Hammond Eastside Magnet Lower School

IB World School

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Hammond, LA 70403

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Parent/Student Handbook

2025-2026

Dear Parents and Students,

Welcome to an incredible new school year! We are so excited to have you all here and can't wait to see what amazing things we'll accomplish together. This year, we're dedicated to making our school an epic place for learning and growth.

*Our success is built on **teamwork** and **strong relationships**. We believe that by working together, students, teachers, and parents can create a supportive and dynamic community where everyone can thrive. We encourage every student to embrace hard work and to build positive connections with their peers and teachers.*

To truly make this year great, we need your help, parents! Your involvement is an essential part of your child's education. Whether it's through volunteering, staying in touch with teachers, or simply encouraging your child at home, your support makes a huge difference.

We also want to address a very important topic: emergency preparedness. In the event of an emergency, our first priority is the safety of every student and staff member. This means that you may not hear from us immediately. We ask for your patience and understanding during this time. We will provide an official statement and communicate with you as soon as we have made sure that everyone is safe.

Thank you for being a vital part of our school community. We're looking forward to an amazing year!

Sincerely,

Ms. Sharon Walker, Principal

For any questions or additional information, please feel free to contact us at 985-345-8481. Let's make this school year the best one yet!

Sincerely,

Hammond Eastside Magnet School Administration

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Mission Statement

Connect, Inspire, Inquire, Solve Problems; Make a Difference
Conecta, Inspira, Investiga, Resuelve Problemas; Haz la Diferencia

Vision

Here at Hammond Eastside, I show integrity, confidence, and curiosity in learning. Change begins with me; my possibilities are endless.

School Hours

- School opens at 7:55 am with duty teachers at their posts. Students are not allowed on campus until 7:55 am.
- School office opens at 8:00 am and closes at 2:45 pm for daily business.
- Carpool closes at 8:15 am.
- The school tardy bell rings at 8:25 am. Students should be sitting in their desks in the classroom when the tardy bell rings, for this is the bell to signal to begin instructional time.
- Dismissal begins at 3:35 pm.
- The school building is closed by 4:05 pm daily. **If you are habitually late picking up students, we will require students to become bus riders.**

School Visitors

- **All visitors must be approved by the principal.**
- **All visitors must come to the front office and identify themselves with a pictured ID.**
- Visitors will Check In and Check Out with the school secretary. The secretary will print a Visitor's Pass to be worn visibly during the visit.
- The visitor must return the Visitor's Pass when the visit is complete.
- Permission must be received from the office for a visitor to enter a classroom.
- It is of utmost importance for the HEMS administration, faculty, and staff to keep the campus safe at all times for all students.

Checking-Out Students

- All students must be checked out through the office.
- The parent/guardian must present a pictured ID and complete the sign out sheet, as this is an official record of the school.
- There should be an emergency or doctor's appointment in order to check a student out early.
- Parents are not permitted to check out students after 2:45 p.m.
- Perfect attendance will not be granted to persons who leave early

Arrival to School

- Students **cannot** enter the campus before 7:55.
- Students wishing to participate in the breakfast program will be allowed to eat between 7:55-8:20 a.m. Breakfast will be conducted in the cafeteria for grades K-5. Students will use bar-coded ID cards to pick up their breakfast, and they will proceed immediately to their classrooms after they eat.
- Teachers will document a tardy for students who enter their classroom but are on campus after 8:25.
- Students who enter the school after 8:25 will report to the office and will be given a tardy slip. Breakfast will not be served.
- Carpool will end each day at 8:15 am. Do not drive around the carpool gate after it has been closed. Parents arriving after 8:15 am will park in the parking lot and walk their children to the main office and follow the late check-in procedures.
- **Parents are NOT allowed to drop their students off in the front or side of the school prior to the carpool gate closing. This is for your child's safety.**

Dismissal Procedures

- Students will not be allowed to ride a bus other than the one to which they are assigned. If there are valid requests for students to ride buses other than their own, parents/guardians shall send written notes that include a phone number where the parents/guardians can be reached during the school day.
- The student must submit the parent's/guardian's request to the office at the beginning of the school day. If the note is received after lunch, we may not have time to contact the parent or guardian to verify the note.
- One of the secretaries will contact the parent to verify the request and contact the bus driver to verify space is available for the student.
- If the bus request is confirmed by the parent and the bus driver approves, the administrator will sign the note giving the student permission to ride another bus.
- The student will be called to the office before the end of the day to receive the note.
- If approval is not given, the student will ride his/her assigned bus.
- If there is no parent note, then the student will ride the bus they are assigned to ride.

