1. No student shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbol, sign, or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or which exhibit profane and/or obscene language and/or gestures.
2. No hats, caps, or other headwear shall be worn on school campuses on regular school days, except when a medical condition or religious belief so warrants.
3. Hairstyles shall be clean, neatly groomed and shall not distract from the learning environment nor be a safety factor for any of the school's curricular offerings. Any hairstyle including any hair color other than a naturally occurring color, that distracts from the unique environment of the school will be dealt with by the principal (or designee) of that school.
4. Beards will not be allowed. Mustaches must be clean, neatly groomed and must not distract from the learning environment nor be a safety factor for any of the school's curricular offerings.
5. Earrings may be worn in ears by females only. Females in grades Pre-K-6 may wear stud earrings only. Male students will not be allowed to wear earrings at school or at any school-related activity.
6. Students who participate in extracurricular activities (cheerleaders, spirit group dancers, band members, and/or other drill teams) may not wear the group's uniform to class.

DRESS CODE VIOLATIONS:

1st VIOLATION: The student will be sent to the office. If the determination is made that the student is in violation of the Dress Code, the student's parents/guardians will be notified of the violation and will be asked to bring the proper clothing to the school. If the parents/guardians cannot be contacted by phone or if proper clothing is not brought to the school, the student will be sent to a designated area determined by the principal/ designee. A letter will be sent to the parents/guardians notifying them of the violation and reminding them that future dress code violations will result in suspension of the student.

2nd VIOLATION: The student may be suspended for 1 day due to disrespect for authority.

MODIFICATIONS TO THE DRESS CODE: The Superintendent or his/her designee must approve any modifications to the Student Dress Code. The Student Dress Code Policy will be revisited by the Committee every 3 years beginning with the 2019-20 school year. However, the Superintendent may ask the School Board to approve an emergency revision at any time. If there are questions regarding student dress and grooming, the school principal or his/her designee will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

SCHOOL UNIFORMS

PANTS: All students' pants must be khaki or navy color twill "slacks" with or without pleats, with or without belt loops, with or without pockets. Pants must be bought in the child's appropriate size and must be worn at the waistline. No sagging, over-sized, wide-legged, bell bottom, cargo, safari, joggers, sweat pants, wind suit pants, or carpenter pants will be allowed. If pants have belt loops, students must wear a belt. No jeans of any color will be allowed.

SHORTS: All students (Pre-K-Grade 12) may wear khaki or navy color twill, loose-fitting, knee-length walking shorts.

SKIRTS, SKORTS & JUMPERS: Students may wear loose fitting, appropriate length, basic khaki or navy twill skirts or skorts and A-line or bib jumpers.

SHIRTS & BLOUSES: Shirts may be long or short sleeved (no sleeveless garments) polo (pull over) style or oxford (button up) style, white or navy color shirts. Turtleneck shirts, sleeveless shirts, or shirts with a zipper are not acceptable. Elementary girls have the option of wearing a white, button up blouse with a "Peter Pan" collar. Solid white, long or short-sleeved T-shirts may be worn under regular uniform shirts and the sleeves of the "undershirt" may extend past the sleeve of the top uniform shirt. Thermal underwear and turtleneck shirts are not allowed. All shirt tails must be tucked inside garments. No midriff shirts or blouses shall be worn. Each school shall have the option of a school color shirt to wear at the discretion and approval of the school principal in lieu of a regular school uniform shirt.

BELTS: Belts are mandatory for middle school, junior high school and high school students when wearing pants or shorts with belt loops. Belts with designs, emblems, insignias, monograms, logos, holes, studs, etc. that are offensive (at the discretion of the school principal) will not be allowed. Metal spikes or studs are not allowed. Belts must be the

appropriate length for the student's waist size. Belt buckles must be plain, standard style. Elementary students are encouraged to wear belts.

SHOES: All shoes must have a closed back and front. No sandals, wedged soles, platforms, high heels, crocs, slippers, shower shoes, flip flops, or knee-high shoes will be allowed. Shoes must be worn appropriately and those that require laces or those with Velcro closures must be securely fastened. It is HIGHLY RECOMMENDED that Pre-K and kindergarten students wear shoes that slip on or those with Velcro closures.

OUTER GARMENTS: Students may wear heavy coats or jackets of any color or style outside of school classroom/buildings. If the outer garment is a pullover, including sweaters, jackets, vest or windbreakers that do not zip or button from the bottom up, it must be navy, white, or school chosen color. Coats, jackets, and pullovers may not have inappropriate insignia, logos, or language, and dusters or trench coats are not allowed.

Jackets or sweatshirts with a hood may be allowed for indoor wear with the stipulation that hoods shall be removed upon entering a building. A regulation uniform shirt must be worn under all outerwear.

Students shall be allowed to wear school-sponsored organization jackets, sweatshirts and sweaters, i.e. FFA, BETA, athletic, etc. inside buildings and classrooms with the stipulation that the garments should be blue, white or the school chosen color.

The Superintendent or his/her designee will consider for approval all deviations to the Uniform Policy for special occasions or events upon written request from the school principal for the following reasons: 1) Positive Behavior Support: Once per six weeks to reward students for good behavior, students may wear their school uniform pants and a school "spirit" shirt; and 2) Charity Events: Twice per year, for a consistent fee established by the Superintendent and used throughout the School System, students may wear jeans with a school uniform shirt. Staff members may also wear jeans for these special events.

NOTE: A student enrolled in grades Pre-K-5 shall not be suspended from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

MEDICAL INFORMATION

COVID 19



The Tangipahoa Parish School System will take the necessary precautions established by the Louisiana Department of Health and Hospitals (LDHH) and the Louisiana Department of Education (LDOE) in maintaining the health and safety of our students. It is imperative that parents/guardians make every effort to assure that arrangements are in place to pick up their child within one (1) hour after receiving notification that the child is ill. This includes updating personal contact information with the school office.

CHRONIC MEDICAL CONDITION(S) AND/OR HEALTH PROBLEM(S): In order for proper care to be provided for students at school, it is the responsibility of the parent/guardian to notify the school nurse when a student has a chronic medical condition or health problem. This must be done at the beginning of every school year, or as soon as the parent/guardian becomes aware of the student's condition throughout the school year if the child's medical condition changes. This will enable the parent/guardian to discuss with the school nurse the care the child may need at school. Some examples of chronic medical conditions are seizures/epilepsy, diabetes, asthma, celiac disease, and/or severe allergic reactions to insects or food that require the use of an Epi-pen or Benadryl during the school day.

PICKING UP A SICK CHILD FROM SCHOOL: If you are notified by the school that your child is ill and needs to be picked up, you must make arrangements to have your child picked up from school within one (1) hour.

DETERMINING WHEN A CHILD SHOULD NOT ATTEND SCHOOL: Parents/guardians should carefully consider their child's statement of feeling ill. The following guidelines will help determine when a child should NOT attend school:

- **Diarrhea/Vomiting:** Students who are vomiting or having diarrhea (2 or more watery stools) will be sent home from school and will not be allowed to return until they are symptom free for 24 hours. Children should be kept home if they were vomiting or experiencing diarrhea during the night.
- **Fever:** Students who have a fever of 100.4° F or higher will be sent home. Students will be readmitted after they have been fever free for 24 hours without the use of fever reducing medications, i.e., Tylenol, Motrin, and Advil. (Please refer to the protocol concerning student absences.)
- **Pink Eye:** Symptoms of pink eye such as eye drainage, crusty eyelids, redness on the white part of the eyes, swelling, and itching may indicate pink eye, which is a contagious disease. Children with these symptoms will be sent home and should be seen by a doctor for a diagnosis. A doctor's excuse that states WHEN the student will be allowed to return to school will be required. No eye drop medication is allowed at school.
- **Rash/Lesions:** A student with an undiagnosed rash or lesions will not be allowed to stay at school. Skin rashes or lesions will be considered possibly contagious. A doctor's excuse is required in order for the student to return to school.
- **Boils:** Students with boils must be seen by a doctor and must remain home for 24 hours after starting antibiotics. A doctor's note will be required in order for the student to return to school, and when he or she returns to school, the boil must be covered.
- **Head Lice:** To help prevent the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse or trained school personnel. The student shall be examined to determine an infestation by looking closely through the hair and scalp for nits or live lice. If an active infestation is present, based on the presence of live lice or many nits less than $\frac{1}{4}$ inch from the scalp as per the American Academy of Pediatrics (AAP), the parent/guardian shall be notified to arrange pickup of their child from school. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for infestation. (See back the exclusion form.) According to the AAP, nits more than $\frac{1}{4}$ -inch from the scalp indicate the infestation is probably old and no longer active and does not need to be treated.

If the recommended lice product has been used, students may return to school with minimal nits present. The parent/guardian must bring the student to school and remain until the school nurse or trained personnel determines if the student may return to class. If live lice are found, one additional excused day may be given. Before re-admittance to the classroom, the school nurse or trained school personnel shall re-examine the student's head for an active infestation. Students should not miss more than one (1) day of school for the treatment of head lice. Additional days will be considered unexcused.

IMMUNIZATIONS: Students entering school for the first time shall present a completed or up to date immunization record. (Louisiana State Law Statute LA R.S. 17:170) All students entering 6th grade AND 11 years old or any student who is 11 years old (regardless of grade) shall present evidence of age appropriate vaccinations including a Tdap booster, meningitis vaccine and a second varicella (chickenpox). Students who have not received proper immunizations may not be allowed to come to school if there is an outbreak of communicable disease at school (chickenpox, measles, pertussis, etc.). If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the state office of public health, school administrators may exclude from attendance unimmunized students until the appropriate disease incubation period has expired, or the unimmunized person presents evidence of immunization. Parents of students who are unable to receive their immunizations due to medical, religious, or personal reasons must complete a letter of dissent. Letters of dissent must be completed in the registrar's office and signed and witnessed in front of the registrar. If this dissent is due to a medical reason, a written statement from the doctor must be received.

VISION AND HEARING SCREENING: Students' vision and hearing are screened by the school in pre-k, kindergarten, 1st, 3rd, 5th, 7th, 9th and 11th grades and from parent or teacher referrals. If a problem is detected, a note will be sent home to the parent referring them to their physician for a more complete evaluation.

POST-SURGERY, HOSPITALIZATION OR DENTAL PROCEDURES: If a student is hospitalized, has surgery, or a dental procedure requiring sedation, he or she must bring a note from the physician or dentist allowing the student to return to school and including any restrictions, etc.

MEDICATIONS: Parents/guardians should contact the school nurse if his or her child needs to take medications (prescription and/or over-the-counter) for chronic conditions at school. State law requires a Medication Administration Form to be completed by the physician and parent/guardian. If a student is prescribed a new medication, he or she must remain at home for one (1) day after the first dose of the new medication in order to be observed for adverse reactions.

MEDICATION ADMINISTRATION GUIDELINES: Medications given at school should be limited to those which cannot be administered before or after school. Emergency medications may be administered at school. A written Medication Order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state (TX, AR, or MS), or any other prescriber authorized in the state of Louisiana to prescribe medication or devices is required. A Medication Order is also necessary for medications that might ordinarily be available over the counter. The Medication Order must be written on the "Medication Order Form" approved by the Tangipahoa Parish School System. This form may be obtained at the school office or on the TPSS website (www.tangischools.org). Orders for multiple medications on the same form, incomplete forms, or a form with a prescriber's stamp will not be accepted. The Parent/Guardian Request and Authorization for Medication Administration Form must be completed.

Students are not allowed to transport medications to school. Medication must be delivered to school by a parent/guardian in a properly labeled container as dispensed by the pharmacist. The parent/guardian should get two (2) containers from the pharmacist for each medication to be given at school so there is proper labeling for the medication to be given at home and at school. If the medication is not properly labeled and does not match the physician's order exactly, it cannot be given. Only a thirty-five (35) school day supply of medication may be brought to school. The initial dose of a medication must be administered outside of the school jurisdiction with sufficient time for observation for adverse reactions. At the beginning of each school year and any time there is a change in medication (e.g. dosage or time), a new Medication Order Form and a new Parent/Guardian Request and Authorization for Medication Administration Form must be completed. Under no circumstances will a parent be allowed to make changes to a medication (e.g. dosage or time) without a written Medication Order. An appointment must be made with the school nurse if new medication will be brought to school and if a change in a medication order occurs.

TITLE IX SEXUAL HARASSMENT: The Tangipahoa Parish School Board desires to provide a safe school environment that allows all students equal access and opportunities in the School District's academic, extracurricular, and other educational support programs, services, and activities. The School Board does not discriminate on the basis of sex in the education program or activity that it operates. The School Board is required by Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations not to discriminate on the basis of sex in the education program or activity that it operates, including admission and employment. The School Board recognizes that sexual harassment is a form of discrimination on the basis of sex and the School Board prohibits sexual harassment as defined by Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by electronic mail to the School Board's Title IX Coordinator at any time, including during non-business hours. Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator. The Tangipahoa Parish School Board's Title IX Coordinator's name and contact information is provided to applicants for admission and employment, students, parents or legal guardians, school students, employees, and published in the Student Code of Conduct, and on the School Board's website. Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The School Board's Title IX Coordinator shall be authorized to coordinate the School Board's Title IX obligations.

DEFINITIONS (as used in this policy):

- Actual knowledge: notice of sexual harassment or allegations of sexual harassment to the any employee of the School Board. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the School Board with actual knowledge is the respondent.
- Complainant: an individual alleged to be the victim of conduct that could constitute sexual harassment.
- Formal complaint: a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the School Board investigate the allegation of sexual

harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the Tangipahoa Parish School Board with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under and by any additional method designated by the School Board. As used in this paragraph, the phrase document filed by a complainant means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the School Board) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator shall not be a complainant or otherwise a party to any grievance procedure, and shall at all times comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations.

