

**CODE OF CONDUCT  
STUDENT AND FAMILY HANDBOOK  
2022-2023**

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**TANGIPAHOA**  
**PARISH** SCHOOL  
SYSTEM  
EST. 1896

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## **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 Compassionate, 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 & FAMILIES 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.

### **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 or their designees.)

**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:

<b>BEHAVIOR INTERVENTION</b>	<b>TPSS DEFINITION AND EXAMPLES</b>
<b>Administrative Conference</b>	A formal conference is held between the student and the appropriate school administrator in an effort to reach an agreement regarding how the student should behave.
<b>Alternate Area Assignment (hallways, cafeteria, etc.)</b>	A student may be assigned to a different area in order to prevent problem behavior. For example, if the student is having difficulty following the school-wide expectations for morning assembly, he or she may be assigned to sit in an area near a duty teacher instead of with his or her class.
<b>Assigned Seating Change</b>	A student shall be reassigned to a different seat in the classroom and/or on the school bus to prevent the recurrence of problem behavior.
<b>Before or After-School Detention</b>	A student shall come before school or stay after school for a set period of time and shall be supervised by a school staff member during his or her detention. Transportation shall be provided by the family. During 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.
<b>Community Service Project</b>	A student may be assigned to conduct community service at the school site while being supervised by a school staff member.
<b>Confiscation</b>	Items not allowed in school or items that are being used inappropriately shall be taken. Such items may be returned to the students or the parent/guardian in accordance with TPSS timelines/guidelines.
<b>Conference with Student Services Staff</b>	A meeting with the student, the parent/guardian, school administrator, and a Central Office Student Services staff member to discuss problem behavior and attempt to prevent further behavior concerns.
<b>Consider SAT Referral</b>	Consider referring the student to the Student Assistance Team (SAT) to assess behavior concerns, make suggestions for interventions, or consider formal evaluation.

<b>Cool Down/Time-Out</b>	Positive time-out is designed to encourage children and to teach them self-control and self-discipline. Positive time-out teaches children to understand their brains do not function well when the individual is upset. Students learn the value of taking time out to calm down until their brains are functioning in a way that is advantageous rather than detrimental to them. Positive time-out teaches students the valuable life skill of learning to take the time to feel what he or she feels and to calm down until he or she is able to behave in a more constructive manner.
<b>Counseling</b>	TPSS provides school counseling in every school at various intervals. School counseling is designed to be short-term and solution-focused. Behavioral concerns requiring more extensive intervention are assessed by the school counselor and referred to more appropriate agencies and/or individuals.
<b>Establish Check in/Check Out</b>	Check in/Check Out is an evidence-based behavior strategy used to address ongoing student behavior concerns. The program relies on key concepts such as building relationships, mentoring, and teaching replacement skills. In this program, students check in daily at the beginning of the school day with an adult to receive a goal sheet and words of 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 whether or not daily goals were met. The student takes the sheet home for the parent/guardian's signature, and returns it the next morning upon checking-in at school.
<b>FINS Referral</b>	A referral to the Families in Need of Services Office (FINS) of Hammond City Court or the 21 <sup>st</sup> Judicial District. This agency is designed to intervene with families early to prevent juvenile court involvement.
<b>In-School Detention</b>	Detention held during the school day (lunch, intervention time, recess) and supervised by a school staff member. During the 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.
<b>Learning Activity in Reference to the Offense</b>	Student may be assigned an activity that shall assist them in understanding the desired behavior and how to prevent future misbehavior.
<b>Loss of Privilege (recess, PE, pull outs)</b>	Student may be removed from a favorable activity as a consequence.