Carpool Procedures

Drop Off procedures: Parents may drop off their children between 7:55 and 8:15.

- Early drop off will begin at 7:55 am. At that time, they will report to their grade-level hall or to their designated breakfast line.
- Carpool parents will enter the school grounds at the designated drop off area which is behind the cafeteria.
- Please do not double park.

- The students must enter and exit your vehicle **from the right side**.
- Morning carpool ends at 8:15. Parents who arrive after 8:15 will park their cars in the parking lot and walk their children into the main office and complete the late check-in procedures.
- Parents are not allowed to drop off their children in front of the school. This is for your child's safety.
- **Parents should not drive their car through the bus lane. The bus lane is for buses only.**

Pick-up procedures: Parent pick-up begins at 3:35 p.m. and ends at 4:00 p.m.

- Pick up at 2nd entrance (grades 1-5) next to the playground.
- Pickup at Cafeteria Loop (PreK and K and older siblings of PreK – Kindergarteners)
- Students whose parents have not picked them up by 4:00 p.m. will be escorted to the main office. Parents will be contacted and must pick up their children no later than 4:00 p.m.
- **If students are picked up after 4:00 <u>THREE times</u>, the student will be required to ride the bus or be transported to and from school.** Our teachers and staff have worked really hard and need to get home to their families.

We ask for your cooperation at all times in using these procedures. Please do not park your car in the pick-up area and come into the school to get your child. This disrupts dismissal and is unfair to other parents waiting in line.

If you do not have a car tag, you will be required to show your ID, so we may verify your identity and permission to pick up. This is for your child's safety.

Tardiness

Tardiness is defined as being late for school. Students who are not in their classroom at 8:25 shall report to the office to get a tardy slip.

<u>Consequences for Tardiness to School</u>

Tardy bell rings at 8:25 a.m.

- 1st-4th Tardy – Receive a copy of the schools Tardy Policy.
- 5th Tardy-Schedule conference with administrator.
- 6th Tardy – referral to F.I.N.S./Truancy Court
- 7th Tardy – Student will receive 1 day in PAC

Daily Attendance

Elementary School Students (grades K-8) shall be in attendance 94% of the required time, which will **allow 13 days of absences per year.** (**6 parent notes** will be allowed total: **3 during each semester**.)

The only exception to the attendance regulation shall be the enumerated extenuating circumstances that are verified by Student Services.

Truancy

Truancy occurs when a student is absent from any portion of class or classes without a valid excuse Exempted, No-Exempted and Unexcused Absences can be found in TPSS's Student and Parent Handbook. The following is a list of consequences per occurrence associated with being truant on an annual basis:

Level 1

1 absence

• District Office: Electronic calls are made to parent/guardian inquiring about student's absence or tardy daily
• School Staff: Call parent/guardian to find out the reason for absence. If barriers do exist, offer support. Upon students return to school, ensure he/she is caught up on academic work.

Level 2

2-3 absences

Truancy Designee/Teacher/Instructional Leadership Team:
• Daily: Call parent/guardian to find out the reason for absence, identify barriers to attendance, offer support and encourage the family to make school attendance a priority and submit proper documentation to excuse the absences.
• Discuss student absenteeism in collaboration or leadership team meetings (maybe a pattern is forming or a student is dealing with hardship and not everyone is aware).
• Email or mail letter home to parents. (If an email is sent, please ask for a read receipt).
• Ask the counselor to assist with contacting the parent or guardian. Also, have counselor meet with the student about absences and develop a strategic plan or attendance contract with the student and provide the family with resources if possible. If all efforts have been exhausted to no avail, refer the student to truancy court. Please

bring all documentation of the implementation of strategies used at the school site as well as parent contact log information to truancy court. Monitor student's attendance and implement suggested interventions from TPSS's Truancy Manual. (Please document all interventions that are implemented.)