- Notice: whenever any employee witnesses sexual harassment, hears about sexual harassment or sexual harassment allegations from a complainant (i.e., a person alleged to be the victim) or a third party (e.g., the complainant's parent, friend, or peer), receives a written or verbal complaint about sexual harassment or sexual harassment allegations, or by any other means.
- Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- Sexual harassment: conduct on the basis of sex that satisfies one or more of the following:
 - An employee of the Tangipahoa Parish School Board conditioning the provision of an aid, benefit, or service of the Tangipahoa Parish School Board on an individual's participation in unwelcome sexual conduct;
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Tangipahoa Parish School Board's education program or activity; or
 - Sexual assault as defined in 20 USC 1092, dating violence as defined in 34 USC 12291, domestic violence as defined in 34 USC 12291, or "stalking" as defined in 34 USC 12291.
- Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School Board's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The School Board shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the School Board to provide the supportive measures. The Title IX Coordinator shall be responsible for coordinating the effective implementation of supportive measures.

COVERAGE: This policy applies to all students, employees and non-employee volunteers, to the elected members of the School Board, and to all students of the Tangipahoa Parish School District. It applies at school, and locations, events, or circumstances over which the School Board has exercised substantial control over both the respondent and the context in which sexual harassment occurs.

TITLE IX COORDINATOR: The Superintendent shall designate and authorize a "Title IX Coordinator" to coordinate the Tangipahoa Parish School Board's efforts to comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. The Title IX Coordinator for the 2021-22 school year is Dr. Elizabeth Moulds (telephone: 985-517-8519; Email: Elizabeth.Moulds@tangischools.org; and mailing address: 59656 Puleston Road, Amite, LA 70422). The Title IX Coordinator shall undergo and receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The name, office address, electronic mail address, and telephone number of the Title IX Coordinator shall be published as required by Part 106 of Title 34 of the United States Code of Federal Regulations.

RESPONSE TO SEXUAL HARASSMENT: If the Tangipahoa Parish School Board has actual knowledge of sexual harassment in an education program or activity, then the Title IX Coordinator shall be informed and the Title IX Coordinator shall offer supportive measures and follow the grievance procedures adopted pursuant to this policy. The Superintendent and/or the Title IX Coordinator shall develop and maintain a Title IX Grievance Procedure that

complies with 34 CFR §106.45, including investigation of any incident of which it has actual knowledge. The Title IX Grievance Procedure shall include the procedures to appeal any determination regarding sexual harassment under Title IX.

Nothing shall preclude the School Board from removing a respondent from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines an immediate threat to the physical health or safety of a complainant, student, or other individual arising from the allegations of sexual harassment justifies immediate removal. Neither shall the School Board be precluded from placing a non-student employee respondent on administrative leave during the pendency of the grievance process developed according to this policy. In both such instances the respondent shall be provided with notice and an opportunity to challenge the decision contemporaneously with or immediately following the removal. This provision shall not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act or regulations promulgated thereunder.

TITLE IX RECORDKEEPING: The Tangipahoa Parish School Board shall retain for a period of seven (7) years records of each sexual harassment investigation including any determination regarding responsibility, any appeal and the result therefrom, any informal resolution and the result therefrom, and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

For any response to actual knowledge of sexual harassment, the Title IX Coordinator shall create and maintain for a period of seven (7) years, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance the Title IX Coordinator shall document the basis for a conclusion that its response was not deliberately indifferent and document the measures designed to restore or preserve equal access to the School Board's education program or activity. If no supportive measures were provided to a complainant, then the Title IX Coordinator shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

NON-RETALIATION: Neither the Tangipahoa Parish School Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for other policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, constitutes retaliation.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited by this policy. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

CONFIDENTIALITY: The Tangipahoa Parish School Board shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 USC 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination as set forth in this policy.

SUSPECTED CHILD ABUSE: If the victim of the alleged sexual harassment is a minor student and if the alleged harassment falls within the definition of abuse as found in School Board policy JGCE, Child Abuse, then all school employees with knowledge shall be considered mandatory reporters and the allegations must be reported to child protection or law enforcement as provided by state law and School Board policy. Such reporting shall be made in addition to any procedures for handling sexual harassment complaint.

ALCOHOL, DRUG, AND SUBSTANCE ABUSE EDUCATION PROGRAM: The Tangipahoa Parish School Board shall require a comprehensive alcohol, drug, and substance abuse prevention education program to be incorporated into every school of the parish that shall include grade appropriate programs on the education, prevention, and counseling of alcohol, drug, and substance abuse. Such programs shall be included in the school program so that every student in grades kindergarten through nine is involved for a minimum of sixteen (16) contact hours every school year, and every student in grades 10-12 is involved for a minimum of eight (8) contact hours every school year. The required minimum contact hours shall be incorporated into a comprehensive school health program.

As part of the alcohol, drug, and substance abuse program, substance abuse counselors shall be appointed who shall visit every school regularly for the purpose of counseling students who have been identified as having an alcohol, drug, or substance abuse problem. Any student enrolled in school who is identified as having a substance abuse problem, including manufacture or distribution, shall be required to participate in the school drug counseling program, or an equivalent approved by the School Board.

Each school shall have a substance abuse prevention team, whose membership shall be in accordance with statutory provisions that shall investigate, research, and report on all instances or reports of possession of controlled dangerous substances or alcoholic beverages. The team shall adequately report their findings in writing and make appropriate recommendations for treatment, counseling, or other appropriate action to the principal of the school.

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

SCHOOL SEARCHES: The Tangipahoa Parish School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board may search a building, desk, locker, area or grounds of said public school. Students shall have no expectation of privacy in use of the lockers which have been assigned to them and the acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

Any teacher, principal, administrator, or school security guard employed by the School Board, may search the person of a student or his/her personal effects when based on the attendant circumstances at the time of the search there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, School Board policy, or a school rule. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense. Such factors to be considered in determining the manner in which searches may be conducted are: age and sex of the student, behavior record of the student, need for the search, purpose of the search, reliability of the information used to conduct search, the relative importance of making the search without delay, and the nature and severity of the problem in overall school environment.

Random searches with a metal detector of a student or his/her personal effects may be conducted at any time, provided such searches are conducted without deliberate touching of the student. Any search of student's person shall be done privately by a teacher, administrator, or security guard of the same sex as the student to be searched. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, notification of the search shall be sent to the parents of the student involved.

The School Board shall require students who bring vehicles on campus to register those vehicles and to provide the school authorities with a *consent to search* such vehicle signed by the student, parents and/or owner of the vehicle. Any vehicle parked on School Board property may be searched without consent at any time by a school administrator or designee when the school administrator/designee has articulable facts which lead him or her to a reasonable belief that weapons, dangerous substances or elements, illegal drugs, alcohol, stolen goods, or other materials or objects

the possession of which is a violation of law, School Board policy, or school rules will be found. Searches of vehicles may also be conducted to assure compliance with health, safety, and/or security laws, rules or regulations. Such searches shall be conducted in the presence of the student whenever possible. If the vehicle is locked, the student shall unlock the vehicle upon request by the school administrator/designee. If the student refuses to unlock the vehicle, proper law enforcement officials shall be summoned and the student shall be subject to disciplinary action for such refusal. Any student not present during the search shall be informed of the search as soon as practicable thereafter.

USE OF DRUG DETECTION DOGS: The use of trained drug detection dogs within the public schools of Tangipahoa Parish shall be permitted in order to assist School Board administrative personnel in locating drugs, alcohol, weapons, or other materials or objects which are a violation of School Board policy. All aspects of the search by dogs shall be under the direct supervision of the principal. The appropriate law enforcement officer who is serving as the handler for the drug detection dog shall perform his/her duties under the general supervision of the principal. The school principal or his/her designee shall perform the actual search for the suspected illegal drugs or other items when the presence of such has been detected by the drug detection dog. To ensure the effectiveness of the program while safeguarding the rights of all concerned, the following procedures shall be adhered to in the detection and removal of items prohibited by law or School Board policy:

- The principal is to alert the appropriate local or parish law enforcement agency by phone to request a drug search, and the principal is to personally contact the Superintendent.
- The principal is to personally contact the Superintendent to follow up as soon as possible during or after the completion of the search.
- It is imperative that the safety of all persons on campus be protected during the search; therefore, the student body and all other persons, excluding the search team, shall be taken to an area away from the search such as the gym, cafeteria, or outside area.
- The search shall not be conducted on a student's person unless school officials have established that there is reasonable belief that the student possesses on his/her person any prohibited item. However, the search can include all School Board owned property such as desk, lockers, etc. If the drug dog alerts to a locker or any other property owned by the School Board, the principal has the right to gain access to the locker or suspected area. If a book sack alerts the drug dog, the principal has the right to search it because of reasonable doubt.
- In the event drugs are found on campus, with discretion and caution, the student(s) shall be called into the office; and the parents or guardians shall immediately be called and informed of the search and findings. The student(s) shall be presented with the findings.
- If drugs or evidence of drugs are found, the principal shall report the discovery in writing to appropriate enforcement authorities or obtain a written report from the agency that performed the search. All drugs or evidence of drugs shall be given to the agency that performed the search.
- The principal shall provide the Superintendent and the Student Services Officer a written report within five (5) working days of a search. The principal is to complete the Summary Form for search and seizure by drug dog alert and provide the completed form to the following:
 - Superintendent
 - Student Services Officer
 - Agency performing the search
 - Members of the search team
 - Names of administrator(s) involved in the search
 - Findings (description of alert, if present)
 - Names of student(s) involved
 - Names of parents or guardian
- Upon proper school personnel confiscating any firearm, bomb, knife, or other implement which could be used as a weapon, or any controlled dangerous substance following any search, the principal or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the principal to prevent the destruction, alteration, or disappearance until such time as the implement or material is given to law enforcement officials. Any principal or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement officials or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Superintendent and/or School Board.

NOTIFICATION OF AUTHORITY TO SEARCH: Students and parents shall be notified at the beginning of each school year of the School Board's authority to conduct unannounced searches of students, lockers, automobiles, school

employees, and any other person or object on School Board property and at school-sponsored events. Signs of high visibility informing the general public of the School Board's search authority shall be posted at entrances to all School Board buildings.

RECORDS OF SEARCHES: Whenever any search of a student, his/her personal effects, or his/her vehicle is conducted pursuant to this policy, the school administrator/designee conducting the search shall prepare a written report of it as soon as is reasonably practicable. Such record shall include the name of the student, the name(s) of the person(s) conducting the search, the circumstances leading to the search, and the results of the search. This written, dated, and signed record shall be filed and maintained in the school administrator's office, and a copy of it shall be sent to the Superintendent within five (5) days. The student(s) and parent(s) or guardian(s) shall be given a written receipt for any item(s) seized and/or impounded by the school administrator or his/her designee as a result of a search.

DISCIPLINE OF STUDENTS: Any student found to be in possession of any item in violation of a law, a school rule, or a School Board policy shall be subject to disciplinary action in accordance with School Board policy and school rules. Investigative facts and/or seized items resulting from searches shall be immediately turned over to the proper law enforcement officials.

USE OF METAL DETECTORS: The TPSB recognizes that it has an obligation to adopt all steps necessary to provide a safer environment for the students, staff and public under its jurisdiction. Therefore, the Board authorizes the use of metal detectors to minimize the presence of implements that may be used as weapons on School Board-owned property and/or campuses or at school sponsored events. Searches with metal detectors may be performed by law enforcement agencies or school personnel or a combination of both parties. All guidelines in the School Board's *Policy Manual* concerning searches of a student, employee, and/or other person, shall apply when metal detectors indicate the presence of an item(s) on a student's, employee's and/or any other subject's person or in his/her personal effects. The use of metal detectors shall be approved by administrative personnel prior to implementation of a search.

GUIDELINES: The use of metal detectors, whether stationary or hand-held, for the search of students, employees and/or other persons shall be in accordance with the following guidelines:

1. When metal detectors are used, the individuals to be searched shall be requested to remove all metal objects from their pockets along with any bags, parcels, or other containers being carried. If the detector activates on a person, the individual conducting the search shall request that any remaining metal objects be removed. If the detector activates again, the individual shall be personally searched by an administrator of the same sex. At least one witness, also of the same sex as the individual, shall be present throughout the search. The personal search shall be conducted only in the area of the body which activated the metal detector. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate on the subject's person.
2. At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students, school employees and any other person on School Board property and at school sponsored events. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a district-wide basis.

Students shall be given notice that they are subject to a search with a metal detector or by other means authorized, as a condition of entry in school, bus, or school activity, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions.

STUDENT GRIEVANCE PROCEDURE: The Tangipahoa Parish School Board recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the principal. For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place with the school principal. One faculty member or other designated representative may be present at such a meeting. Such time and place will be designated immediately upon receipt of the written request. If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the same procedures outlined in Policy GAE, Complaints and Grievances, for further consideration of their grievance. The School Board shall require the Superintendent and staff

to maintain and disseminate information to parents, legal guardians, and the general public on the proper process and contact information to be used when making complaints.

RACE, COLOR, NATIONAL ORIGIN, HARASSMENT, INTIMIDATION OR DISCRIMINATION: Harassment or intimidation based on race, color, or national origin is oral, written, graphic or physical conduct relating to a student's race, color, or national origin (including a student's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of a student to participate in or benefit from the school district's programs or activities. Harassment or intimidation of students because they are immigrants, speak another language, or have a foreign accent may constitute discrimination based on national origin or race or both, depending on the circumstances. A race, color, or national origin basis for acts of harassment or intimidation may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

For purposes of this policy, harassment or intimidation of a student based on the student's race, color, and/or national origin consists of verbal or physical conduct relating to the student's race, color, and/or national origin when:

- the harassing/intimidating conduct is sufficiently severe, persistent or pervasive that it affects the student's ability to participate in or benefit from an education program or activity or creates an intimidating or abusive educational environment;
- the harassing/intimidating conduct has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or
- the harassing/intimidating conduct otherwise adversely affects a student's learning opportunities.

Discrimination Based on Race, Color, or National Origin: Discrimination Based on Race, Color, or National Origin is prohibited. No school employee or third person assisting or otherwise participating in a school-sponsored activity shall discriminate against a student based solely upon the race, color, and/or national origin of the student.