<b>Mediation/Conflict Resolution</b>	Conflict resolution attempts to install problem solving skills among students in a dispute by allowing both parties to express their points of view and interests, and provide ways to find acceptable solutions. Conflict resolution teaches students how to resolve conflict in non-violent ways.
<b>Outside Agency Referral</b>	The student is referred to a community agency with the goal of receiving additional assistance for the behavior of concern.
<b>AC/ISS</b>	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.
<b>Parent Contact</b>	To communicate a concern, the school administrator or staff member calls, emails, and/or sends a letter to the parent/guardian at the phone number(s), email address, and mailing address included in the student's file. Notes that include the date of contact, manner of contact, and the name of the person contacted should be kept in the student's discipline file by the school administrator.
<b>Parent Shadow (Reverse Suspension)</b>	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.
<b>Referral to RKM, Southeast</b>	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 must be obtained.
<b>Reflection Activity Sheet</b>	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.
<b>Restitution</b>	Student is responsible for payment and/or restoration of TPSS and/or the personal property of others which has been vandalized, damaged, lost, or stolen.

<b>Restorative Practices</b>	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/or anti-social behavior, repair harm and restore relationships.
<b>Reteaching Schoolwide/Classroom Expectations</b>	Providing repeated teaching of the schoolwide expectations and rules by setting.
<b>Ripple Effects/Social Skills Instruction</b>	Assigning behavior-specific social skills instruction using an evidence-based program (Ripple Effects, Character Counts, Skill Streaming, Life Skills, Second Step, etc.)
<b>Role Play Appropriate Behavior and/or Responses</b>	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.
<b>Schedule Modification</b>	Modify a student's schedule in order to prevent future problem behavior (separate students who are in conflict, avoid student-teacher mismatch, etc.)
<b>Small Group Intervention/Counseling</b>	Group counseling, involving 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.

<b>C O D E</b>	<b>NAME OF MAJOR INFRACTION</b>	<b>DEFINITION</b>
<b>01</b>	<b>Willful disobedience</b>	Deliberate choice to break a rule or disobey a directive given by a person in authority
<b>02</b>	<b>Treats an authority with disrespect</b>	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 nature.
<b>03</b>	<b>Makes an unfounded charge against authority</b>	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.
<b>04</b>	<b>Uses profane and/or obscene language</b>	Intentional vulgar verbal messages, words or gestures including swearing or name calling that are directed at another individual (particularly an adult).
<b>05</b>	<b>Is guilty of immoral or vicious practices</b>	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; an 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.
<b>06</b>	<b>Is guilty of conduct or habits injurious to his/her associates</b>	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 alcoholic 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 (graffiti, letters, notes, posters, etc.)
13	Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code.	Possesses weapon(s) designed to expel a projectile by action of an explosive such as firearms (loaded or unloaded), parts of a firearm, explosives, etc.
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 <2½ " – refer to code 31).	Possesses firearms, knives or blades >2½ ", 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, i.e. razor blades, mace, BB guns, pellet guns, look-alike weapons, sharp objects, etc.)
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's 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 of < 2½"	Possesses pocket knife or blade cutter with a blade length of <2½ "
33	Use of over-the-counter (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 held in the office. No student may bring to school and/or take over the counter medication 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	<b>False Alarm/Bomb Threat</b>	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, etc.)
38	<b>Forgery</b>	Using, making or reproducing another person's signature
39	<b>Gambling</b>	Wagering money or property
40	<b>Public Indecency</b>	Public exposure of body parts (genitals, buttocks, female breasts)
41	<b>Obscene Behavior or Possession of Obscene/Pornographic Material</b>	Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (electronic, book, magazine, phone, drawing, etc.)
42	<b>Unauthorized Use of Technology</b>	Use of pager/cellular telephone (texting, talking, accessing internet), smart watches, camera or video device, AirPods or other bluetooth capable earphones or listening devices or other communication devices during the school day in violation of the individual school's Acceptable Use Policy.
43	<b>Improper Dress</b>	Out of Dress Code or failing to wear the school issued photo ID as directed.
44	<b>Academic dishonesty</b>	Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception.
45	<b>Trespassing Violation</b>	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 the unauthorized presence of a student on school property while on restrictive access, suspension, or alternate placement.
46	<b>Failure to Serve Assigned Consequence</b>	Failure to serve Detention, Time-Out Room, Saturday School, Suspension or other assigned consequences.
47	<b>Misusing Internet</b>	Violating the TPSS Internet Use Policy.
48	<b>Sexual harassment</b>	Intimidation, bullying, or coercion of a sexual nature.
49	<b>False Report</b>	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 with violence to person, serious bodily injury.
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**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.

