HANDBOOK

STUDENT CODE OF CONDUCT:
DISTRICT HANDBOOK

2026
2027



Violence Prevention Intervention Program

High School Program:

- **1st offense:** 45-day suspension (ADAPT) at Landry Educational Programs Center
- **2nd offense: expulsion recommendation**

Middle School Program:

- **1st offense:** 20-day suspension (ADAPT) at Landry Educational Programs Center
- **2nd offense: 25-day suspension**
- **3rd offense: expulsion recommendation**

For additional information, please see page 17.

Drugs:

Illegal narcotic, drug, other dangerous controlled substance (prescription drugs) possession of, knowledge of, use of and/or distribution R.S.17:416 A(3)(a)(vi)

- **1st Offense:**
  - Expulsion recommendation:
    A minimum of 2 complete consecutive school semesters
  - Distribution-related offenses:
    4 complete school semesters
- **2nd/3rd Offenses:**
  - Expulsion recommendation:
    4 complete school semesters

For additional information, please see page 25.

Assault/Battery on a school employee

(La. R.S. 17:416(A)(1)(c)(vii))

Upon formal accusation of assault (R.S. 14:38.2) or battery (R.S. 14:34.3) on a school employee, mandates immediate suspension without waiting for standard procedural hearings. Any student who is found guilty of committing assault/battery of a school employee shall not attend the school where the employee is assigned (R.S. 17:416(c)(vii)(cc)) and the School Board is not required to provide transportation to a reassigned school. La. R.S. 17:416(A)(1)(c)(vii)(dd).

- **1st Offense:**
  - Expulsion recommendation:
    A minimum of 2 complete consecutive school semesters

2026–2027
Student Code of Conduct: District Handbook

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Teacher Bill of Rights

(LA—R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students are fully informed of the various rights conferred upon teachers. Those rights, the Teacher Bill of Rights, are established as follows:

1) A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11, for actions taken in the performance of duties of the teacher's employment.

2) A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and 416 through 416.6 and any city, parish, or other local public school board regulation.

3) A teacher has the right to remove any persistently disruptive student from his/her classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his/her designee pursuant to R.S. 17:416(A)(1)(c).

4) A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).

5) A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.

6) A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.

7) A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).

8) A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.

9) A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

10) A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

** No city, parish, or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 through 416.16. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.*

School Employee Bill of Rights

(LSA—R.S. 17:416.18.1)

A. Respecting the authority of school employees is essential to creating a safe environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that school employees, administrators, parents, and students are fully informed of the various rights conferred upon school employees pursuant to this Section, which are:

(1) A school employee has the right to work in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.16.

(2) A school employee has the right to work free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5, and 416.11 and 439, for actions taken in the performance of duties of the school employee's employment.

(3) A school employee has the right to hold students accountable for disorderly conduct, in accordance with R.S. 17:416 and 416.14 and any city, parish, or other local public school board regulation.

(4) A school employee has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the school employee in accordance with school and district policy and with R.S.17:416(A)(1)(a) and (b).

(5) A school employee has the right to be involved in decisions regarding student behavior management in accordance with R.S. 17:416.8.

(6) A school employee serving as a substitute teacher shall have the right to additional compensation as provided by R.S. 17:419.3.

(7) A school employee has the right to be treated with civility and respect as provided in R.S. 17:416.12.

(8) A school employee shall have the right to administer medication and perform non-complex medical procedures only if all of the requirements of R.S. 17:436 and 436.1 have been met and documented.

(9) A school employee has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.

B. No city, parish, or other local public school board shall establish policies that prevent school employees from exercising the rights provided in this Section or in any other provision included in R.S. 17:416 and 416.14. No principal or administrator shall retaliate or take adverse employment action against a school employee for exercising the rights provided in this Section. However, the provisions of this Section do not authorize a school employee to violate the provisions of any discipline policy adopted by the public school governing authority.

C. The provisions of this Section shall not be construed to supersede any other state law, State Board of Elementary and Secondary Education policy, or city, parish, or other local public school board policy enacted or adopted relative to the discipline of students.