Reporting Incidents of Harassment, Intimidation, or Discrimination Based on Race, Color, and/or National Origin: It is the responsibility of all school personnel to report incidents of harassment/intimidation or discrimination that may be based on the race, color, and/or the national origin of a student. The report shall initially be made to the school-based coordinator who shall promptly advise the principal of the alleged incident. Failure to do so may result in disciplinary action against the offending school employee. Whenever an incident of harassment, intimidation, or discrimination based on race, color, and/or national origin is observed by a school employee, a written report shall promptly be prepared by the school-based coordinator listing the persons involved, their race, the nature of the incident and the approximate time and location of the alleged incident. The report shall be promptly delivered to the principal who, in turn, shall promptly submit the report to the district-wide coordinator for review and investigation with such assistance as the district-wide coordinator may request from the school-based coordinator.

Where the report of harassment, intimidation or discrimination is reported by a victim student, the school employee receiving the report shall promptly usher the student to the school-based coordinator where the incident can be related by the student to the school-based coordinator. The school-based coordinator shall prepare a written report based upon the allegations as related by the student which shall contain in addition to the alleged incident, the name and race of the student victim, the name and race of the student or other person named by the student as the perpetrator or a description of such person, and the approximate time and place of the incident. The report shall be promptly delivered to the principal who in turn shall submit the report to the district-wide coordinator for review and investigation. A copy of a report of an incident of harassment/intimidation based on race, color, and/or national origin of a student shall be provided to the parents/legal guardian of the student victim and the student perpetrator by return receipt mail. The district-wide coordinator shall schedule and conduct a meeting with the student victim and student perpetrator's parents/legal guardian together or one-on-one at the discretion of the district-wide coordinator.

Where an incident of harassment, intimidation, or discrimination based on race, color, and/or national origin of a student is allegedly perpetrated by a school employee, the alleged incident shall be immediately reported to the school-based coordinator, the principal, the district-wide coordinator, and the superintendent of schools. Failure to immediately report the alleged incident shall subject the omitting party to disciplinary action. If following an investigation of the alleged incident it is determined that the incident occurred, appropriate disciplinary action shall be taken by the Superintendent and/or the School Board. Where an incident of harassment, intimidation or discrimination based on race, color, and/or national origin of a student is allegedly perpetrated by a non-school employee, the alleged incident shall be immediately reported to the school-based coordinator, the principal, and

district-wide coordinator. Failure to immediately report the alleged incident shall subject the omitting party to disciplinary action. If following an investigation of the alleged incident it is determined that the incident occurred, such non-school employee shall thereafter be barred from attendance and/or participation in any school sponsored activity for a period of six months.

Disciplinary Action in Response to Harassment, Intimidation or Discrimination Based on Race, Color, and/or National Origin: An appropriate discipline, minimally comprised of a written reprimand and at the maximum suspension or termination of employment, commensurate with the incident or failure to report, shall be imposed upon any school employee who violates this policy or who fails to report an incident witnessed by such employee, or where the employee fails to take an appropriate action to make or ensure that the incident of harassment, intimidation, or discrimination based on the race, color, and/or national origin of the student is reported. Students found to have harassed or intimidated a fellow student based upon such student's race, color, and/or national origin shall receive an appropriate discipline taking into consideration the student's age and maturity level. Such discipline may include a warning, suspension, or expulsion of the offending student.

Where an offending student engages in repeated acts of harassment or intimidation based upon another student's race, color, and/or national origin, the discipline administered shall reflect the fact of the repeated behavior and shall minimally require the suspension or expulsion of the offending student. Immediate disciplinary action may be taken for incidents involving physical attacks against a person and/or damage or destruction of property where the value of the damaged or destroyed property is fifty (\$50.00) dollars or more. A student, teacher, administrator, or other school employee who retaliates against any person who reports an alleged incident of harassment, intimidation, or discrimination based on the race, color, and/or national origin of a student or one who testifies, assists, or participates in an investigation or other action related to such harassment, intimidation, or discrimination report shall be subject to appropriate disciplinary action. The Superintendent or his/her designee(s) is designated as the district-wide coordinator. His/Her duties include the following:

1. Informing the Superintendent and School Board Members of complaints and reports of harassment based on race, color, or national origin;
2. Investigating such complaints and/or advising and assisting other school personnel in handling such complaints and reports of harassment based on race, color, or national origin;
3. Preparation of a report making findings based upon an investigation of an incident of harassment or intimidation based on the race, color, or national origin of a student;
4. Mailing by return receipt mail of a report containing a finding of harassment or intimidation based on the race, color, or national origin of a student to the family of the student victim and the student perpetrator;
5. Maintenance and review of documentation of harassment, intimidation, or discrimination incidents;
6. Review of the effectiveness of the School District's efforts to correct and prevent harassment, intimidation, or discrimination based on race, color, or national origin;
7. Assessment of the effectiveness of training for school-based coordinators, staff, administrators, and students and proposing improvements to such training where necessary;
8. Publication of this policy in the Student Handbook;
9. Review of the school district's curriculum to assure that it provides instruction to students as to how to prevent instances of harassment/ intimidation based on race, color, or national origin;
10. Review on an annual basis to determine whether a systemic response or change in the district-wide or individual school policies are required to effectively respond to complaints of harassment based on race, color, or national origin.

Review of a Finding of Harassment or Intimidation Perpetrated by a Student: Upon a finding by the district-wide coordinator, made after an investigation of an incident of alleged harassment/intimidation by a student, the student's parent, legal guardian, or the student where emancipated may petition the School Board for a hearing to review the finding of the district-wide coordinator prior to the imposition of discipline. A request for review must be physically received by the district-wide coordinator within 15 days of the date the finding is received by the parent, legal guardian, or emancipated student. If the fifteenth day falls on a weekend or school holiday, the request for review shall be deemed timely submitted if physically received by the district-wide coordinator on the next school day. By at least a majority vote of the members of the School Board present and voting, the findings of the district-wide coordinator shall either be upheld or set aside.

Review of a Finding of Harassment, Intimidation or Discrimination by a School Employee: Upon a finding by the district-wide coordinator made after an investigation of an incident of alleged harassment, intimidation, or discrimination allegedly committed by a school employee, such finding shall be reviewed by the superintendent of schools who, upon concurrence with such finding, shall recommend an appropriate disciplinary action to the school

board for consideration. By at least a majority vote of the members of the school board present and voting the recommendation of the superintendent shall either be adopted or rejected. Should the superintendent of schools determine that the findings of the district-wide coordinator are not based upon a sufficiently credible factual basis, he/she shall so advise the district-wide coordinator in writing and provide a copy thereof to the court compliance officer. A request for review must be submitted in writing within fifteen school days of receipt of notification from the Superintendent of his/her concurrence with the findings of the district-wide coordinator. Notification of concurrence shall be made by return receipt mail.

Review of a Finding of Harassment/Intimidation or Discrimination by a Non-School Employee: A non-school employee seeking review of a finding by the district-wide coordinator of an incident of harassment/intimidation or discrimination may request review by the School Board by submitting a written request for review within 15 days of receipt of notification from the district-wide coordinator of a finding of an incident of harassment/intimidation or discrimination. Notification shall be made by return receipt mail. By at least a majority vote of the members present and voting, the finding by the district-wide coordinator shall either be upheld or set aside.

Review in Executive Session: A parent, emancipated minor, school employee, or non-school employee may request that the review provided for herein be conducted in an executive session. School Board action on the review shall be made in open session. **Failure to timely request review:** Upon a failure to timely request review of a recommendation by the Superintendent or a finding by the district-wide coordinator, the disciplinary action recommendation of the superintendent of schools or the district-wide coordinator, as the case may be, shall be immediately implemented upon expiration of the delay for review.

Failure to Timely Request Review: Upon a failure to timely request review of a recommendation by the Superintendent or a finding by the district-wide coordinator, the disciplinary action recommendation of the Superintendent or the district-wide coordinator, as the case may be, shall be immediately implemented upon expiration of the delay for review.

ATHLETICS

HIGH SCHOOLS: Interscholastic athletic competition at the high school level shall be governed by rules of the Louisiana State High School Athletic Association.

TRANSFER ELIGIBILITY:

- No student shall be eligible for transfer if said student was in violation of Article 2 of the Louisiana High School Athletic Association Handbook for the current school year.
- **School Transfer:** Students enrolled in any Tangipahoa Parish School must comply with the rules contained in the Louisiana High School Athletic Association Handbook, Section 1.13, in order to participate in interscholastic competition.

JUNIOR HIGH SCHOOLS:

- A player who fails two (2) basic subjects will not be eligible to compete in athletics until such time (six weeks, semester, etc.) that student achieves a grade point average of 1.5. Major subjects are mathematics, science, literature or reading, English or language, and social science.
- A student cannot compete in Junior High athletics if he/she has reached his/her 15th birthday prior to August 1.
- When a student enters the 7th grade he/she has four (4) consecutive semesters of eligibility.
- The athletic program of the parish will schedule all athletic events the previous year in May.
- Each football team should play a minimum of seven (7) games, but should not schedule more than the (10) in regular play. Each School System Junior High in the parish will be scheduled.
- Each team will play a minimum of ten (10) games and 3 tournaments in basketball.
- All coaches shall be responsible for their respective teams. The coach of the home team will be responsible for all game arrangements, obtain game officials from a certified list of officials, etc. The principal will be responsible for providing the necessary supervision of spectators by faculty members, not to include coaches, and to provide necessary police security.
- The following individuals will be admitted to the game: (1) Players that are uniform dressed (or shown), two (2) managers, one (1) bus operator, cheerleaders, sponsors, and coaches; and (2) only the coach and principal/principal designee will be allowed to identify the person/persons who enter the gate.
- Parents shall be informed that no insurance policy covers all medical and hospitalization bills.

- High Schools and Junior High Schools shall be allowed to assess students up to one-half of the total premiums for senior high football coverage.
- All athletic programs will follow the guidelines in the Tangipahoa Parish School System Junior High School Athletic Handbook and rules of the LHSAA.

ELEMENTARY SCHOOLS:

The School Board endorses the following standards outlined by the Southern Association of Colleges and Schools in its "Guide to the Evaluation and Accreditation of Elementary Schools" as the policy of the parish pertaining to interschool athletics at the elementary level:

- An interschool competitive sports program among the elementary schools which is of a varsity pattern with scheduled league games and a championship shall not be permitted for grades 1 through 6, and such a program is discouraged for grades 7 and 8 where these grades are part of an elementary school.
- In contrast, schools shall develop effective physical education programs for all pupils.

MISCELLANEOUS REGULATIONS:

1. Funding for athletic programs shall be accomplished by using local school funds from the General Fund, or designated major sports program to the minor sports program. Fund-raising activities and outside school organizations are other sources of funds.
2. No student shall be denied participation on athletic teams because of a required participation fee. (No participation fees shall be charged.)
3. The school administrator shall determine which sports to participate in based on adequate funding and interest in the sport. No minor sports shall be mandated unless
4. A faculty member is willing to accept full responsibility as sponsor. Responsibility shall be outlined by the principal.
5. Complete funding is provided in advance by the minor sport club, each year. Funding must be provided for both boys and girls, if required, before any practices or games are scheduled. All minor sports clubs shall have prior approval of all fund raising activities as required by the School Board.
6. The principal shall designate the coach or parent coach and outline the coach's responsibilities.
7. The parent shall sign a release form which shall release the parish School Board from any liability in event of accident or injury to the student. Such waivers signed by parents shall be witnessed by two (2) school officials.
8. In order for a student to participate in athletics, he/she must subscribe to the student insurance plan.
9. Parents/guardians shall be required to give written permission for coaches to bring athletes for medical attention when the parents/guardians cannot be contacted or accompany the athlete.
10. Parents shall be informed that neither the School Board nor the school is liable for any athletic injuries.
11. Parents of students holding student insurance shall be responsible for processing all student insurance claims; that is, parents should collect or assemble all claims and bills necessary to be sent to the insurance company for processing. The Risk Manager should be notified.

ATHLETIC AWARDS: The selection of students for all athletic awards, such as trophies, medals, jackets, sweaters, etc., shall be the responsibility of each respective public school in the parish.

ACADEMICS

Ronald Genco, Assistant Superintendent

Telephone: 985-748-2508 Email: ronald.genco@tangischools.org

Lisa Fussell, Director of Academics

Telephone: 985-748-2501 Email: lisa.fussell@tangischools.org

Linda Baker, Literacy Coordinator

Telephone: 985-748-2516 Email: linda.baker@tangischools.org

Carmen Brabham, Early Childhood Coordinator
Telephone: 985-748-2539 Email: carmen.brabham@tangischools.org

Karley Cooper, Career & Technical Coordinator
Telephone: 985-748-2422 Email: karley.cooper@tangischools.org

Michael Diaz, Director of Educational Technology
Telephone: 985-748-2468 Email: michael.diaz@tangischools.org

Rachel DiBenedetto, Coordinator, Students with Disabilities
Telephone: 985-310-2121 Email: rachel.dibenedetto@tangischools.org

Jill Foster, Professional Development
Telephone: 985-748-2471 Email: jill.foster@tangischools.org

Marquita Jackson, Elementary Supervisor of Curriculum/ Instruction & Principal Supervisor*
Telephone: 985-748-2510 Email: marquita.jackson@tangischools.org

*Amite Elementary Magnet, D. C. Reeves Elementary, Independence Leadership Academy, Loranger Elementary, Midway Elementary, Perrin Early Learning Center, Tucker Elementary, & Woodland Park Leadership Academy

Cecilia Lanier, Supervisor of Federal Programs
Telephone: 985-748-2470 Email: cecilia.lanier@tangischools.org

VACANCY, Coordinator, Students with Disabilities
Telephone: 985-310-2135 Email:

Andre Pellerin, Coordinator, Accountability & Assessment
Telephone: 985-748-2514 Email: andre.pellerin@tangischools.org

Melissa Ryan, Elementary Supervisor of Curriculum/Instruction & Principal Supervisor*
Telephone: 985-748-2550 Email: melissa.ryan@tangischools.org

*Chesbrough Elementary, Champ Cooper Elementary,, Greenville Park Leadership Academy, Hammond Eastside Magnet, Lucille Nesom Memorial, Natalbany Middle School, O.W. Dillon Leadership Academy & Spring Creek Elementary

Dina Spears, Assistant Director of Educational Technology
Telephone: 985-748-0942 Email: dina.spears@tangischools.org

Charlotte Tillman, Supervisor of Middle/Junior High Curriculum/Instruction and Principal Supervisor*
Telephone: 985-748-2506 Email: charlotte.tillman@tangischools.org

*Amite Westside Middle Magnet, Hammond Westside Montessori, Independence Magnet, Loranger Middle, Martha Vinyard Elementary, Roseland Montessori, & Sumner Middle

Sharon Spring, Teach Tangi Alternative Certification Coordinator
Telephone: 985-748-2545 Email: sharon.spring@tangischools.org

Deondra Warner, 504 Coordinator
Telephone: 985-748-2477 Email: deondra.warner@tangischools.org

VACANCY - Supervisor of High School Curriculum & Instruction and Principal Supervisor*

*Amite High Magnet, Hammond High Magnet, Independence High Magnet, Sumner High, Kentwood High Magnet, Loranger High, Ponchatoula High, & Ponchatoula Junior High

PROCEDURE TO FOLLOW IF YOU HAVE SCHOOL-RELATED ISSUES:

Step 1: Contact the teacher or the assistant principal of the school.