PRE-K - GRADE 5 - LEVEL ONE OFFENSES <i>INAPPROPRIATE ACTIVITIES THAT INTERFERE WITH THE LEARNING ENVIRONMENT</i>	
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 <u>classroom</u> 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 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence (1 <sup>st</sup> occurrence options in addition to the following)	3+ Occurrences (2 <sup>nd</sup> occurrence options in addition to the following)
Parent Contact	Before/After-School Detention	PAC/ISS UP TO 2 days
Administrative Conference	Loss of Privilege (recess, lunch detention)	OSS UP TO 1 day
Reteaching Schoolwide/Classroom Expectations	Alternate Area Assignment (hallways, cafeteria)	Consider SAT 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
Social Skills Instruction	PAC/ISS UP TO 1 day	Referral to RKM or Southeast
Reflection Activity/Sheet	Bus Suspension up to 1 day	Bus Suspension up to 2 days



<b>PAC/ISS for the period/time the offense occurred</b>		
<b>Restitution/Restorative Practices</b>		
<b>Community Service Project</b>		
<b>Counseling</b>		
<b>Learning Activity in reference to the offense</b>		
<b>Cool Down/Time-Out</b>		
<b>Schedule Modification</b>		
<b>Assigned Seating Change</b>		
<b>In School Detention</b>		
<b>Confiscation</b>		

<b>Pre-K – GRADE 5 - LEVEL TWO OFFENSES</b>
<b>ACTIVITIES THAT DISRUPT THE LEARNING ENVIRONMENT OR LEAD TO LEVEL THREE INFRACTIONS</b>
<b>Bullying/Harassment (bullying forms shall be completed)</b>
<b>Conduct or habits injurious to his/her associates</b>
<b>Cuts, defaces or injures any part of public school buildings/vandalism (Value greater than \$20)</b>
<b>Cyber Bullying (bullying forms shall be completed)</b>
<b>False Alarm/Bomb Threat</b>
<b>FOUR OR MORE LEVEL ONE OFFENSES</b>
<b>Leaves <u>school premises</u> without permission (see Level 1 for classroom)</b>
<b>Makes an unfounded charge against authority</b>
<b>Possesses pocket knife or blade cutter with a blade length of &lt;2½ inches(no known threat)</b>
<b>Takes another's property or possessions without permission (value greater than \$20)</b>
<b>Throws missiles liable to injure others</b>
<b>Trespassing Violation</b>
<b>Use of OTC medication in a manner other than prescribed or authorized (single dose, no indication of giving/selling to others)</b>
<b>Uses or possesses tobacco, lighter or matches (cigarettes, lighter, electronic vaping devices/part)</b>

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

<b>PRE-K – GRADE 5 - DISCIPLINE CONSIDERATIONS for LEVEL TWO OFFENSES</b>		
<b>1<sup>st</sup> Occurrence (Level 1 options in addition to the following)</b>	<b>2<sup>nd</sup> Occurrence (1<sup>st</sup> occurrence options in addition to the following)</b>	<b>3<sup>rd</sup> Occurrence (2<sup>nd</sup> occurrence options in addition to the following)</b>
Parent Shadow – Reverse Suspension	FINS Referral	OSS for UP TO 3 Days
PAC/ISS for 1+ days	Consider SAT Referral	Possible Due Process Hearing
Small Group Intervention/Counseling	OSS for UP TO 3 days	Bus Suspension 10 Days
Establish Check In/Check Out	Bus Suspension 5 Days	
Referral to RKM, Southeast		
Outside Agency Referral		
OSS for UP TO 3 days		
Bus Suspension UP TO 3 Days		
Conference with Student Services Staff Member		
<b>PRE-K - GRADE 5 - LEVEL THREE OFFENSES</b>		
<b>ILLEGAL ACTIVITIES OR ACTIVITIES THAT ENDANGER INDIVIDUALS OR THE SCHOOL COMMUNITY</b>		
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		
<b>FOUR OR MORE LEVEL TWO OFFENSES</b>		
Instigates or participates in fights while under school supervision		
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.
Violation of Student Use of Electronic Devices policy