ACT 439 of the 2025 Louisiana Legislative Session

Code of Conduct

Any verbal or written threats against any person on school property must be immediately reported to a teacher, counselor, or school administrator. Informer's privilege shall be applied to keep information anonymous. Any knowledge of cheating, harassment, teasing, bullying, and hazing must be addressed in the same manner.

All students, teachers, and other school employees shall take reasonable measures within the scope of their individual authority to prevent violations of school policies and to investigate reports or complaints of violations. This includes informing the school staff of possible hazardous situations, filing a complaint for policy violations, and personally conducting themselves in a manner so as to avoid verbal or physical confrontation on the campus and on school buses.

ATTENDANCE REQUIREMENTS: *Louisiana Truancy Law R.S. 17:233*

Compulsory Attendance Days: High school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester. High school students who accrue more than 5 absences in a whole credit course and/or more than 2.5 absences in a half-credit course will not be eligible to earn Carnegie credit for the course.

Elementary (PreK4-5th grade) and middle school students shall be in attendance a minimum of 167 days per school year. Elementary and middle school students who accrue more than 10 absences will not be eligible for promotion. Pre-Kindergarten students enrolled in a school are subject to *Louisiana Truancy Law R.S. 17:233.*

The parent or legal guardian of a child who is eligible, as provided in Subsection A of this Section, to attend full-day kindergarten shall send the child to a public or nonpublic kindergarten in accordance with R.S. 17:221.

All students shall comply with virtual and/or distance learning attendance requirements as prescribed by the Louisiana Department of Education, R.S. 17: 221 and R.S. 17: 233.

Louisiana Truancy Law R.S. 17:233: **Cases of habitual absence and/or tardiness are referred to juvenile or family court.** *A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child … B.(1) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any semester. The term "tardy" shall include, but not be limited to, leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day. The student's principal or the principal's designee, with the aid of the teachers, shall file a written report showing dates of absence or tardiness, dates and results of school contacts with the home, and such other information as needed by the visiting teacher or Director of Child Welfare and Attendance.*

EXCUSED ABSENCES

High Schools - Absences due to a medical, mental or behavioral health condition, that have been verified in writing by a physician, psychiatrist or other licensed medical provider, will be excused. Absences due to a personal illness or serious illness in the family may be excused. Four days in each course per semester may be excused by submitting a parent note if total days missed do not exceed 5 days in a whole credit course or 2.5 days in a 1/2 credit course. After the third unexcused absence, the high school will notify the Child Welfare & Attendance Department to take appropriate action. High school students are considered "tardy" if not in attendance prior to the tardy bell. High school students are considered "absent" if not in attendance for 51% (46 minutes) of the course.

Elementary & Middle Schools - Absences due to a medical, mental or behavioral health condition, that have been verified in writing by a physician, psychiatrist or other licensed medical provider, will be excused. Absences due to a personal illness or serious illness in the family may be excused. Two days per 9 weeks may be excused for personal illness or serious illness in the family by submitting a parent note if total days missed do not exceed 10 days per school year. After the fifth unexcused absence, the elementary or middle school will notify the Child Welfare & Attendance Department to take appropriate action.

- Valid written excuses must be provided to the school office specialist within **3 days** of the student's return to school following an absence from school.
- Only **original** statements (no photo copies) from a physician/nurse practitioner will be accepted. **Any documentation provided to the schools may be verified.**
- Students shall not be excused from school to work in any job, including agriculture and domestic service, at any time, even in their own homes or for their own parents/ tutors.
- After the 3rd unexcused absence at the high school level and after the 5th unexcused absence at the elementary and middle school level, the school will notify the Child Welfare and Attendance Department.
- Students may request missed assignments within 3 days of returning from an excused absence. The final decision for the completion of work is at the discretion of the principal.
- All other requests for extenuating circumstance consideration should be referred to the Director of Child Welfare and Attendance.
- **Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades, shall not receive those grades if they are unable to complete make-up work or pass the course.**
- **Perfect Attendance:** Any absence, whether excused or unexcused, including suspensions, will disqualify a student's eligibility for perfect attendance. This includes arriving late and/or leaving or checking out of school prior to the regularly scheduled class dismissal time at the end of the school day, as well as arriving late to classes or checking out of class early during the school day. School personnel will review student records to determine perfect attendance eligibility.