Step 2: Contact the school principal.

Step 3: Contact the "Principal Supervisor" of the school. (See above.)

If you have followed Steps 1-3 and the issue is not resolved, contact Assistant Superintendent Ronald Genco via email (ronald.genco@tangischools.org) or telephone (984-748-2501).

SCHOOL-PARENT COMPACT: Each school shall jointly develop with parents a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and develop a partnership to help children achieve the State's standards. Such compact shall:

- Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; contributing services outside the normal school setting; and participating, as appropriate, in decisions relating to the education of their children, and positive use of extracurricular time.
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
 1. parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
 2. frequent reports to parents on their children's progress;
 3. reasonable access to staff, opportunities to volunteer and participate in their child's class, and scheduled observation of classroom activities; and
 4. parental activities and/or contributions away from the school site that enhance academic achievement.

OTHER PROGRAMS: In conjunction with the district services rendered under the Board's parental involvement program, the School Board shall maintain contact and communication with social service and health agencies, faith-based institutions, and community groups to support key family and community services and issues. In particular, the Tangipahoa Parish School Board has a strong relationship with and support from community and/or governmental organizations such as Families in Need of Services (FINS), Partners in Education, and District Parent/Teacher Association (PTA). One of the primary goals of these groups is to support, supplement, and assist in improving involvement of parents of children in the Tangipahoa Parish public schools.

MAJOR & MINOR SUBJECTS

GRADES 1-4

- **MAJOR SUBJECTS:** Reading, English, Mathematics
- **MINOR SUBJECTS:** Science, Social Studies, Foreign Language (when offered), and Electives (must be approved by the Louisiana State Department of Education).
 - *Students must achieve an absolute "D" in Reading, English and Mathematics.*
 - *Students in grades 1 and 2 may fail 2 minor subjects or English and be promoted.*
 - *If a student fails English and a minor, he or she fails.*
 - *Students in grades 3 and 4 may fail 2 minor subjects and be promoted.*

GRADES 5-8

- **MAJOR SUBJECTS:** Reading, English, Mathematics
- **MINOR SUBJECTS:** Health & Physical Education (grade 7 & 8), Foreign Language (when offered) Science, Social Studies, & Electives (must be approved by the Louisiana State Department of Education)

- Students must achieve an absolute “D” in Reading, English, and Mathematics.
- Students may fail 1 major subject, social studies or science and 1 minor subject and be promoted.
- A student may fail 2 minor subjects and be promoted.

GRADING SCALE

- KINDERGARTEN: S-Satisfactory (80-100%) P-Progressing (70-79%) N-Not Satisfactory (0-69%)
- GRADES 1-7: A grading system for all major and minor subjects will be used by all schools in determining the credit given for each unit using a letter grade assigned according to a four-point scale as follows:
A - 4 points (93-100%) B - 3 points (85-92%) C - 2 points (75-84%) D - 1 point (67-74%) F - 0 points (0-66)
- GRADES 8-12: A grading system for all major and minor subjects will be used by all schools in determining the credit given for each unit using a letter grade assigned according to a four-point scale as follows:
A - 4 points (93-100%) B - 3 points (85-92%) C - 2 points (75-84%) D - 1 point (67-74%) F - 0 points (0-66)
- GRADES 9-12 HONORS COURSES (*identified by an asterisk (*) in front of course title on transcripts & cumulative records:*)
A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (0-59%)

STUDENT EVALUATION REPORTS AND PROGRESS REPORTS

- ELEMENTARY STUDENTS: Student Evaluation Reports (report cards) will be issued to elementary students at the end of each 9-week period.
- HIGH SCHOOL STUDENTS:
 - o A Progress Report will be issued to high school students every 9 weeks.
 - o Formal Student Evaluation Reports will be issued at the end of the first and second semester.
 - o Student Evaluation Reports should not be returned to the school.

It is extremely important for parents/guardians to monitor the academic progress of their children. Although it is the responsibility of each student to deliver evaluation reports to his/her parents/guardians, a student's academic progress may be monitored daily through the “Student Progress Center.” If parent conference days are scheduled, parents/guardians will be notified. If further information is needed, parents/guardians should contact the school the child attends.

TEXTBOOKS: Textbooks are issued to students at the beginning of each year or semester, as applicable. Students are responsible for the proper use and care of textbooks and other materials of instruction that are on loan during the school year. If textbooks that are issued are lost, the student must pay the full cost of the textbook in order for a replacement to be provided. If textbooks that are issued become damaged, the student will be assessed a fee for damages. Extreme damages will result in full payment of the cost of the textbook. Some classes use classroom sets of textbooks that are not issued to students; however, a textbook may be checked out for home use when needed.

CLASSIFICATION OF STUDENTS (GRADES 9-12)

ATTENDANCE: Students must attend school a minimum number of days per semester as established by Bulletin 741. (See Attendance Regulations.)

CARNEGIE UNITS – CLASSIFICATION BY GRADES:

- Career Diploma Students/Tops Tech/Jump Start Diploma :
SOPHOMORE - 5 units JUNIOR - 10 units SENIOR - 16 units GRADUATE - 23 units
- University Diploma:
SOPHOMORE - 6 units JUNIOR - 11 units SENIOR - 17 units GRADUATE - 24 units

NOTE: Information regarding promotion, retention, and graduation requirements may be found in the TPSS Pupil Progression Plan online at <http://tangischools.schoolwires.net/domain/530>.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS: All middle school students will be able to enroll in a minimum of 3 Carnegie (high school) credit courses in grades 6-8 (one per year). Students can earn up to 4 Carnegie units in middle school. High school courses offered at the middle school level include the following: Introduction to

Basic Computer Applications (IBCA) 1 credit/6th grade), Computer Literacy (1/2 credit/7th grade), Health (1/2 credit/7th grade) and Quest for Success (1 credit/8th grade). Students who meet eligibility requirements outlined in the TPSS Pupil Progression Plan may be eligible to take other core high school courses. For elective courses, students will receive pass/fail final grades. For final grades in TOPS core courses, students will receive a letter grade.

HONORS COURSES CRITERIA FOR ADMISSION (GRADES 9-12): High school students may take honors courses if they meet the criteria for admission outlined in the Pupil Progression Plan.

The following honors courses have been designated to follow the grading system for honors subjects:

(H) English I, II, III, IV	(H) Spanish III, IV	(H) French III, IV	(H) Algebra I, II
(H) Geometry	(H) Trigonometry	(H) Advanced Mathematics	(H) Calculus
(H) Physics	(H) Chemistry I, II	(H) Physical Science	(H) Biology I, II
(H) American History	(H) World History	(H) World Geography	

All International Baccalaureate Subjects & All College Board Advanced Placement Subjects

HONOR ROLL AND PRINCIPAL'S ACHIEVEMENT ROLL:

- **LEVELS OF RECOGNITION FOR ACADEMIC ACHIEVEMENT (GRADES 1-7):**
4.0 & above-Honor Roll 3.5-3.9-Honor Roll 3.0-3.4-Honor Roll Principal's Achievement Roll
- **SELECTION CRITERIA (GRADES 1-7):** Teachers use the letter symbols A, B, C, D, and F to report pupil progress in all grade levels except kindergarten. These same letter symbols are used to indicate pupil progress for each academic subject area that is listed on the report card. The selection of students for Honor Roll recognition or Principal's Achievement Roll recognition will be determined by the grades earned in academic subjects only. Students who receive a "D" or "F" for a nine-week grade will NOT be eligible for the Honor Roll. A student is NOT eligible to receive Honor Roll recognition if his or her promotion is in danger. Conduct is not an academic subject area; therefore, it is NOT a factor to be used in selection of students for Honor Roll recognition.
- **ADMINISTRATIVE OPTIONS:** School participation in the Honor Roll program for grades 1-3 is optional. Participating schools may decide to publicize Honor Roll and Principal's Achievement Roll recognition in a manner deemed most appropriate by the local school administration.
- **LEVELS OF RECOGNITION FOR ACADEMIC ACHIEVEMENT (GRADES 8-12):**
4.0 & above-Honor Roll 3.5-3.9-Honor Roll 3.0-3.4-Honor Roll Principal's Achievement Roll
- **ADMINISTRATIVE PROCEDURES:** To recognize honor students for academic achievement, the percentage grade will be converted to a letter grade, the honors grading scale will be used for honors subjects, and honor roll for high schools will be acknowledged at semesters only.
- **PRINCIPAL'S ACHIEVEMENT ROLL:** This is intended to provide recognition for students who achieve continuous progress consistent with their ability. Students may receive this recognition if they do not satisfactorily complete the minimum levels required for promotion.

HONOR STUDENTS: Beginning with the freshman class of 2008-2009, to be eligible to compete for scholastic honors in a particular TPSS school, a student must have been registered in that school for the final semester of his/her senior year (90 days). Should the student fail to register during the first 10 days of the spring semester because of personal illness or illness in the family, this fact must be substantiated by a doctor's certificate. The high school average of all semester grades is used in determining the honor students. To determine who shall be the honor students in the graduating class, the following procedure will be followed: All subjects in which credit was received shall be listed in the transcript sent to the Louisiana Department of Education. The cumulative grade point average (GPA) on the official transcript will be used as a basis for determining who will be honor students. Public recognition of honor students should be given at commencement exercises. Students will be recognized as honor students by using the following system: Summa Cum Laude-4.0 GPA, Magna Cum Laude-3.999-3.50 GPA, and Cum Laude-3.499-3.00 GPA.

ACCELERATION (Grades K-8 and 9-12 Criteria): Policies and procedures that address the placement of students who show evidence that they will benefit more from the instructional program at an advanced grade level may be found on the TPSS website (www.tangischools.org).

LEAP 2025 REMEDIATION COURSE: Students may apply a maximum of 2 Carnegie units of elective credit toward high school graduation by successfully completing specially designed courses for remediation.

ONCOURSE CONNECT (formerly "Student Progress Center"): The TPSS is committed to including parents/guardians in the educational process and one way to accomplish this is through a web application called "OnCourse Connect." This online system allows parents/guardians a safe and secure means of reviewing their child's class assignments,

grades, attendance records, discipline, transcripts, fees, and other information. Current grades are posted for every subject a student takes. When teachers enter test and assignment grades, the student's average is shown, thereby allowing parents/guardians the ability to monitor the child's progress in each subject. For more information regarding OnCourse Connect, parents/guardians should contact the child's school. Forms and user guides may be found on the TPSS website (www.tangischools.org) under "Resources/For Parents."

HOMEWORK HELP: Homework Louisiana (HomeworkLa.org), is a service of the State Library of Louisiana that offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Students may get help in math, science, social studies or English from a live tutor. The services may be accessed from a Louisiana public library, from your home computer, or from a mobile device.

VOCATIONAL (CAREER AND TECHNICAL) EDUCATION: The Tangipahoa Parish School Board believes the basic objective of the school district shall be the preparation of individuals to function effectively in society. Vocational instruction shall be designed to prepare individuals for entry-level employment in a specified occupational field, or for future education appropriate to the student's occupational objective. All vocational programs shall be planned and administered within the school district in accordance with all requirements set by the Louisiana Department of Education.

The TPSS 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. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements. 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 may be found in the student course guide/schedule packet of the individual campus where the course is being offered. Contact the guidance counselor at the specific school site for additional information, program requirements, and/or any questions you may have.

Inquiries concerning application of the policy related to Section 504 may be referred to Deondra Warner, Section 504 Coordinator, via email (deondra.warner@tangischools.org) or telephone (985-748-2477).

PARENT AND FAMILY ENGAGEMENT (May 15, 2018): The Tangipahoa Parish School Board recognizes that parent and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The term parent shall refer to any caregiver who assumes responsibility for nurturing and caring for children, and includes parents, grandparents, aunts, uncles, foster parents, stepparents, and others. The concept of parent and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting. It shall be the policy of the School Board and each public school in Tangipahoa Parish, in meaningful collaboration with parents, teachers, students, administrators, and other educational resources, to establish, develop, and maintain strategies and programs that are intended to enhance the involvement of parents and other caregivers that reflect the needs of students, parents, and families served by the School Board, in accordance with applicable state and federal laws and regulations. As part of the parent and family engagement program, it shall be the responsibility of every school to create a welcoming environment, conducive to learning and supportive for comprehensive family involvement programs that have been developed jointly with parents/families.