Level 3

4-10 absences

If a student continues to miss additional days for reasons that are deemed unexcused, please provide student services with the data and complete a FINS referral on the student. The FINS referrals will be given to the Student Service Attendance Representative and checked for completion of all necessary documentation and proof that all measures of prevention were taken at the school's site. If FINS referrals are incomplete or documentation isn't provided, the FINS referral will be returned to the Truancy Designee. The completed referral can be resubmitted to Student Services at the next scheduled Truancy Court date. **All TASC/FINS referrals for truancy must be delivered in person to Student Services at court. Do not email referrals to Student Services or TASC/FINS. All referrals will be checked by Student Services prior to them being turned into 21st Judicial or 7th Ward. Once FINS referrals are received by the court, the Principal and Truancy Designee will receive an email on the student's FINS status.**

Level 4

11 or more absences

Even if a student is picked up by TASC/FINS and is assigned a caseworker, the Truancy Designee and teachers must continue to monitor student attendance and work with the family and caseworker. If the student is in Elementary, Middle School, or Junior High, a home visit can be requested by emailing the completed home visit form out of the Truancy Manual. Also, the Instructional Leadership team should review the student's profile to determine if an IAP or IEP evaluation is needed due to intervention data.

If the student is taking a High School course, students must attend school a minimum number of days per semester as established by Bulletin 741. If a student fails to meet Bulletin 741 requirements, he/she will receive a "NC" for courses and can be dropped from the school.

Parental Involvement Opportunities

We encourage parents and students to attend numerous events this year. For safety reasons, students must always be accompanied by their parents or legal guardians at after-school events. Dates and times will be announced soon.

- Student Showcase/Open House
- PTO meetings and events
- Literacy Event
- Company Performance at the Columbia Theater
- Student Showcase Math Night
- Art Gala
- 5th Grade Exhibition Night
- LEAP Tailgate
- Parent IB Workshops

Field Trips

Field trips are a very important and integral part of the learning process. Field trips are considered an extension of the classroom and should relate to instruction.

- Students may be restricted from field trip or be required to have a parent chaperone due to discipline problems. **If a student has a history of unsafe behaviors that has resulted in Behavioral Office Referrals, the student may lose field trip privileges, which has to be approved by administration.** Teachers and/or administration will communicate the loss of field trip privileges in advance to parents in writing and/or by verbal communication.
- Students must ride the school bus to the field trip, and they must ride the bus back to school.
- Students must wear school-approved uniforms on the field trip unless approved by Principal.
- Electronic devices are NOT PERMITTED per Louisiana State Law.

Grading System Regulations

Grading Scale for Regular Courses	
Grade	**Percentages**
A	100-90
B	89-80
C	79-70
D	69-60
F	59-0

Grades

- Students in Grade 1 will receive the letter grade of “R” the first grading period on their report. “R” means readiness. This will allow our first graders time to become accustomed to receiving grades.
- In grades 1-5 grades shall be given in the following subjects:

    - English Language Arts, this will include grades in reading and English (Listening, Speaking, Reading and writing)
    - Mathematics
    - Science
    - Social Studies
- Parents can see their child's grades at any time during the six weeks by using the *Parent Command Center (JCAMPUS)*. Please ask the secretary for assistance in logging into *the Parent Command Center* if you experience trouble logging in with the information that will be emailed to you. Please be on the lookout for the initial email and make sure your email address is correct in the JCAMPUS system.