Extenuating Circumstances

The only exception to the attendance regulations shall be the enumerated extenuating circumstances with documentation that are verified by the Director of Child Welfare and Attendance. Students shall be temporarily excused from the attendance regulations for the following reasons:

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner.
2. Extended hospital stay as verified by a physician or dentist.
3. Extended recuperation from an accident as verified by a physician, dentist, or nurse practitioner licensed in the state.
4. Extended contagious disease within a family as verified by a physician or dentist licensed in the state.
5. Observance of special and recognized holidays of the student's own faith (note from clergy).
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.
8. Absence (not to exceed 5 days per school year) to visit with his/her parent/legal guardian who is a member of the United States Armed Forces or the National Guard of a state and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Documentation of such deployment or leave is required.
9. Prior principal approved travel for education (not to exceed 5 days per school year). Parent/legal guardian must meet with the principal to obtain an Educational Travel Packet. All educational travel must be approved by the principal prior to travel.
10. The superintendent may dismiss any or all schools due to emergency situations, including any actual or imminent threat to public health or safety which may result in loss of life, disease, or injury; an actual or imminent threat of natural disaster, force majeure, or catastrophe which may result in loss of life, injury, or damage to property; and when an emergency situation has been declared by the governor, the state health officer, or the governing authority of the school.

Student Dress Code

(Board Policy 6.05.07)

Any apparel should be worn as designed and fit securely. No garments should be immodestly short and/or small. Shoes shall be slide-resistant. All students are expected to conform to the official dress code guidelines below at school and on the school bus. The Principal or Principal's designee has final discretion in determining whether attire is appropriate and in compliance with the dress code.

- **Shirt** - collared white or designated school color shirt. (Students may wear official school spirit shirts as designated by the school.)
- **Pants/Shorts/Skirts/Skorts/Jumpers** - Navy or khaki; should not be worn shorter than three inches above the top of the kneecap. As a guide, pants/shorts/skirts/skorts/jumpers cannot be worn lower than 2" below the navel. When skirts/dresses/jumpers are worn, shorts should be worn underneath.
- **ID Card** - All students must wear appropriately, as designed by grade band.

DESIGNATED SCHOOL COLORS

Allemands navy blue		**Cammon** royal blue	
Destrehan garnet		**Hahnville** purple	
Hurst hunter green		**J.B. Martin** navy blue	
Lakewood maroon		**Luling** navy blue	
Mimosa Park royal blue		**New Sarpy** royal blue	
Norco red		**R.J. Vial** navy blue	
R.K. Smith hunter green		**St. Rose** hunter green	
Schoeffner navy blue		**All Schools** white	

GUIDELINES TO DRESS FOR SUCCESS

- Shirts must remain appropriately buttoned as determined by the administrator. Middle/high school students are encouraged to wear shirts tucked in pants.
- White or school designated colored shirts may be worn under a uniform shirt or jumper.
- Reasonably sized logos/labels which are not distracting are permitted.
- Pants must be solid navy or khaki with no trim or adornments.
- Pants, skirts, shorts, jumpers, and skorts must fit securely and be hemmed. Side slits above the knee are not permitted. When skirts/dresses/jumpers are worn, shorts should be worn underneath.
- If pants have belt loops, a belt must be worn.
- Pants/shorts/skirts/skorts/jumpers cannot be worn lower than 2 inches below the navel and should not be shorter than 3 inches above the kneecap. The Principal or Principal's designee has final discretion in determining whether attire is appropriate and in compliance with the dress code.
- Outerwear that does not open the length of the front by snapping, buttoning, or zipping is not allowed. A white or school-designated colored, non-hooded sweatshirt or sweater may be worn over the school uniform shirt. No hooded clothing/apparel may be worn on campus or school bus.
- Footwear must have soles and restraints for the entire foot. Footwear must fit securely and be slide-resistant. Backless shoes are not allowed.
- Any prohibitive item, including clothing not meeting dress code, will be taken by school officials and returned to the parent or guardian.
- Transfer students will be given ten school days to conform to dress code guidelines.
- Special requirements and/or additional rules and regulations concerning dress may be specified for health and safety, special events, activities, or field trips.
- Special requirements will be placed on students in specific situations or classes for health and safety.
- Clothing and conduct that distract from and/or disrupt school operations and decorum are prohibited on the person and/or his or her belongings. This includes, but is not limited to,