Pre-K – Grade 5 - DISCIPLINE CONSIDERATIONS for LEVEL THREE OFFENSES		
1 <sup>st</sup> Occurrence (Level 1 & 2 options in addition to the following)	2 <sup>nd</sup> Occurrence (1 <sup>st</sup> occurrence options in addition to the following)	3 <sup>rd</sup> Occurrence
Mandatory Conference with Student Services Staff	Mandatory Conference with Student Services Staff	N/A
Possible Due Process Hearing	Due Process Hearing	
Referral to Law Enforcement (when applicable)	Bus Removal Remainder of the Year	
Bus Suspension 30 Days		

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

Habitually tardy or absent
Leaves <u>classroom</u> without permission (see Level 2 for “leaves school premises”)
Misuse of Internet/Violating 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)
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 or doesn’t show anyone)

GRADES 6-12 - DISCIPLINE CONSIDERATIONS FOR LEVEL ONE OFFENSES		
1 <sup>st</sup> Occurrence	2 <sup>nd</sup> Occurrence (1 <sup>st</sup> occurrence options in addition to the following)	3+ Occurrences (2 <sup>nd</sup> occurrence options in addition to the following)
Parent Contact	Before/After School Detention	PAC/ISS UP TO 3 Days
Administrative Conference	Loss of Privilege (recess, lunch detention)	OSS UP TO 1 day
Reteaching Schoolwide/Classroom Expectations	Alternate Area Assignment (hallways, cafeteria)	Consider SAT 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
Social Skills Instruction	PAC/ISS UP TO 1 day	Referral to RKM or Southeast
Reflection Activity/Sheet	Bus Suspension UP TO 1 Day	Bus Suspension UP TO 3 Days
PAC/ISS (for the period/time the offense occurred)		
Restitution/Restorative Practices		
Community Service Project		
Counseling		

<b>Learning Activity in reference to the offense</b>		
<b>Cool Down/Time-Out</b>		
<b>Schedule Modification</b>		
<b>Assigned Seating Change</b>		
<b>In School Detention</b>		
<b>Confiscation</b>		

<b>GRADES 6-12 - LEVEL 2 OFFENSES</b> <i>(ACTIVITIES THAT DISRUPT THE LEARNING ENVIRONMENT OR MAY LEAD TO LEVEL THREE INFRACTIONS)</i>		
<b>Bullying/Harassment (bullying forms shall be completed)</b>		
<b>Commits immoral or vicious practices</b>		
<b>Conduct or habits injurious to his/her associates</b>		
<b>Cuts, defaces or injures any part of public school buildings/vandalism (under \$20)</b>		
<b>Cyber Bullying (bullying forms shall be completed)</b>		
<b>FOUR OR MORE LEVEL ONE OFFENSES</b>		
<b>Leaves <u>school premises</u> without permission</b>		
<b>Makes an unfounded charge against authority</b>		
<b>Takes another's property or possessions without permission</b>		
<b>Throws missiles liable to injure others</b>		
<b>Treats an authority with disrespect</b>		
<b>Trespassing violation</b>		
<b>Use of OTC medication in a manner other than prescribed or authorized (single dose, no indication of giving/selling to others)</b>		
<b>Writes profane and/or obscene language or draws obscene pictures (about another student/shows others)</b>		