At the district level, the School Board shall:

1. Involve parents and family members in the joint development and amendment of the school district's plan for the receipt of Title I funds, which includes components of the district's parent and family engagement program, to be submitted to the Louisiana Department of Education.
2. Provide coordination of various programs which involve parents, technical assistance, and other support necessary to assist every public school in Tangipahoa Parish in planning and implementing effective parent and family involvement activities to improve student academic achievement.
3. Coordinate and integrate parent and family engagement strategies with other relevant programs that promote parent involvement.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of components and strategies of the School Board's parent and family engagement program and assess the components' and strategies' usefulness. The evaluation shall attempt to identify

ways of improving the academic quality of the schools served by the School Board, including identifying barriers to greater participation by parents in educational and parent and family engagement activities; particular attention shall be directed to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The School Board and each school shall use findings of such evaluation to design strategies for more effective parental and family involvement, and to revise, if necessary, the parent and family engagement policies and procedures.

5. Distribute to parents and families, in a language the parents can understand, information about the Tangipahoa Parish School Board's parent and family engagement program, as well as provide proper notification to parents about specific services or special programs, as required by state or federal law.
6. Under the guidance of the Chief Desegregation Plan Implementation Officer, shall undertake efforts to encourage the formation of a "Volunteers in Public Schools" program.
7. Under the guidance of the Chief Desegregation Plan Implementation Officer and the Superintendent, endeavor to obtain corporate sponsors through an "Adopt-a-School" program. Sponsors will be encouraged to permit their employees time-off during the school day to offer volunteer services in the classroom. They also will be encouraged to offer other types of assistance. This may include assistance in curb appeal efforts, donations of equipment for extracurricular activities, and sponsorships of field trips or other enrichment activities.

As part of the parent and family engagement program, the School Board shall encourage each public school and require those schools receiving federal Title I funds under the jurisdiction of the Tangipahoa Parish School Board to:

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's educational programs and to explain components of the parental involvement program, and the right of the parents to be involved.
- Offer a flexible number of engagement meetings at convenient times to maximize parental participation, and may provide transportation, child care, appropriate refreshments, and/or home visits, as such services relate to parental involvement.
- Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of parent and family engagement programs, including the planning, development, review, and improvement of the school parent and family engagement policy and the joint development of the school-wide parent and family engagement program plan.
- Provide parents, especially those of participating children:
 - timely information about educational and parent and family programs;
 - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of state academic standards;
 - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and, the School Board's written Parent and Family Engagement policy.
- If the school-wide parent and family engagement program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to school district level personnel.

As part of the parent and family engagement program, to build a capacity for involvement, the School Board and each public school under the jurisdiction of the School Board:

1. Shall provide assistance to parents of children served by the school or School Board, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.
2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
3. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
4. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other outreach educational programs, such as Head Start, and public pre-school and other

- programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
5. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand.
 6. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 7. May provide necessary literacy training from federal and state funds received if the School Board has exhausted all other reasonably available sources of funding for such training.
 8. May pay reasonable and necessary expenses associated with parental involvement activities, including transportation, and/or child care costs, to enable parents to participate in school-related meetings and training sessions.
 9. May train parents to enhance the involvement of other parents.
 10. May arrange school meetings, at a variety of times and places, or conduct in-home conferences between teachers or other educators who work directly with children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.
 11. May adopt and implement model approaches to improving parental involvement.
 12. May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs.
 13. May develop appropriate roles for community-based organizations and businesses in parental involvement activities.
 14. Shall provide such other reasonable support for parental involvement activities as parents may request.
 15. Shall provide, to the extent practicable, full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing necessary information and school reports required in a format, and to the extent practicable, in a language such parents understand.

TITLE I FAMILY ENGAGEMENT CENTERS: Parent and family engagement must be a priority of the School Board for children to learn and achieve academic success. Parents and families provide the primary educational environment for children; consequently, parents are vital and necessary partners with the School Board throughout their children's elementary and secondary school careers. The concept of parent and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting. Federally funded Title I Family Engagement Centers offer free services to all parents whose children attend Title I schools or who meet the guidelines of targeted assistance programs. Children do not have to be school age. Family Engagement Centers encourage and support efforts by families to take a more active role in their child's learning by 1) offering family training sessions (computer, computer lab, etc.) to guide families in helping their children with school work; 2) guiding families in preparing their young children for future entry into the School System; 3) loaning educational materials (student workbooks for summer review, readiness materials for young children, etc.) to families; and 4) providing individual consultations to families seeking guidance in improving their child's academic skills.

Family Engagement Centers follow the Tangipahoa Parish School System school calendar. Please refer to the following website for locations and resources: <https://www.tangischools.org/Page/2010>. The Elementary Secondary Education Act (ESSA) requires Title I schools to give timely information regarding the professional qualifications of their child's classroom teachers and paraprofessionals, if requested by parents or guardians. If the Tangipahoa Parish School System Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the following: *Louisiana Handbook for School Administrators, (Bulletin 741, Section 349)*.

https://www.louisianabelieves.com/docs/default-source/policy/l DOE-complaint-procedures-for-essa-violations.pdf?sfvrsn=a9799c1f_6

Parents may also request a copy of this bulletin by calling the State Department toll free at 1-877-453-2721. The bulletin contains detailed procedures that have been established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 6301, et. Seq. (ESEA). For further information, you may contact the Title I Office at 985-748-2470.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The Tangipahoa Parish School Board shall be committed to providing for each of its schools a program of student activities to all students in a manner which allows students equal opportunity to participate in services and activities. All activities shall be in compliance with pertinent regulations of the Louisiana Board of Elementary and Secondary Education. All work missed by students while participating in student activities or events shall be made up and completed in a manner that would be required of any other students in order to receive credit. No student shall be allowed to participate in any event on the day or night while the student is under suspension from school or absent for a full day of school the day of the activity unless released by a health care provider or excused by the Director of Student Services for extenuating circumstances.

- **SPECIAL EDUCATION STUDENT PARTICIPATION:** All non-academic and extracurricular services and activities shall be offered to all exceptional students in a manner that allows them equal opportunity to participate in services and activities.
- **CO-CURRICULAR ACTIVITIES:** Co-curricular activities are activities that are relevant, supportive, that are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.
- **EXTRACURRICULAR ACTIVITIES:** Extracurricular activities are those activities that are not directly related to the program of studies which are under the supervision and/or coordination of the school instructional staff and which are considered valuable for the overall development of the student. Extracurricular activities shall not be scheduled during instructional time. Notwithstanding any policy, rule, or regulation adopted by the School Board to the contrary, no student otherwise eligible to participate in an extracurricular activity, including interscholastic athletics, shall be limited in the number of such activities in which the student may participate in a school year. Complaints alleging that a student has been denied an opportunity to participate in an extracurricular activity based upon the student's race should be communicated to Gary Porter, Director of Student Services, via email (gary.porter@tangischools.org) or telephone (985-748-2465).

STUDENTS WITH DISABILITIES

TRANSFER OF EXCEPTIONAL STUDENTS: Exceptional students with a current Individual Education Plan (IEP) who transfer for any reason from one approved public school to another within the parish or from another Louisiana school system will be placed in the appropriate special education program as specified on the Services/Placement Section of the Individual Education Plan (IEP) within 5 days of enrollment. Exceptional students who transfer from out of state, migrant and/or private school must present documentation of a current IEP and/or individual evaluation that meets Bulletin 1508 eligibility requirements from the transferring school. Students with this documentation will be placed in the appropriate special education program as specified on the IEP within 10 days of enrollment. If the exceptional student has a current IEP, but has no individual evaluation from the transferring school, the student will be interim placed in the appropriate special education program as specified on the IEP within 10 days of enrollment.

Upon receipt of the individual evaluation, the evaluation will be reviewed by Pupil Appraisal personnel to determine if the evaluation meets Bulletin 1508 eligibility criteria. If the evaluation meets Bulletin 1508 criteria, the IEP committee will conduct an initial IEP for the student. If the evaluation does not meet Bulletin 1508 criteria, an initial evaluation will be conducted concurrently with the Interim IEP.

An out of state transfer student whose evaluation does not meet Bulletin 1508 but who exhibits a low-incidence disability condition will be placed on an interim IEP in order for the initial evaluation to be completed. Upon completion of the evaluation, an initial IEP will be completed if Bulletin 1508 criteria are met.

When a previously identified exceptional student enters school from a home study plan, his or her evaluation will be reviewed by Pupil Appraisal Personnel. If the evaluation is current (within the last 3 years), an IEP meeting will be held within 30 calendar days to determine placement. Students whose multidisciplinary evaluation has expired (3-year timeline) shall be placed in the regular education program in accordance with local policy. The student will be referred to the Student Assistance Team (SAT) to initiate an evaluation to determine the need for special education and/or related services. If the evaluation is not current (within the last three years), Pupil Appraisal personnel will review to assist the school in determining the appropriate placement (i.e., Interim placement or SAT).

No student who has been expelled in accordance with state law from any school in the state will be admitted to any school in the TPSS except upon the review and approval of the Board. No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the TPSS except upon the review and approval of the governing body of the admitting school.

PARENT REQUEST FOR CONSIDERATION OF EVALUATION SERVICES: Parents may request to have their child referred to the local Student Assistance Team (SAT) for consideration of the possible need for an Individuals with Disabilities Act (IDEA), Section 504, and/or Dyslexia evaluation. These requests must be submitted in writing to the principal with a copy to either the Director of Office of Students with Disabilities at 1745 S.W. Railroad Avenue, Suite 302, Hammond, LA 70403, or to the Section 504 Coordinator at 59656 Puleston Road, Amite, LA 70422.

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES: Discipline procedures for children with exceptionalities in the TPSS are developed and implemented in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the federal law governing the provision of a Free Appropriate Public Education (FAPE) for the discipline of students with disabilities; Louisiana Bulletin 1706 Subchapter B: Discipline Procedures for Students with Disabilities and §530; and Tangipahoa Parish School Board policy. School personnel may remove a student with a disability or suspected disability who violates a code of student conduct from his or her current placement to an appropriate interim alternate educational setting, another setting, or suspension for not more than 10 consecutive school days, to the extent that those alternatives are applied to students without disabilities. Additional removals of not more than 10 consecutive school days in the same school year for separate incidents of misconduct are allowed, as long as the removal does not constitute a change of placement. A change of placement occurs if a student with a disability is removed from his or her current educational placement for more than 10 consecutive school days, or a student with a disability is subjected to a series of removals, cumulating to 10 or more days, that constitute a pattern because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

After a student with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the school district must provide services that enable the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur.

Whenever an action involving a removal that constitutes a change of placement for a student is contemplated, a Manifestation Determination Review is required. Within 10 school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the IEP team shall review the evaluation and diagnostic results and other relevant information supplied by the parent or the student, consider observations of the student, and consider the student's IEP and placement to determine if the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or if the conduct in question was the direct result of the district's failure to implement the IEP. On the date that the decision is made, school personnel shall notify the parents of that decision and provide the parents the procedural safeguards (Louisiana's Educational Rights of Children with Exceptionalities in Public Schools).

For disciplinary changes in placement due to behavior that violates a code of student conduct that exceed 10 consecutive days: If school personnel, the parent, and members of the student's IEP team make the determination that the conduct was not a manifestation of the student's disability, school personnel may apply disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities, except the student should continue to receive educational services. School personnel and at least one of the student's teachers should determine the extent of services needed for the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur. If a behavioral intervention plan has already been developed, the current plan will be reviewed and modified to address the current behavior. Services may be provided in an interim alternative educational setting, as determined by the student's IEP Team. If school personnel, the parent, and members of the student's IEP team make the determination that the conduct was a manifestation of the student's disability, the IEP Team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for the student.

If a behavioral intervention plan has already been developed, the current plan will be reviewed and modified to address the current behavior. If the school district failed to implement the IEP, immediate steps should be taken to remedy the deficiencies. The student is to return to the placement from which he or she was removed, except under

Special Circumstances; or unless the parent and school personnel agree to a change of placement as part of the modification of the behavioral intervention plan.

School personnel may remove a student to an interim alternative educational setting under Special Circumstances for not more than 45 school days, without regard to whether the behavior is determined to be a manifestation of the student's disability if:

- The student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the state or any school board (under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code);
- The student knowingly possesses or uses illegal drugs, sells, or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the state or any school board (Identified under Schedules I, II, III, IV, or V in Section 202(c) of the Controlled Substance Act (21 U.S.C. 812(c)); or
- The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the state or any school board (under paragraph (3) of subsection (h) of section 1365 of Title 18, United States Code).

In-school suspensions, in which a student's IEP is being implemented, are not considered removals from a student's current educational setting. All other removals, whether to an alternative school or homebound, are considered changes in placement regardless of whether the student's IEP is being implemented in the alternative setting, unless a reevaluation is conducted and the student's IEP team determines these are the Least Restrictive Environment (LRE).

Any parent of a student with a disability who disagrees with any decision regarding placement or the manifestation determination, or the school district believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a due process hearing under Bulletin 1706, §507 (Filing a Request for Impartial Due Process Hearing) and § 508 A and B (Due Process Hearing Request). Ref. LA. Regulations for Implementation of the Children with Exceptionalities Act, Bulletin 1706 Subchapter B: §530. Seclusion/restraint procedures provide guidance for the use, reporting, documentation and oversight of seclusion and restraint in the TPSS following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE). These procedures specifically address the statutory requirements of La. R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint being used as emergency safety measures to control the actions of students with exceptionalities in Louisiana's public schools.

It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the Tangipahoa Parish School Board and its personnel in addressing the educational needs of students with exceptionalities. For the purposes of this document, the TPSS may encompass adopted policies, administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La.R.S.17:416.21 (Act 328 of 2011) and applicable sections of Louisiana Bulletin 1706. You may ask your school administrator for a full copy of these procedures.

EDUCATIONAL TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE: The Tangipahoa Parish School Board believes it is necessary for all persons to become aware of the acceptable use of technology. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law. In addition, the School Board, in conjunction with local law enforcement agencies, shall develop and distribute age and grade appropriate information to each student regarding Internet and cell phone safety and online content that is a threat to school safety. The information shall include the following:

- Instruction on how to detect potential threats to school safety exhibited online, including posting on any social media platform.
- Visual examples of possible threats.
- The process for reporting potential threats, which shall be in accordance with the procedures referenced in Policy EBBB, School and Student Safety.