- ⃠ Visible underwear, tank tops, halter tops
- ⃠ See-through shorts/blouses
- ⃠ Bare shoulders, midriffs, sides, and backs
- ⃠ Clothing with holes in them and frayed clothing
- ⃠ Jeans, denim material of any color, wind pants, sweat pants, cargo pants/shorts, and overalls
- ⃠ Baggy, sagging, or oversized clothes
- ⃠ Garments that are immodestly too small or short
- ⃠ Trench coats
- ⃠ Leggings/jeggings/biker shorts
- ⃠ Sunglasses or smart-device glasses
- ⃠ Bandannas, caps, hats, gloves, waist pouches, or hoods
- ⃠ Slogans or advertising of alcohol, tobacco, or drugs; satanic cult or gang-related symbols or paraphernalia; profane, obscene, or sexually-oriented language on clothing or body
- ⃠ Ornate or cumbersome jewelry
- ⃠ No wearable smart devices, including those that record

- Students assigned to the Eual J. Landry, Sr. Educational Programs Center will be required to comply with the dress code that is detailed in the Eual J. Landry, Sr. Educational Programs Center Handbook.

The Principal or Principal's designee has final discretion in determining whether attire is appropriate and in compliance with the dress code.

Discipline

(Board Policy 6.05)

The Board recognizes the necessity for reasonable control and discipline over the conduct of students under its jurisdiction. Principals shall have both the authority and duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the proper atmosphere for learning within the classroom, other parts of the school, on the school bus, during participation in extracurricular and co-curricular activities, at any other or all school sponsored activities/field trips and/or when such behavior jeopardizes his or her own safety or the safety of others. Each teacher may take disciplinary action to correct a student 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 student, who violates school rules, or who interferes with an orderly education process. Teachers experiencing persistent discipline problems have the right to request that their principal transfer the student into other settings (Teacher/Employee Bill of Rights pg. 4). Any student who commits assault/battery of a school employee *shall not attend the school where the employee is assigned and the School Board is not required to provide transportation to a reassigned school. La. R.S. 17:416(A)(1)(c)(vii).* School officials will not disclose information in a student's record, including disciplinary actions, without prior written consent of the parent or eligible student, except as permitted by law.

Searches – Students and School Property

(Board Policy 6.05.04)

The parish school systems of the state are the exclusive owners of all public school buildings, desks, lockers, and other areas of public school buildings or grounds, including parking lots set aside specifically for the personal use of the students. The principal and/or his/her designees may search any building, desk, locker, area, or grounds for any items which violate school board policy or other school regulations, either randomly or specifically, when he or she has a reasonable belief that the items sought will be found.

School principals and/or designees may search (which could include the use of metal detectors) the person and/or personal property including, but not limited to, handbag, briefcase, purse, school bag, vehicle, or other object in the possession of any person on school property either randomly or specifically when he/she has a reasonable belief that items violating school board policy or other school regulations will be found. Refusal to submit to searches may result in disciplinary actions. For additional information, please see Board Policy 6.05.04.

Sexual Harassment of Students

(Board Policy 6.01.01)

I. Sexual harassment is inappropriate and offensive. The St. Charles Parish School Board prohibits sexual harassment of or by any student. This policy applies to conduct during and relating to school and school-sponsored activities.