End of Year Awards

- PreK will conduct their end of year ceremony.
- Kindergarten will conduct their end of year ceremony.
- The Awards Ceremony for students in grades 1-5 will be held in the gym. We will recognize those students who have demonstrated exemplary attributes of the Learner Profiles as well as students who have demonstrated academic excellence based on the following the TPSS honor roll criteria:

LEVEL OF RECOGNITION FOR ACADEMIC ACHIEVEMENT:

1. 4.0 and above Honor Roll – Principal's List
2. 3.5 – 3.9 Honor Roll – Honor Roll
3. 3.0 – 3.4 Honor Roll – Faculty List
4. Perfect Attendance

SELECTION CRITERIA FOR GRADES 1-7:

1. Teachers use the letter symbols A, B, C, D, F to report pupil progress in all grade levels except kindergarten. These same letter symbols are used to indicate pupil progress for each academic subject area that is listed on the Report of Pupil Progress (report card).

2. Honor awards are calculated by the cumulative GPA.

Parent Conferences

- Parent conferences throughout the year are strongly encouraged.
- Parents are encouraged to contact the teacher to schedule conferences however the meeting must be scheduled during the teachers enrichment time.
- Parents are to check in at the office FIRST whenever coming on campus to see a teacher or to check out a student.
- Administration will be present.

Students' Addresses and Phone Numbers

- The school must have a 911 address for each student.
- **If your address or phone number changes during the school year, please notify the office immediately.** This is for your child's safety.
- The school also needs emergency phone numbers available in the event a parent cannot be reached.

Treats/Snacks/Birthday Celebrations

- Only PreK and K classes will have a snack calendar. (prepackaged items not homemade snacks)
- Before the holidays, parents must receive approval from the administration before bringing class treats.
- Recognition of birthdays is permissible for Prek-1st. Cupcakes and juice/water/milk may be provided by parents or birthday celebrations at school. Family members will **not be allowed** to join in the celebration at school. Allergies should be considered when preparing for birthday celebrations.

Cheating

- Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the grade and notify the parent and office immediately.
- A meeting with the parent, teacher, and administration should be scheduled to discuss this incident.

Report Cards

- Report Cards will be issued on the following dates: October 16, January 8, March 19
- The final report card will be mailed by May 26, 2025.

Cell Phones

- Cell phones and smartwatches are not permitted on campus per Louisiana State Law. If a student is caught with a phone, it will be confiscated and the parent will be responsible for picking up.

Recess

- No rough play, tackle football, or other contact sports are permitted during recess.
- Students must remain in the designated area during recess. Entering the building during recess is not permitted **<u>without teacher supervision.</u>**

- Indoor recess may occur due to inclement weather which includes but not limited to temperatures below 40 degrees, temperatures above 90 degrees, and precipitation.

School Fees

- HEM's supply fee is $15.00 for grades PreK-5 – to be paid electronically through the Tangi school district.

Miscellaneous Items

- Students may have clear plastic water bottles with no straws **ONLY.**
- Items such as electronic devices, baseball or trading cards, bandanas, gloves, sweatbands, cap/hats, fidget spinners and other toys shall not be brought to school.

Dress Code and Uniform Regulations

The policy of the Tangipahoa Parish School Board shall be that no mode of attire shall be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. In questions regarding student dress and grooming, the principal or his/her designee of each school shall make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The School Board's position is that it wants to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

DRESS AND GROOMING GUIDELINES

The dress and grooming of the students shall be that which, in the opinion of the ordinary reasonable person, contributes to the health and safety of the individual and which is non-disruptive to the 11 educational activities and processes of a school. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures.

<u>Dress Code Regulation</u>

The following regulations apply for grades Pre-K-12:

1. Appropriate clothing and footwear shall be worn.

2. Students in grades Pre-K-12 may only wear stud earrings. Piercings other than in the ear are not allowed.

3. Hairstyles, facial hair, and hair color, mustaches shall be clean, neatly groomed (1/4 inch facial hair) and shall not distract from the learning environment nor be a safety factor for any of the school's curricular offering. Neatly groomed facial hair will be allowed. Any hairstyles, facial hair or hair color that distracts from the unique environment of a school shall be dealt with by the principal or his/her designee of that school.

4. No sleeveless garments shall be worn.

5. No hats, caps, or other head wear shall be worn on school campuses or school buses on regular school days, except when a medical condition or religious belief so warrants. However, this provision shall not apply to necessary headgear outdoors in inclement weather.