Such information shall be either distributed to or explained to students and school personnel at the beginning of each school year and shall be posted on an easily accessible page of the School Board's website and the website of each school. If information reported to a school is deemed a potential threat to school safety, the school shall present the written form and any further evidence to local law enforcement.

Technology, particularly Internet access and email, is available to students and employees in the Tangipahoa Parish School System. The Tangipahoa Parish School Board's goal in providing these resources to its students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials.

Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware, and network shall abide by all policies of the School Board and any applicable administrative regulations and procedures.

All users shall sign the Technology Contract on a yearly basis. The signature shall be binding and indicates that he/she has read the terms and conditions carefully, understands their significance, and shall adhere to their provisions. These should be kept on file at each school or office.

TERMS AND CONDITIONS:

1. Acceptable Use - Technology resources in the Tangipahoa Parish School System (TPSS) shall ONLY be used to support teaching and learning.
2. Privileges - The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administrator in each school, the Tangipahoa Parish School System Director of Technology or the Superintendent or his/her designee.
3. Acquisition of Technology - ALL hardware and software purchases and installations shall be pre-approved by the Technology Department.
4. All technology hardware and software resources purchased by TPSS are the property of the Tangipahoa Parish School Board and are loaned to students and faculty for their use.
5. Appropriate Network Usage - Users are expected to abide by the Tangipahoa Parish School System rules of network etiquette and Digital Citizenship as put forth by the TPSS Digital Citizenship curriculum. These include, but are not limited to the following:
 6. Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
 7. Use appropriate language.
 8. Hardware or software shall not be destroyed, modified, or abused in any way.
 9. Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass email messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
10. The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
11. Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
12. Using the network for commercial purposes, gambling, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
13. Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
14. Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
15. The posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

Security: Security on any computer system is a high priority, especially when the system involves many users. If a user can identify a security problem on the Internet or WAN, he/she must notify the school administrator who will notify the TPSS Technology Department. Do not demonstrate the problem to other users. Any user identified as a

security risk or having a history of problems with other computer users may be denied access to technology resources.

- Do not discuss or reveal personal addresses, phone numbers or any other personal identifiable information of students or colleagues.
- Gaining unauthorized access to resources or entities is prohibited. Users should access only those files that belong to them or which they have been granted permission to use by faculty or coworkers.
- Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
- Sharing logins and using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
- Users shall log off or lock their personal accounts when they step away from the computer for more than a few moments to prevent unauthorized access.
- Bypassing Filters or Security Systems - Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.
- Email - Electronic mail (email) is not guaranteed to be private. The TPSS Superintendent and Technology Department personnel who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to authorities.
- TPSS provides email accounts for its employees and students and does not warrant access to other email services or messaging services. Tangischools email accounts are to be used for professional correspondence.
- Web mail is not permitted on any computers located in classrooms or used by students except for TPSS provided student accounts.
- Email signatures shall ONLY include the following: Name and Position; School or Office; Physical Address; Voice and Fax numbers; Email address and/or website address; School Mission Statement;
- Users shall not post or forward email "chain letters" or send annoying or unnecessary messages to others.
- Users shall not use district e-mail to mass email and "spam" any users (internal and external) with unauthorized communications or solicitations.
- E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
- Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing, and other antisocial behaviors are prohibited on the network.

Use of Electronic Devices

- The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or TPSS official business is strictly prohibited.
- Student use of the Internet, cameras, cell phones, "IPODS" and/or any other electronic systems, on or off campus, that subsequently causes substantial disruption to the educational environment, interferes with the rights of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish's Student Code of Conduct.
- The illegal installation, downloading, copying or sharing of copyrighted software for use on district computers is prohibited.
- Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted software, music, videos, and other materials protected by trade institutions.

Vandalism - Vandalism shall result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the TPSS network. This includes, but is not limited to, the uploading or creation of computer viruses. The student and his/her parents are responsible for compensating TPSS for any losses, costs or damages incurred for violations of School Board policies/procedures and school rules while the student is using school computers, including the cost of investigating such violations.

Consequences of Misuse: According to the Tangipahoa Parish School Board Policy Manual, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures. The use of off campus resources including web pages, social networking sites, or Web tools that subsequently cause "material disruption" at school is prohibited and the responsible student will be disciplined in accordance with the parish's Student Code of Conduct. Any individual

failing to follow the enumerated terms and conditions for technology use shall be subject to appropriate disciplinary measures as determined by school administrators, the Superintendent and/or the TPSS Technology Department. Students may receive consequences through the Student Code of Conduct policy. Employees who choose to violate the Technology Acceptable Use policy may be subject to adverse personnel action.

Monitoring - Teachers shall instruct students on responsible technology use and monitor all student technology use to ensure student compliance with this policy. Teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

CODE OF CONDUCT: The Code of Conduct applies to all users of these technology resources. Honesty, integrity, and respect for the rights of others should be evident at all times. The technology user shall be held responsible for his/her actions and activities. Unacceptable uses of the network will result in disciplinary action including possible revocation of these privileges.

STUDENT USE OF ELECTRONIC DEVICES (including cell phones): No student, unless authorized by the school principal or his/her designee, shall use or operate any personal electronic device, including any facsimile system, radio paging service, mobile cellular service device (cell phones, camera watches, camera phones, or any similar devices), intercom, electro-mechanical paging system, or other electronic devices, including but not limited to cameras, video tape recorder, audio recorder, digital recorder of any kind, iPod, tape players, CD players, video games, MP3 players, Palm Pilots, and their contents, in any elementary or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. "Emergency" shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage. For purposes of this policy, the terms "use" and "operation" shall mean whenever the electronic device is turned on.

ACCEPTABLE USE: The protection of instructional time and campus safety are priorities in establishing guidelines for acceptable use of electronic devices. Every campus that includes 5th through 12th grade students may develop and submit to the Superintendent's office an *Acceptable Use Plan for Electronic Devices* outlining when and how students may be allowed to possess, access, and use their electronic communication devices on campus or on a school bus. Schools whose grade levels range from Kindergarten to grade 4 are not allowed to use technology devices on campus unless during a lesson that is outlined in a teacher's lesson plan. All plans may allow teachers to appropriately integrate and include technology in the classroom under their guidance and instruction. Each plan must be communicated in writing and verbally to all students and parents at the beginning of the school year and throughout the year as new students enroll. The TPSS shall not be responsible for lost or stolen personal electronic devices. Should cell phones or other personal electronic devices be seen, used, or heard for any purpose during the regular school day, outside of the *Acceptable Use Plan for Electronic Devices* at the given school, except during an emergency situation as defined by state statutes, the student shall receive consequences as listed below.

Student use of the Internet, cameras, smart watches, cell phones, IPODS, video or audio recorders, and/or any other electronic systems, on or off campus, that subsequently causes *substantial disruption* to the educational environment, interferes with the rights of others, or can be considered a threat, shall result in the student receiving discipline in accordance with the parish's Student Code of Conduct. Should students choose to use an electronic device to video fights, text message test items, text message for unauthorized persons to check them out, post incidents that happened on school campus on the internet or similar practices that create a "*substantial disruption*" to the learning environment on a campus, they shall be suspended out of school for a minimum of three (3) days and possibly recommended for a due process hearing depending on the circumstances. Law enforcement shall be asked to assist with any investigation involving a cell phone or other electronic device that "substantially disrupts" the learning environment on a campus.

VIOLATIONS:

First Offense: The phone shall be taken from the student, labeled with the student's name and kept in a locked place at the school for up to three school days (not including weekends and holidays). After the third day, a parent will be allowed to pick up the phone, but must sign a contract stating the student has violated this policy and shall be subject to more severe consequences if there is a second offense.

Second Offense: The phone shall be taken from the student, labeled with the student's name, and kept in a locked place at the school for up to five school days (not including weekends and holidays). After the fifth day, a parent will be allowed to pick up the phone and pay up to a \$15.00 fine to the school before the phone is returned.

Third and Subsequent Offenses: The phone shall be taken from the student, labeled with the student's name, and kept in a locked place at the school for ten school days (not including weekends and holidays). The parent and student shall be informed that the child shall be: (Pre-K–5th Grade) Suspended in school up to two days or out of school suspension up to one day or any combination of the two at the discretion of the administration. (6th–12th Grade) Suspended in school up to three days or out of school suspension up to one day or any combination of the two at the discretion of the administrator. Additionally, the parent/guardian shall pay up to a \$25.00 fine before the phone is returned. Any additional offenses will require the student to move to the next level of the TPSS Student Code of Conduct and pay up to an additional \$25.00 fine. Should a student refuse to follow a directive and relinquish an electronic device when requested to do so, school personnel shall recommend a due process hearing or that the student meet with TPSS Student Services personnel.



TANGIPAHOA PARISH
SCHOOL SYSTEM
EST. 1896

TESTING SCHEDULE

BIRTH-GRADE 8			
GRADE LEVELS	ASSESSMENT	DELIVERY	TEST DATE(S)
Birth-Pre-K	Gold Teaching Strategies or department-approved alternate assessment	Teacher	Fall Checkpoint Finalized: Oct. 31 Winter Checkpoint Finalized: Feb. 28 Spring Checkpoint Finalized: May 31
K	Kindergarten Entry Assessment DRDP or GOLD	Teacher	Administer within first 30 days of schools Data Submission Deadline: October 31
K-3	K-3 Literacy Assessment Dibels, STEP, or STEEP	PBT or CBT	Administer within first 30 days of schools Data Submission Deadline: October 31
6-8 (Participating Sites)	LEAP Humanities	CBT	Fall: October 19-29 Winter: January 24- February 4 Spring: April 25- May 25
3-8	LEAP 2025 (ELA, Math, Social Studies, Science)	CBT grades 3-8	CBT Window: April 25- May 25
GRADES 9-12			
GRADE LEVELS	CONTENT	DELIVERY	TEST DATE(S)
9-12 as applicable	Leap 2025	CBT	Fall Window: November 30- December 17 Spring Window: April 14 -May 13 Summer Window: June 20-24
11	ACT	CBT	Standard Time and Accommodated Window - March 8-10 & 15-17 Accommodated Paper Window - March 8-11, March 14 -18 Standard Time and Accommodated Make up - March 22-24, March 29- April 3 Accommodated Paper Make up March 22-25, 28-31 April 1
11 as applicable	WorkKeys (optional)	CBT	October 1, – April TBA Fall Window October TBA Spring Window TBA
		PBT	Fall Window 1 Accommodated: October TBA Fall Window 2 Accommodated: November TBA Spring Window 3 Accommodated: February-March TBA Spring Window 4 Accommodated: Late March TBA Spring Window 5 Accommodated: April-May TBA
9-12 as applicable	CLEP (optional)	CBT	Open Window Complete by May 17
9-12 as applicable	AP (optional)	PBT	Open Window Complete by May 17
SMALL POPULATIONS			
GRADE LEVEL(S)	CONTENT	DELIVERY	TEST DATE(S)
3-8, 11	LEAP Connect (ELA & Math)	CBT	February 14– March 18
4, 8, 11	LEAP Connect Science Field test	CBT	February 14 – March 18
K-12	ELPT	CBT	February 14 – March 18
Enrolling into 5 and 9	State Placement Test	CBT	Open window
4,8, 12	NAEP	TBD	TBD
K-12	ELPS	CBT	Open Window

KEY: ACT: AMERICAN COLLEGE TEST • AP: ADVANCED PLACEMENT (DEPENDS ON COURSES OFFERED • NAEP: NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS • CBT: COMPUTER BASED TEST • OPEN WINDOW: A FLEXIBLE RANGE OF DAYS WITH A DEADLINE FOR USE IN ACCOUNTABILITY • CLEP: COLLEGE LEVEL EXAMINATION PROGRAM (DEPENDS ON COURSES OFFERED) • PBT: PAPER BASED TEST • OPEN WINDOW: A FULL RANGE OF DAYS DURING WHICH SCHOOL SYSTEMS OR SCHOOL MAY CHOOSE THE TIME AND DATE(S) FOR ASSESSMENT SCHEDULING • ELPT: ENGLISH LANGUAGE PROFICIENCY TEST • ELPS: ENGLISH PROFICIENCY SCREENER •

CHILD NUTRITION

Kendra Reed, Director

Telephone: (985) 748-2486 Email: Kendra.Reed@tangischools.org

The Tangipahoa Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. Thus, a "Wellness Policy" for our school district was created and implemented. This policy is a comprehensive plan to promote physical activity for all grade levels, and encourage consumption of healthier foods throughout the school day. **NOTE: On half days of school, there is a possibility that only one meal will be served.**

BREAKFAST: Breakfast is served in all Tangipahoa Parish School System schools. Breakfast service begins with the arrival of buses and continues until the school day officially begins. Each menu consists of nutritionally balanced menu choices that include a variety of fruits, vegetables, low-fat milk, whole grains/breads, and meat or meat alternates.

LUNCH: Lunch service may consist of two to three menu choices daily. Lunch for students in grades levels Pre-K-4 will only consist of the selected main menu for the day. Lunch for students in grade levels 5-12 shall be given a similar option for lunch, with a choice of a sandwich or the hot entrée choice of the day (Mama's Kitchen). Lunch for high school students shall consist of an option of three menu choices daily: a sandwich, entrée salad, or the hot entrée choice of the day (Mama's Kitchen). Per USDA, all meal components must be met to constitute a reimbursable meal. Breakfast and lunch menus are posted on our district website each month.

VIRTUAL/CURBSIDE MEALS: Meals will be provided for virtual students. Please check the district website for additional updates.

PANDEMIC MEALS PROTOCOL: In the event of a pandemic, refer to the TPSS district website for more meal service guidance and updates.