II. Harassment on the basis of sex is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, as a term or condition of any student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic or work performance or of creating an intimidating, hostile, or offensive educational or work environment for a student or school district employee.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through the school.
5. Such conduct denies or limits, on the basis of sex, the student's ability to participate or receive benefits, services, or opportunities in the school's programs.
6. Incidents of sexual harassment may include verbal harassment such as derogatory comments, jokes, slurs, or questions of a sexual nature; physical harassment such as unnecessary or offensive touching; and visual harassment such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, looks, or gestures.
7. Harassment does not only depend upon the perpetrator's intention but also upon how the person who is the target perceives the behavior or is affected by it.

   It is recognized that instances occur within the school system involving students and personalities, and these matters are handled informally. However, if a student believes such instance requires a remedy or that there is a basis for a complaint, the student shall immediately report this information to any teacher, counselor, or administrator at the school site. Procedures would then be followed and appropriate action taken.

   Students experiencing incidents of sexual harassment from other students should make it clear that such behavior is offensive to them. Conduct in violation of the sexual harassment policy shall result in a range of disciplinary consequences, including recommendation for expulsion.

III. If any student or adult suspects that sexual harassment has occurred or that there is a basis for a complaint, the person shall immediately report this information to the principal/designee. (Refer to Board Policy 6.05.05 Bullying and Harassment.)

Bullying and Harassment

(Board Policy and Procedures 6.05.05)

The St. Charles Parish School Board believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions.

Harassment, intimidation, bullying, and cyberbullying of or by any student on the basis of sex, race, color, disability, or national origin is prohibited. Harassment, bullying, and cyberbullying are inappropriate and offensive.

Bullying is defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by a student. Specific acts of bullying are defined as a pattern of any one or more of the following:

- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Gestures, including but not limited to obscene gestures.
- Written or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.
- Repeatedly and purposely shunning or excluding from activities.

Cyberbullying includes harassment, intimidation, and/or bullying of a student on school property, at school-sponsored events, or on school transportation using a computer, phone, or other interactive/digital technology or harassment/intimidation/bullying of a student off school property using such means when the action/actions are intended to have an effect on the student when the student is on school premises. Cyberbullying includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

IMPACT OF BULLYING

Bullying of or by any student on the basis of race, color, handicap, creed, national origin, age, religion, or gender is prohibited. Harassment, bullying, and cyberbullying are inappropriate, harmful, and offensive. Bullying creates a school climate of fear and disrespect and interferes with student learning. Acts of bullying can be harmful to bystanders as well, causing feelings of fear, guilt, and helplessness.

SPECIFIC BEHAVIORS AND CONSEQUENCES

The behavior has to have occurred more than once by another student or group of students to be considered a pattern. The behavior has to occur or be received by a student while on school property, at a school-sponsored event, or on school transportation.

MUST HAVE THE EFFECT OF

- Physically and/or emotionally harming a student.
- Placing the student in reasonable fear of physical harm.
- Damaging a student's property.
- Placing the student in reasonable fear of damage to student's property.

MUST BE SUFFICIENTLY SEVERE, PERSISTENT, AND PERVASIVE ENOUGH TO

- Create an intimidating or threatening educational environment,
- Have the effect of substantially interfering with a student's performance in school, or
- Have the effect of substantially disrupting the orderly operation of the school.

CONSEQUENCES

- Consequences could result in a range of disciplinary actions, including a recommendation for expulsion. (Please refer to page 24 in the *Student Code of Conduct: District Handbook*.)
- Criminal consequences, including but not limited to loss of driving privileges.
- Intentionally making false reports of bullying to school officials is prohibited conduct and will result in appropriate discipline consequences.

REPORTING AN ACT OF BULLYING

The principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning or supervising school-sponsored functions and events are required to report alleged violations of this policy to the principal or the principal's designee. A verbal report must be reported on the same day that the employee or parent witnessed or otherwise learned of the incident, and a written report must be filed no later than two days thereafter.