<b>GRADES 6-12 - DISCIPLINE CONSIDERATIONS for LEVEL TWO OFFENSES</b>		
<b>1<sup>st</sup> Occurrence (Level 1 options in addition to the following)</b>	<b>2<sup>nd</sup> Occurrence (1<sup>st</sup> occurrence options in addition to the following)</b>	<b>3+ Occurrences (2<sup>nd</sup> occurrence options in addition to the following)</b>
<b>Parent Shadow – Reverse Suspension</b>	<b>FINS Referral</b>	<b>OSS UP TO 5 days</b>

<b>PAC/ISS for 1+ days</b>	<b>Consider SAT Referral</b>	<b>Possible Due Process Hearing</b>
<b>Small Group Intervention/Counseling</b>	<b>OSS UP TO 5 days</b>	
<b>Establish Check In/Check Out</b>	<b>Possible Due Process Hearing</b>	
<b>Referral to RKM or Southeast</b>	<b>Bus Suspension 10 Days</b>	<b>Bus Suspension 30 Days</b>
<b>Outside Agency Referral</b>		
<b>OSS UP TO 3 days</b>		
<b>Confiscation</b>		
<b>Conference with Student Services Staff</b>		
<b>Bus Suspension UP TO 5 Days</b>		

<b>GRADES 6-12 - LEVEL THREE OFFENSES</b>
<b>ILLEGAL ACTIVITIES OR ACTIVITIES THAT ENDANGER INDIVIDUALS OR THE SCHOOL COMMUNITY</b>
<b>Commits any other serious offense</b>
<b>Crime of Violence (per R.S. 14:2B)</b>
<b>Cuts, defaces or injures any part of public school buildings/vandalism (over \$20)</b>
<b>Discharge or use of weapon(s) prohibited by federal law</b>
<b>False Alarm/Bomb Threat</b>
<b>FOUR OR MORE LEVEL TWO OFFENSES</b>
<b>Instigates or participates in fights while under school supervision</b>
<b>Obscene behavior or Possession of Obscene/Pornographic Material</b>
<b>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)</b>
<b>Possesses pocket knife or blade cutter with a blade length of &lt;2.5 inches</b>
<b>Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code</b>
<b>Possession of Body Armor</b>
<b>Public Indecency</b>
<b>Sexual Harassment</b>
<b>Use of OTC medication in a manner other than prescribed or authorized (multiple doses- indication of giving/selling to others.)</b>

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

<b>GRADES 6-12 - DISCIPLINE CONSIDERATIONS for LEVEL THREE OFFENSES</b>		
<b>1<sup>st</sup> Occurrence (Level 1 &amp; 2 options in addition to the following)</b>	<b>2<sup>nd</sup> Occurrence (1<sup>st</sup> occurrence options in addition to the following)</b>	<b>3<sup>rd</sup> Occurrence</b>
<b>Mandatory Conference with Student Services Staff</b>	<b>Mandatory Conference with Student Services Staff</b>	<b>N/A</b>
<b>Due Process Hearing</b>	<b>Due Process Hearing</b>	
<b>Referral to Law Enforcement (when applicable)</b>		
<b>Confiscation</b>		
<b>Bus removal Remainder of Year</b>		

<b><u>VAPING</u></b>		
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 includes all school sponsored activities and events. Students (ages 10 - 17 years) will be given a citation by the Tangipahoa Parish Sheriff's Office in addition to a discipline consequence.		
<b>GRADES K-5</b>		
<b>FIRST OCCURRENCE</b>	<b>SECOND OCCURRENCE</b>	<b>THIRD OCCURRENCE</b>
<b>Mandatory Conference with Parent</b>	<b>Mandatory Conference with Parent</b>	<b>Mandatory Meeting with Student Services Staff</b>
<b>2 days OSS</b>	<b>5 days OSS</b>	
<b>RS 14:91.8 Citation with the Tangipahoa Parish Sheriff's Office (Ages 10 - 17)</b>	<b>RS 14:91.8 Citation with the Tangipahoa Parish Sheriff's Office (Ages 10-17)</b>	
<b>Recommended Counseling</b>	<b>Mandatory Counseling</b>	
<b>Mandatory Referral to TASC/FINS</b>	<b>Follow with TASC/FINS</b>	
<b>GRADES 6-12</b>		