SPECIAL DIETARY NEEDS: In order for a child to receive a special diet/menu substitution, federal and state regulations require a current "Special Diet Prescription Form" to be completed annually and signed by your child's physician or recognized medical authority. The completed form must be submitted to the TPSS Child Nutrition Department before any type of changes and/or substitutions are made to a student's diet. Menu substitutions will be provided at the discretion of the Child Nutrition Services Office according to the current food availability. If your child has special dietary needs, please go to the TPSS website, select "Child Nutrition Program" then "Special Dietary Needs". Print out the current school year's Special Diet form and submit the completed form to our office. The completed form can then be faxed to the Child Nutrition Department at 985-748-2487 (quickest method) or sent by mail to: Tangipahoa Parish School System, Attn: Child Nutrition Department, 59656 Puleston Road, Amite, LA 70422. Please allow at least 5 business days for processing in the Central Office. Confirmation of process completion will be sent to parent/guardian via contact number/email provided.

FREE MEAL BENEFITS : Tangipahoa Parish School System has chosen to participate district-wide in the USDA's Child Nutrition Nationwide Waiver). CNNW is a program that allows schools to offer one breakfast and one lunch daily at no charge to all students. For the 2021-2022 school year, meal applications will no longer be used to determine meal eligibility within our Child Nutrition Programs. CNNW is a key provision of the Healthy, Hunger-Free Kids Act of 2010.

EXTRA SALES ITEMS (Smart Snacks): We encourage students to make healthier snack choices that give them the nutrition they need to grow and learn. Extra sale items are offered to students after the consumption of a reimbursable meal from our cafeterias at the discretion of the school principal. Students who also bring their lunch to school may not purchase any extra sales items without the purchase of a reimbursable meal served in our cafeterias. Students may only purchase items which consist of 100% juice and "Smart Snacks" approved items. "Smart Snacks" (required by the Louisiana Department of Education and the United States Department of Agriculture) allows schools to offer foods and beverages to students with higher nutritional values, while limiting junk food. This regulation applies to foods and beverages sold on campus to students during the school day. All extra sales items must meet the nutritional guidelines of "Smart Snacks." Therefore, soft drinks, candy, etc. are not sold in our cafeterias. Schools will accept cash payment for all extra sales items or deduct the cost of extra sales from the student's meal account if funds are available. If

parents or guardians do not want extra sales deducted from their child/childrens' meal account, they should notify the school cafeteria or make sure the child understands that he/she must pay for extra sales purchases each day. Also, to encourage consumption of healthier foods throughout the school day, adults and students are prohibited from taking carbonated beverages and any other outside fast foods into the cafeteria during meal service.

ONLINE PAYMENTS FOR MISCELLANEOUS FOOD ITEMS: Online payments are available through our computer programs and MySchoolBucks online payments systems. Go to our Tangipahoa Parish School System website (www.tangischools.org), choose MySchoolBucks from the "Quicklinks" on the left side of the webpage, or go directly to the site (www.myschoolbucks.com.) A processing fee of \$2.75 will be accessed for each transaction made. To set up an account, have student identification information for each child, school name, and payment method (Master Card, Visa, Discover, or e-check) account information. If you have any questions, please contact the Child Nutrition Department at 985-748-2480 or MySchoolBucks customer service at 1-855-832-5226.

STUDENT ACCOUNTS: If a student ended the year with money in his or her account, the money will be forwarded to the next school year. If the student transfers to another school within the TPSS district the money will also be forwarded to the next school year. If the students transfer out of the district, refunds are available upon request. Please contact your child's school cafeteria or TPSS Child Nutrition Department.

POINT OF SERVICE IDENTIFICATION: Barcode Scanning, or PIN pads are used at the "point of service" to identify the student.

NON-DISCRIMINATION STATEMENT: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax (202-690-7442); or (3) email program.intake@usda.gov. This institution is an equal opportunity provider.



TANGIPAHOA PARISH
SCHOOL SYSTEM
EST. 1896

TRANSPORTATION

Byron Muse, Director

Telephone: 985-748-2408 Email: Byron.Muse@tangischools.org

School transportation is a privilege and should not be taken for granted. Our goal is to transport student bus riders safely to and from school each day. Parents and guardians are responsible for working with the bus driver and other TPSS personnel to ensure the safety and welfare of their child/children. This can be accomplished by having a cooperative relationship with the school bus driver through courteous communication and by reminding student bus riders to follow the established rules and procedures included herein.

If you have specific questions regarding transportation, please contact the appropriate staff member listed below by phone, email, or text message. If you are connected to voicemail when you call, please be sure to leave a message and, if possible, follow up with an email (bus@tangischools.org). Someone will get back with you as soon as possible. Thanks for your cooperation and your patience!

GENERAL TRANSPORTATION QUESTIONS:

TRANSPORTATION DEPARTMENT EMAIL: bus@tangischools.org FAX: (985) 748-2537

CONTACT: *Monica Echols, Office Assistant*
Phone: 985-748-2423 or 985-748-2460
Email: monica.echols@tangischools.org

QUESTIONS REGARDING AFTER SCHOOL PROGRAMS (as they relate to Transportation):

CONTACT: *Rhonda Collins, Route Coordinator, & After School Programs*
Phone: 985-748-2424 (office) 985-474-0385 (cell)
Email: rhonda.collins@tangischools.org

QUESTIONS REGARDING PONCHATOULA, CHAMP COOPER LIFT BUSES, AND ST. JOSEPH ROUTES

CONTACT: *Nekeia Archangel, Coordinator*
Phone: 985-748-2423 (office) 985-323-9961 (cell)
Email: nekeia.archangel@tangischools.org

QUESTIONS REGARDING INDEPENDENCE, HAMMOND, TICKFAW, NATALBANY, & MIDWAY ROUTES

CONTACT: *Carlton Galmon, Coordinator*
Phone: 985-748-2437 (office) 985-415-3265 (cell)
Email: carlton.galmon@tangischools.org

QUESTIONS REGARDING AMITE, KENTWOOD, SUMNER, ROSELAND, & LORANGER ROUTES

CONTACT: *Lashaun Leonard, Coordinator*
Phone: 985-748-2453 (office) 985-474-1764 (cell)
Email: lashaun.leonard@tangischools.org

SPECIAL ACCOMMODATIONS: Parents or guardians should notify the school principal regarding any special medical conditions or accommodations that will affect a student's transportation on the school bus. The "Special Needs Bus Application & Confidential Medical Information Bus Form" must be completed for any student who is determined by the IEP Team to require special accommodations to ride the bus.

SCHOOL BUS DISCIPLINE: The TPSS directs that the school bus driver, together with the school principal, assume full responsibility for the discipline of students riding the school buses. The bus driver will report any disciplinary problems to the principal of the school involved. It is the duty of the driver, in case of any infraction of rules by any student, to notify (preferably in person) the principal or designee of the school the student attends. At no time shall

the bus operator assume authority for suspending bus privileges or taking disciplinary action. The principal has the responsibility to determine the consequence issued to students who violate regulations. If necessary, the principal may suspend bus privileges. Any parent or guardian of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits of the bus suspension.

A student damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus will not be readmitted to school until payment in full has been made for damages or until the Superintendent directs that the student be readmitted. Students who have difficulties with other students while riding the bus should report the problem to the bus driver. If the problem is not resolved by the driver, then it should be reported to the principal of the school the student attends. Principals are responsible for handling school bus disciplinary problems. Students who misbehave or do not follow the bus driver's instructions and the "Safe Procedures for School Bus Riders" will be subject to disciplinary action. The bus driver's actions may include counseling, parent referral, permanent seat assignment, and/or referral to the principal. The principal's action may result in suspension or expulsion from riding the bus or some other action deemed appropriate for the infraction. Once a student has been suspended or expelled from a bus, he or she is suspended or expelled from all School System buses.

The school bus driver is responsible for ensuring all students adhere to the School System's bus rules. At the beginning of each school year and whenever the driver deems necessary, he or she will read the bus behavior rules to his/her passengers, establish expectations of adherence to these rules, and explain the disciplinary process when students fail to obey. The bus driver will take the following discipline procedures when a student fails to obey bus behavior rules:

1. When a student fails to obey a school bus rule, the driver will give the student a verbal warning. The driver will document the verbal warning. The warning should include the rule(s) broken, an expectation of corrective behavior, and a reminder of the next discipline consequence. At this point, the student may be reassigned by the bus driver to a seat at the front of the bus for closer monitoring.
2. The driver shall attempt to contact the student's parents or guardians by phone or in writing to inform them of the student's misbehavior and seek their assistance in correcting the problem. The driver will document that he or she had a conversation with the student's parents, or his or her failed attempts to do so.
3. The driver will complete the "Bus Behavior Form" and submit it to the student's principal. The form should identify the child, the behavior problem, the previous disciplinary action taken (warning and parent conversation), and any recommended disciplinary action. The student will receive disciplinary action at the discretion of the school administrator and, if deemed necessary, a conference will be held with the parents or guardians, the student, the driver, and the school administrator.
4. The driver will complete the "Bus Behavior Form" as defined in Step III and submit it to the student's principal. A conference with the driver, student, parents, and administrator is required before the student may ride the bus again. The student may be removed from the bus at the discretion of the administration.
5. Same as #4, with an increase in the number of days to a minimum of 5 days, at the discretion of the principal.
6. The student is removed from the bus until a hearing is held with a representative from the TPSS Student Services Department.

The school principal is the only person with the authority to discipline a student. A student's behavior may warrant a direct jump to any of the discipline procedures listed above. A student's good behavior may move him or her back to a lower procedure.

The prompt return of the "Verification and Emergency Data Form" to the school bus driver will be appreciated. Students who do not ride a bus on a regular basis should return the form to the school principal.

SCHOOL BUS ISSUES, CHANGES, AND DELAYS: In the event of bus changes, late arrivals, late departures, schools will make every effort to inform parents when prior notice is provided by the Transportation Department. In the event of emergencies and prior notice cannot be made by the school, parents should be assured that students will be brought home on a bus even if it is not the regularly assigned bus.

GUIDELINES FOR PARENTS/GUARDIANS TO ENSURE THE SAFETY OF THEIR STUDENT BUS RIDERS

1. Provide the bus driver with the appropriate phone number(s) and emergency number(s) and notify the school and the second bus driver immediately if any telephone numbers change or are disconnected.
2. Provide the bus driver with pertinent written information regarding any special care the student may need while on the bus.
3. Ensure that the student rider meets acceptable hygiene standards before boarding the bus.

4. Have the child at the designated bus stop at least 5 minutes before designated scheduled time and provide the necessary supervision until the bus arrives.
5. Contact the bus driver to obtain their child's bus stop time and location.
6. Contact the TPSS Transportation Department (985-748-2423) to request a review of the bus stop location if your child is walking more than three-tenths of a mile from the end of their driveway to the bus stop location, if there is a safe alternative. The School System has established that no student will walk more than three-tenths (1600 feet) of a mile from the end of their driveway to the bus stop location, if there is a safe alternative. In the event of inclement weather or other extenuating circumstances, the driver will make the appropriate adjustments to drop the children off at their address, if at all possible.
7. Ensure that any specialized carrying equipment is in safe working order and secure the child into the carrying equipment before he or she boards the bus.
8. Meet the bus upon its return to the designated bus stop at the scheduled time.
9. Make a reasonable and timely effort to notify the bus driver prior to the beginning of the morning run if the child is unable to attend school.
10. Help keep the area to and from the loading area clear of obstacles and unnecessary debris.
11. Help keep bus turnarounds and lanes clear of parked vehicles and garbage cans to provide easy access to bus stops.
12. Call the school in case of an emergency that might prevent the parent from meeting the child at the bus and give the name of the person who will meet the child in place of the parent so the school may give this information to the bus driver. Make sure that this person's name is on the child's emergency information form.
13. Provide transportation to and from school if suspension from the bus is authorized.
14. Cooperate with school and the school bus driver in teaching children safety precautions, and good habits for school bus passengers.
15. Assist when there are disciplinary problems.
16. Try not to distract the driver during loading or unloading and keep conversations with the driver to a minimum, since this may cause traffic delays or an accident. Parents may schedule a conference with the bus driver by contacting the child's school.
17. Refrain from boarding the school bus. It is against the law and School Board policy to verbally abuse the driver or detain the driver from his or her bus route. Individuals who violate this Louisiana Law (Statute 14:122) may be prosecuted.
18. Familiarize yourself and follow local School Board and school-level policies regarding school bus transportation.

SAFETY RULES FOR STUDENT SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus! Student misbehavior can lead to accidents. The driver must concentrate on driving and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, student riders should be aware of and obey the following safety rules:

1. Be on time! The bus cannot wait for you. Cooperate with the driver. Your safety depends on it!
2. Follow the bus driver's instructions when waiting for and leaving the bus. Cross the road cautiously!
3. Have written permission authorized by the principal to get off at a stop other than your own. Parents may request a "Special Transportation Request Form" from the principal of the school the student attends. NOTE: Special transportation requests will be considered on a "space available basis." Students may only reserve space on one bus each morning and one bus each afternoon.
4. Be courteous, safety conscious, quiet, well-behaved and remain in your seat when the bus is in motion.
5. Do not extend your arms, head, or other objects out of the windows and/or doors and do not throw objects in the bus or out of windows and/or doors.
6. The "EMERGENCY DOOR" is to be used only in the case of an emergency. Do not use it at any other time!
7. Help keep the bus clean by not eating and/or drinking on it. Do not use or bring on board the bus alcohol, illegal drugs, tobacco, e-cigarettes, vaping, matches, cigarette lighters, obscene materials, pets. glass objects (except eyeglasses), weapons (including knives), and objects too large to be held in your lap or placed under your seat (including band instruments).
8. Vandalism (damaging the bus by marking on, cutting, tearing, taking apart, etc. the interior or seats) by student bus riders will not be tolerated. Students who damage the bus in any way will be held accountable for paying for damages and their bus riding privileges will be suspended until all monetary obligations have been made to the school district.