6. Students will be allowed to wear loose-fitting walking shorts if the bottom of the garment is knee-length.

7. Jumpers and skirts in PreK-12 must meet the Dress Code Guidelines below.

8. No midriff shirts or blouses shall be worn.

9. Students who participate in extracurricular activities (e.g. sport team member, cheerleaders, spirit group dancers, band members, other drill teams) may wear the group's uniform to an event on extracurricular days that are previously designated by the site administration. Extracurricular days are defined as days that shall have some extracurricular event that will be held either before, during, or after normal school hours.
10. Modifications to the dress code may be made only with the approval of the Superintendent or his/her designee.

11. All pants must be worn at the waistline and if pants have belt loops a belt must be worn.

12. All items of clothing must be worn as intended by design.

13. Throughout the district, Fridays shall be known as spirit day. On Spirit days students will be permitted to wear school designed and produced spirit shirts.

<u>UNIFORM REGULATIONS</u>
<u>Pants</u>
All students (boys and girls) pants shall be as follows:

- Khaki or navy color twill "slacks" with or without pleats, with or without belt loops (if belt loops, students must wear a belt), with or without pockets.
- NO jeans of any color shall be worn.
- Pants must be bought in the child's appropriate size. No "sagging" , no oversized pants, no wide-legged, no bell bottoms, no cargo, no safari, no sweatpants, joggers, wind suit pants or carpenter pants shall be allowed.

Shirts

- All students K-12 shall have a choice of long or short sleeve, polo style (pull over) or oxford style (button up) white or navy color shirts. Each school shall have the option of a school color shirt to wear (principal's discretion and approval). **At Hammond Eastside, students may wear a navy blue, white, or purple shirt**.

- Turtleneck shirts or shirts with a zipper are not acceptable. Solid white T-shirts may be worn under regular uniform shirts. The sleeves of the shirt worn under the regular uniform shirts can be long or short and extend past the sleeve of the top shirt. Thermal underwear and turtleneck shirts are not allowed.

- Elementary girls shall have an option to wear the "Peter Pan" collar white button up blouse.

- Each school principal shall have the option of allowing students to wear a single design school “Spirit” T-shirt (short or long-sleeved) designed by and sold by each individual school, in lieu of a polo shirt. The optional T-shirt shall only be allowed on days designated by the school principal. **Students at HEMS may wear their spirit shirts and jeans on Fridays.**

****The spirit shirt must be purchased from the school to wear on Fridays with jeans.****

Outer Garments

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

- Light jackets or sweatshirts **without a hood**, shall be a solid color of gray, black, navy, white or school approved color and may be allowed for indoor wear but must have a regulation uniform shirt must be worn under all outerwear.

- Students shall be allowed to wear school-sponsored organization jackets, sweatshirts and sweaters, i.e. FFA, BETA, athletic, etc. inside buildings and

classrooms with the stipulation that the garments should be blue, white or the school chosen color.

Shoes

- All shoes shall consist of a closed back and front.
- No sandals, wedged soles, platforms, high heels, “crocs,” slippers, shower shoes, flip flops, or knee-high shoes shall be allowed.

Jumpers/Skirts

- Jumpers/Skirts shall be either khaki or navy in color and made from twill only. Jumpers/skirts must not be more than three (3") inches above the knee. Students may wear solid khaki, black, white, gray or navy colored leggings under jumpers/skirts.

Shorts/Skorts

- Shorts/skorts shall be either khaki or navy in color and made from twill only. Skorts/shorts must not be more than three (3") inches above the knee.

Belts

- Designs, emblems, insignias, monograms, logos, holes, studs, etc. that are offensive (principal’s decision) will not be allowed.
- Belts must be the appropriate length for the student’s waist size.
- Belt buckles must be plain, standard style. Metal spikes or studs are not allowed.
- Elementary students shall be encouraged to wear belts.
- Belts shall be mandatory for middle school, junior high school and high school students when wearing slacks or shorts with belt loops.

VIOLATIONS

Violations of the Dress Code shall be addressed in accordance with the Student Code of Conduct Handbook.

A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.