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

When a student ages (10-17) is caught with a vaping device and tests negative on the mandatory drug screen, he or she must complete the Safe School video program on vaping while they are out of school. If a completion certificate is not presented when the student returns to school, the student will be placed in the In-School Suspension Program until the video program is completed. The school will give the parent/guardian details on the program, such as how to access it, etc. The second time a student (ages 10-17) is caught with a vaping device and tests negative on the mandatory drug screen, he or she must complete the "Catch My Breath" program on vaping when they return to school.



## **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.

**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 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.) or after the student has received FOUR out of school suspensions and been brought to the Student Assistance Team for intervention. 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.

**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.



## **Use of Electronic Devices**

**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 5<sup>th</sup> through 12<sup>th</sup> 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–5<sup>th</sup> 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. (6<sup>th</sup>–12<sup>th</sup> 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.

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**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, 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.

Level I - Offenses
<ul style="list-style-type: none"><li>• Refusing to follow driver directions</li><li>• Getting on or off the bus at an unauthorized stop without permission</li><li>• Standing or sitting improperly while the bus is moving</li><li>• Riding the wrong bus without permission from the principal</li><li>• General horseplay</li><li>• Littering</li><li>• Delaying bus services by tardiness, loitering, etc.</li></ul>

**The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.**

### **Level I Consequences**

**1st Referral – Warning and parent contact**

**2nd Referral -- In-school punishment, parent contact, and/or one (1) day bus suspension**

**3rd Referral -- Suspended from bus three (3) days and parent conference**

**4th Referral -- Suspended from bus up to five (5) days and parent conference**

**Additional Level I referrals will result in administrative review and may be accelerated to a Level II offense.**

### **Level II Offenses**

- **Profanity/Obscene Gestures**
- **Throwing objects**
- **Rude, discourteous behavior directed at staff**
- **Vandalism [restitution will be required]**
- **Harassing, threatening or intimidating another student**
- **Stealing**
- **Inappropriate verbal or physical conduct**
- **Other safety violations that may interfere with the safe operation of the school bus**

**The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.**

### **Level II Consequences**

**1st Referral -- Suspension from bus up to ten (10) days and parent conference**

**2nd Referral -- Suspension from bus ten (10) days and parent conference**

**3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference**

**Additional Level II referrals will result in administrative review. and may be accelerated to a Level III offense.**

<b>Level III Offenses</b>
<ul style="list-style-type: none"> <li>• Possession, use or transfer of weapons</li> <li>• Sexual offenses (which include sexual acts that do not result in criminal offense)</li> <li>• Profanity directed at staff</li> <li>• Impeding the operation of a school bus</li> <li>• Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance</li> <li>• Threatening harm to a school employee</li> <li>• Bomb threat</li> <li>• Possession/use of tobacco products, e-cigarettes or vaping devices</li> <li>• Fighting</li> </ul> <p><b>Additional Level III referrals will initiate an administrative review which may result in removal from the bus for the remainder of the school year.</b></p>
<b>Level III Consequences</b>
<p><b>Any referral - Minimum of (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.</b></p>
<b>General Behavior Guidelines</b>
<p><b>The School District's Code of Conduct is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Code of Conduct, up to and including suspension, recommendation for expulsion and notification to law enforcement.</b></p> <p><b><i>Riding a school bus is a privilege - not a right.</i></b></p>

## **PARENT'S RIGHTS AND RESPONSIBILITIES**

The Tangipahoa Parish School Board is committed to honoring the rights of parents and promoting parental involvement in our community's schools. The School Board recognizes the fundamental rights of parents to direct the upbringing, education, and care of their minor children. To this end, the Board establishes the following standards and expectations. The foregoing policy supersedes all current policies, procedures and/or practices and shall be deemed incorporated, as if fully set forth, in the Student Code of Conduct.