9. Keep the center aisle open! Do not put your feet, books, or any other object(s) that may obstruct the walkway in the aisle. Do not fight on the bus! Fighting on the bus can carry the same consequences for students as fighting on the school campus.

PROCEDURES FOR WAITING FOR AND BOARDING THE SCHOOL BUS: Be at the designated bus stop at least 5 minutes before the normal arrival time of your bus dressed appropriately for the weather (jacket, raincoat, etc.). Wait quietly on the sidewalk. If a sidewalk is not present, wait at least 6 feet (3 giant steps) off the roadway. Avoid pushing, shoving, fighting or rough play. Be careful not to damage private property such as flowerbeds, shrubs, etc. and beware of moving vehicles and pedestrians exhibiting unusual behavior. If you have to cross the roadway to board the bus, be sure to wait for the driver to give you the universal crossing signal before you begin to cross, then cross at least 10 feet (5 giant steps) in front of the bus. Always look in both directions for oncoming vehicles before crossing. Never cross the roadway behind the bus. Make sure the bus driver can see you at all times. When the bus arrives, wait until the bus stops and the door opens. Then, board the bus in single file when the driver tells you to do so and don't push or shove others who are boarding. Use the bus handrails at all times when boarding the bus. Be careful when stepping up on slick steps in rainy weather. Once you are on the bus, proceed to the seat that the bus driver has designated for you, sit down, and be quiet. (NOTE: Factors such as safety, physical disabilities, age, and conduct are determining considerations for seat assignments.)

PROCEDURES FOR EXITING THE SCHOOL BUS: Remain in your seat until the bus arrives at your designated bus stop. Once the bus has stopped, proceed promptly and orderly to the front of the bus. The bus driver will control traffic with the school bus flashing lights and stop arm signal to ensure a safe crossing. Follow your driver's directions and/or signals while crossing. Use the bus handrails at all times when exiting the bus. Be careful when stepping down on slick steps in rainy weather! Be careful that clothing with drawstrings and book bags with straps are not caught in the handrails or doors. If you have to cross the roadway, cross in front of the bus. **NEVER CROSS THE ROADWAY BEHIND THE BUS!** Walk at least 6 feet (3 giant steps) away from the side of the bus and then at least 10 feet (5 giant steps) in front of the bus. Wait for the driver to give you the universal crossing signal before you begin to cross. Always look in both directions for oncoming vehicles before crossing. Be sure that the bus driver can see you at all times. If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you. Walk directly home by the safest route. Do not go to your mailbox or to a friend's house. Avoid trespassing on private property and beware of moving vehicles and pedestrians.

PROCEDURES IN CASE OF AN ACCIDENT OR EMERGENCY: All students who ride the bus on a regular basis should be aware of the procedures to follow for emergency evacuation of the school bus. Students who do not ride a bus to and from school on a regular basis must also be instructed on these procedures for extra-curricular activity trips. Report any emergency (fire, smoke, injured or sick student, etc.) to the school bus driver. Remain calm and encourage others to do the same. Stay in your seat until the driver tells you what to do or until you are sure of what is the safest move to make. Do not panic or move without thinking. Do not move injured persons unless absolutely necessary. Do not touch emergency equipment or door control handles unless told to do so by the bus driver, except in the case of an extreme emergency and you are the closest person to the door.

PROCEDURES FOR EMERGENCY EVACUATION OF A SCHOOL BUS: Emergency exits of the bus are as follows: rear emergency door, front entry door, windows, windshield, large rear glass, and roof-mounted escape hatches. In an emergency situation, leave everything on the bus. Your life is more important than your coat, purse, book sack, or lunch box. Passengers closest to the exit should leave first and clear the exit quickly so others can follow. Older students should offer to assist younger students when exiting. If a young child cannot open the door, an older child or two small children could open it. Kick out windows if doors are blocked or stuck. If there is a need to jump from the bus, bend your knees to cushion your landing. Move away from the bus to a safe area off the roadway or street. If the driver is injured, seek help from passing automobiles or from the nearest house.

PUBLIC CONCERNS AND COMPLAINTS (April 20, 2021): Written allegations concerning local school policy or concerns about school matters should be submitted to the principal of the school. If the matter cannot be settled at this level, the matter should then be presented to the superintendent in writing with all allegations documented and signed. It shall further be the responsibility of the principal of the school and Superintendent to document any and all meetings of this nature. These documents shall be made available to the School Board members in the event these matters reach the School Board.

Constructive criticism of the schools is welcomed by the School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The School Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaints. Therefore, whenever a complaint is made directly to the School board as a whole or to a School Board member as an individual, it will be referred to the principal or designee of the school for study and possible solution. The School Board shall require the Superintendent and staff to maintain and disseminate information to parents, legal guardians, and the general public on the proper process and contact information to be used when making complaints. The School Board may consider hearing citizen complaints when they cannot be resolved by the Superintendent and/or his/her designee. Matters referred to the School Board shall be submitted through the Superintendent in writing and be specific in terms of the action desired. The School Board shall not consider or act on complaints that have not been explored at the appropriate administrative level.

ASBESTOS NOTIFICATION: In compliance with the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) and Louisiana Administrative Code Volume II, Air Quality Division Title 33, Chapter 27, Asbestos Containing Materials in Schools and Public Building Regulation, this represents the annual notification from the TPSS regarding asbestos-containing materials in schools. Several asbestos abatement projects have taken place in various schools throughout the system, each in strict compliance with the above-mentioned regulations. Periodic surveillance and other preventative measures are also ongoing. These actions have been documented and placed in the Asbestos Management Plan. A copy of the plan may be viewed by contacting the school principal or Kevin Crovetto, Director of Maintenance and Construction, at 985-748-2490.

TANGIPAHOA PARISH SCHOOL SYSTEM LIST OF PUBLIC SCHOOLS 2021-2022

SCHOOL	GRADES	ADDRESS	TELEPHONE
AMITE ELEMENTARY MAGNET	PRE-K-4	301 VERNON AVE., AMITE	985-748-6953
AMITE HIGH MAGNET	9-12	403 S. LAUREL ST., AMITE	985-748-9301
AMITE WESTSIDE MIDDLE MAGNET	5-8	401 W. OAK ST., AMITE	985-748-9073
CHAMP COOPER ELEMENTARY	PRE-K-8	42530 HWY. 445, PONCHATOUA	985-542-6182
CHESBROUGH ELEMENTARY	PRE-K-5	68495 HWY. 1054, KENTWOOD	985-229-6377
D.C. REEVES ELEMENTARY	3-4	18026 SISTERS RD., PONCHATOUA	985-386-6433
GREENVILLE PK. LEADERSHIP ACADEMY	PRE-K-8	111 J.W. DAVIS DRIVE, HAMMOND	985-345-2654
HAMMOND EASTSIDE MAGNET	PRE-K-8	45050 RIVER RD., HAMMOND	985-345-8481
HAMMOND HIGH MAGNET	9-12	45168 RIVER RD., HAMMOND	985-345-7235
HAMMOND WEST. MONTESSORI	PRE-K-8	2500 WESTPARK AVE., HAMMOND	985-345-6857
INDEPENDENCE HIGH MAGNET	9-12	270 TIGER AVE., INDEPENDENCE	985-878-9436
INDEPENDENCE LEADERSHIP ACADEMY	PRE-K-4	221 TIGER AVE., INDEPENDENCE	985-878-4946
INDEPENDENCE MAGNET	5-8	300 W. 2ND ST. INDEPENDENCE	985-878-4376
JEWEL M. SUMNER HIGH	9-12	15841 HWY. 440, KENTWOOD	985-229-8805
JEWEL M. SUMNER MIDDLE	6-8	15849 HWY. 440, KENTWOOD	985-310-2152
KENTWOOD HIGH MAGNET	7-12	603 9TH ST., KENTWOOD	985-229-2881
LORANGER ELEMENTARY	PRE-K-4	54101 MARTIN ST., LORANGER	985-878-4538
LORANGER HIGH	9-12	19404 HIATT ST., LORANGER	985-878-6271
LORANGER MIDDLE	5-8	54123 ALLMAN ST., LORANGER	985-878-9455
LUCILLE NESOM MEMORIAL	PRE-K-8	14417 HWY. 442, TICKFAW	985-345-2166
MARTHA VINYARD ELEMENTARY	5-6	41015 DUNSON RD., PONCHATOUA	985-386-6364
MIDWAY ELEMENTARY	PRE-K-3	48405 HWY. 51 N., NATALBANY	985-345-2376
NATALBANY MIDDLE	4-8	47370 MORRISON BLVD, NATALBANY	985-345-0854
O.W. DILLON LEADERSHIP ACADEMY	PRE-K-6	1459 i-55 SERVICE RD., KENTWOOD	985-229-8225
PERRIN EARLY LEARNING CENTER	PRE-K-K	350 W. ASH ST., PONCHATOUA	985-386-9734
PONCHATOUA HIGH	9-12	19452 HWY. 22 W., PONCHATOUA	985-386-3514
PONCHATOUA JUNIOR HIGH	7-8	315 E. OAK ST., PONCHATOUA	985-370-5322
ROSELAND MONTESSORI	PRE-K-8	12516 TIMES AVE., ROSELAND	985-748-9307
SLU LAB	K-8	1200 N. GEN. PERSHING, HAMMOND	985-549-2185
SPRING CREEK ELEMENTARY	PRE-K-5	72961 HWY. 1061, KENTWOOD	985-229-8363
TUCKER ELEMENTARY	1-2	310 S. 3RD. ST., PONCHATOUA	985-386-6449
WOODLAND PARK MAGNET	PRE-K-3	1000 RANGE RD., HAMMOND	985-542-6373

TECHNOLOGY CONTRACT

USER/STUDENT*

I have read the Tangipahoa Parish School System (TPSS) Technology Acceptable Use Policy and understand and will abide by the regulations. I also understand misuse is unethical and illegal. Should I commit any violation, my access privileges may be revoked and disciplinary action will be taken.

USER/STUDENT'S NAME (please print): _____

SCHOOL: _____

USER/STUDENT'S SIGNATURE: _____ DATE: _____

**A signed copy of this document must be on file with the teacher. In the case where the teacher is the user, a copy will be on file in the office each year.*

PARENT/GUARDIAN

As the parent/guardian of the above-named student, I have read the Terms and Conditions of the TPSS Technology Acceptable Use Policy. I understand that this access is designed for educational purposes and TPSS has taken available precautions to monitor student access. However, I also recognize it is impossible for TPSS to restrict all controversial materials, and I will not hold TPSS responsible for the materials acquired on the network. I hereby give my permission for my child to have school use of technology, including the Internet.

PARENT/GUARDIAN'S NAME (please print): _____

SIGNATURE: _____ DATE: _____

TELEPHONES:

DAYTIME: _____ EVENING: _____

OPT-OUT FORM FOR
STUDENT PHOTOGRAPHS/VIDEOS/DIRECTORY INFORMATION

(Adopted July 2019)

It is the policy of the Tangipahoa Parish School Board to allow photographs and video footage of students to be used in district-produced materials including, but not limited to websites, brochures, social media, posters, other printed materials, and news media. Some of your child's information may be shared with organizations or other entities such as the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various clubs and organizations that your child will join (BETA, FCA, FHA, etc.), local news media (athletics, honor roll, events, and awards), event programs (football and other sporting events, music and theatrical performances, graduation and award ceremonies, etc.), online resources and educational tools (digital library resources, homework help, etc.) any postsecondary education institution(s) to which your child applies, and school photography provider.

This Opt-Out Form allows students/parents/guardians the option of not allowing TPSS to take photographs and/or videos or share student directory information for these purposes. Failure to exercise this option releases and discharges the Tangipahoa Parish School Board from any and all claims arising out of the use of photographs, or any right that the parent or minor may have.

To exercise this option, parent/emancipated students should check the box below, sign where indicated, and return the form to the school. Students/Parents/Guardians shall be responsible for communicating their opt-out preference to the school staff.

I DO NOT give the Tangipahoa Parish School System permission to take videos and/or photographs of my child or to share student directory information regarding my child whose name is as follows:

STUDENT'S NAME (please print): _____

SCHOOL_____

PARENT/GUARDIAN'S NAME (please print): _____

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

TANGIPAHOA PARISH SCHOOL SYSTEM STATEMENT OF COMPLIANCE **PARENT/STUDENT/TEACHER COMPACT**

In compliance with Louisiana R.S. 17:235-2 (grades 1-12) and Every Student Succeeds Act (ESSA) of 2015 relative to commitment by school students and their parents or guardians, the Tangipahoa Parish School System has written a Statement of Compliance (see sample below) regarding school attendance, homework assignments, and school rules. Each school year, students in grades 4-12 and each parent/guardian of students in grades 4-12 shall sign a Statement of Compliance. A copy of the signed document will remain on file at the school.

STUDENT AGREEMENT

As a student, I will do the following:

1. Attend school daily except when absent for reasons due to illness or other excused absences.
2. Arrive at school on time each day.
3. Demonstrate significant effort toward completing required homework assignments.
4. Follow school and classroom rules.

STUDENT'S SIGNATURE* _____ **DATE** _____

***A PARENT/GUARDIAN MAY SIGN FOR STUDENTS IN GRADES 1-3.**

PARENT/GUARDIAN AGREEMENT

As a parent/guardian, I agree to the following:

1. I will ensure that my child attends school daily except for reasons specified in #1 of the Student Agreement.
2. I will ensure that my child arrives at school on time each day.
3. I will ensure that my child completes his or her homework assignments.
4. I will attend all required parent and teacher or principal conferences.

PARENT/GUARDIAN'S SIGNATURE _____ **DATE** _____

TEACHER/PRINCIPAL AGREEMENT

As a teacher/principal, I agree to:

1. Be available on the first day of school to answer questions relative to the statements of compliance;
2. Support the success of students in school;
3. Provide students with an environment conducive to learning;
4. Notify parents of the student's progress and attendance; and
5. Provide time for parent/teacher conferences.

TEACHER'S SIGNATURE _____ **DATE** _____

PRINCIPAL'S SIGNATURE _____ **DATE** _____