School Food Service

The Tangipahoa Parish School System is pleased to announce the continuation of the Community Eligibility Provision (CEP) Program for the 2025-2026 School Year. This program will allow all students to receive a healthy breakfast and lunch every school day free of charge. Students will still be required to pay for second meals and/or extra sale items, as they are not included in the program.

TPSS 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 expulsion 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 shall 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

• Create a consistent set of expectations for student behavior
• Reinforce positive behavior and provide students with opportunities to develop appropriate social skills
• Outline the interventions and consequences for students who engage in inappropriate behavior
• Explain the rights of students with disabilities including procedural protections when disciplinary action is taken
• Engage students in a safe, positive, and supportive learning environment
• 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 Schoolwide 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 OR GUARDIANS IN THE SCHOOL COMMUNITY

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

DEFINITION OF 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 schoolwide 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 expulsion as disciplinary options.

DEFINITION OF DISCIPLINE

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.

DEFINITION OF 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 and expulsions, 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 and expulsion. Please see the Student Services Handbook for a list of corrective strategies.

DEFINITION OF MINOR INFRACTIONS

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.

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 prekindergarten to twelfth grade and has thus created a dual consequence chart that accounts for such. Some infractions committed by a ninth grader may be more significantly disciplined than a similar action committed by a first grader. The School Board understands that many of the formative years (PreK-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 THREE Levels:

LEVEL ONE: Inappropriate Activities that interfere with the learning environment

LEVEL TWO: Activities that disrupt the learning environment or that may lead to level three infractions

LEVEL THREE: 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 ONE behaviors can result in a student moving to LEVEL TWO consequences after the third occurrence. Administrators may select to issue one or more consequences based upon the investigation of the incident and its severity.

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.

"Disciplinary action" includes, but is not limited, to the following:

- Natural Consequences
- Counsel/Warn student
- Time Out
- Decrease recess time
- Administer written assignment
- Contact parent/guardian
- Parent Conference at school
- Lunch Detention
- Afternoon Detention
- In-school suspension (PAC); parent contact
- Out-of-school suspension; parent contact
- Assignment to Transition Class; parent, student, teacher, administrator conference
- Recommendation for expulsion: student, teacher, administrator, CWA officer conference

Positive Action Class

The purpose of the Positive Action Class is to allow students to attend school and to provide the students with the opportunity to complete daily class assignments or test(s).

There are several procedures that must be followed while the student is in PAC.

- Students assigned to PAC may ride the bus to or from school.
- Parents will be contacted by an Administrator when their children are assigned to PAC.
- Parents are required to sign the disciplinary form that is sent home with the students.
- Students return the form to the PAC moderator the day they report to PAC.
- Students are to bring pens, pencils, and notebooks to PAC. The classroom teachers will send all assignments to the students.
- Students who choose not to complete assignments in PAC will receive 0's or F's.
- Students who choose to disrupt PAC will be sent home to serve the remaining time as out of school suspension.
- In the event students cannot attend PAC on the day (s) assigned, the student will be required to serve the day(s) when he/she returns to school. Any work missed will be the student's responsibility to make up.
- During PAC, the students will complete class assignments, Character assignments, and School Community Service.

Textbooks

Lost or damaged textbooks must be replaced. Parents should consult the office personnel or their child's teacher for correct pricing. *** This year students will be required to pay for the lost workbooks before new ones are issued.

IMPORTANT DATES:

August 4 – 7 Professional Development
August 8 Students' First Day
September 1 Labor Day Holiday
October 3 Fair Day Holiday
October 10 End of First 9 Weeks (44)
November 11 Veteran' Day Holiday
November 24 – 28 Thanksgiving Holidays
December 19 End of Second 9 Weeks (44)
End of First Semester (88)
Dec 22 – Jan 2 Christmas/New Year's Holidays
January 5 -6 Professional Development
January 7 Students Return
January 19 MLK Jr. Holiday
Feb 16 - 20 Mardi Gras Holidays
March 13 End of Third 9 Weeks (42)
March 16 Professional Development
April 03 - 10 Easter/Spring Break Holidays
May 21 End of Fourth 9 Weeks (42)
May 21 Last Day for Students
May 22 Professional Development