## **PARENT RIGHTS**

### **A. The Board recognizes the following parental rights:**

1. The right to direct the education and care of his/her minor child;
2. The right to direct the upbringing and the moral or religious training of his/her minor child;
3. The right to enroll his/her minor child in a public school, or as an alternative, a private school, including a religious school, a home education program, or other available options;
4. The right to access and review all school records related to his/her minor child;
5. The right to make health care decisions for his/her minor child;
6. The right to access and review all medical records of his/her minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official requests that the information not be released;
7. The right to consent in writing before a biometric scan of his/her minor child is made, shared, or stored;
8. The right to consent in writing before any record of his/her minor child's blood or DNA is created, stored, or shared;
9. The right to be notified promptly if an employee of the school district suspects that a criminal offense has been committed against his/her minor child, unless the incident has first been reported to law enforcement or the Department of Children and Families Services and notifying the parent would impede the investigation.

B. This policy, however, does not preclude an employee of the School District from acting in his/her official capacity within the scope of his/her authority.

C. Any School District employee who encourages or coerces, or attempts to encourage or coerce, a minor child in to withholding information from his/her parent may be subject to disciplinary action.

D. Except as otherwise provided by law, an employee of the School District will not provide medicinal drugs to a minor child without first obtaining written parental consent.

## **PROMOTING PARENT INVOLVEMENT**

A. The School District shall provide parents with opportunities to participate in schools to improve parent and teacher cooperation in such areas as homework, school attendance, and discipline.

B. The School District shall provide parent opportunities to learn about his/her child's course of study, including the source of any supplemental education materials.

C. Parents will be able to object to instructional materials and other materials used in the classroom, based on beliefs regarding morality, sex, and religion or the belief that such materials are harmful. Alternative assignments/materials will be provided.

D. Parents can withdraw their minor child from any portion of the School District's comprehensive health education that relates to sex education, or any instruction regarding sexuality if the parent provides a written objection to his/her minor child's participation.

- E. Parents shall be notified in advance of such course content so that he/she may withdraw his/her minor child from those portions of the course.
- F. Parents shall have the opportunity to learn about the nature and purpose of clubs and activities offered at his/her minor child's school.

## **PARENT REQUESTS FOR INFORMATION**

- A. A parent may request, in writing, from the Superintendent the information required to be shared by this policy. Within 10 days, the Superintendent will provide such information to the parent. If the Superintendent denies a parent's request for information or does not respond to the parent's request within 10 days, the parent may appeal the denial to the School Board. The School Board will place a parent's appeal on the agenda for its next public meeting. If it is too late for the parent's appeal to appear on the next agenda, the appeal will be included on the agenda for the subsequent meeting.
- B. The District will inform parents how to:
  - 1. Opt-out of comprehensive health education that relates to sex education instruction or any instruction regarding sexuality.
  - 2. Receive information about school choice options.
  - 3. Exempt his/her child from immunizations.
  - 4. Review statewide standardized assessment results.
  - 5. Qualify his/her child in gifted or special education programs.
  - 6. Inspect instructional materials.
  - 7. Access information relating to the School District's policies for promotion or retention, including high school graduation requirements.
  - 8. Have access to a school report card and be informed of his/her minor child's attendance requirements.
  - 9. Access information relating to the state public education system, state standards, report card requirements, attendance requirements and instructional materials requirements.
  - 10. Participate in parent-teacher associations and organizations that are sanctioned by the School Board of the Department of Education.
  - 11. Opt-out of any district-level data collection relating to his/her minor child not required by law.
- C. The District will include, in full and in a prominent location, a copy of this policy in the Student and Parent Handbook that is published and distributed to the student body each year.
- D. Parents will be responsible to ensure that they are in compliance with all other statutory rules and regulations.