The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

INVESTIGATION

1. Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident.
2. The investigation shall include interviewing the reporter, alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members. Physical evidence of the bullying incident will be reviewed, if available.
3. The investigator will collect and evaluate the facts using the appropriate forms.
4. The principal/designee may file a complaint with the court of juvenile jurisdiction pursuant to Children's Code Article 730(8) and 731(1), or Children's Code Article 730(1), if the parent or legal guardian refuses to attend a conference or meeting regarding the student's behavior.
5. The highest level of confidentiality possible shall be upheld regarding the submission of a complaint or a report of bullying and the investigative procedures that follow.

   Please refer to the Student Offenses and Discipline Chart (page 24) to review consequences.

Teen Dating Violence

DEFINITION:

Dating violence is a pattern of behavior where one person threatens to use or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner.

WARNING SIGNS:

Warning signs of teen dating violence may include the following:

- Isolation from family and friends
- Constant belittling or put-downs
- Extreme jealousy or insecurity
- Explosive temper
- Physically inflicting pain or hurt in any way
- Possessiveness
- Checking cell phones, emails, or social networks without permission

REPORTING:

Acts of teen dating violence shall be reported to school administrators, school counselors, or other faculty members. Any acts of teen dating violence that are reported to school administrators, school counselors, or other faculty members will be documented and communicated to the parent/legal guardian of both the victim and the perpetrator. All reports of teen dating violence will be forwarded to the Executive Director of Secondary Schools. The Superintendent shall provide reports relative to dating violence annually.

Hazing

Hazing is defined as any knowing behavior, whether by commission or omission, of any student to **encourage, direct, order, or participate** in any activity which subjects another student to **potential physical, mental, or psychological harm** for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

The St. Charles Parish School Board prohibits its students and employees from engaging either individually or collectively in any form of hazing including initiation activities that meet the definition of hazing. This prohibition extends to events on or off of school property as well as hazing events initiated by or promoted by persons associated with the school system. Any student who participates in hazing or hazing types of initiation activities or conspires to engage in hazing will face disciplinary action up to and possibly including suspension, expulsion, exclusion, and loss of participation in school organizations, teams, and/or clubs as well as their activities. Hazing that includes assault and battery could lead to an arrest.

Student Offenses and Discipline

- Any student(s) from another school campus who is not authorized to be on campus by the appropriate school official will be referred to the principal of their assigned school for appropriate disciplinary action.
- Any student(s) who is in violation of school regulations on any school campus in the district at any time of day or night will be referred to the principal of their assigned school for appropriate disciplinary action.
- Any student(s) who is in violation of school regulations at any school-sponsored function will be referred to the principal of their assigned school for appropriate disciplinary action.
- Any student(s) who is in violation of school regulations during the last week of the school year will be given consequences during the summer or the beginning of the upcoming school year.
- Compliance with federal and state laws shall be mandated for students with disabilities, including disciplinary actions and least restrictive environment. {*34CFR Part 300; R.S. 17:1941 et seq.; R.S. 17:416 (E)}*
- Violations of some school rules are also violations of criminal and civil laws and shall be reported to the appropriate law enforcement agency. School is not a sanctuary from arrest/court action.

Respect Ordinance

(R. S. 17:416.12)

When any St. Charles Parish public school student is speaking with any public school system employee while on school property or at a school-sponsored event, such student shall address and respond to such public school system employee by using the respectful terms “Yes, Ma’am” and “No, Ma’am” or “Yes, Sir” and “No, Sir” as appropriate or “Yes, Miss, Mrs., or Ms. (Surname)” and “No, Miss, Mrs., or Ms. (Surname)” or “Yes, Mr. (Surname)” and “No, Mr. (Surname)” as appropriate. Each such title is to be followed by the surname.

Violence Prevention

A Violence Prevention Program is in place in all middle and high schools to promote the physical and psychological safety of all students and adults. Detailed information on the program is sent to parents of middle and high school students each year.

The following high school program has been implemented:

High School Program

- **1st offense:** 45-day suspension (ADAPT) at Landry Educational Programs Center
  - Mandatory Violence Prevention Intervention Program (VPIP) participation
    - Academics
    - Attendance
    - Restorative intervention(s)
    - Counseling
    - SEL lesson(s)
    - Transportation Agreement required
- **2nd offense:** expulsion recommendation

EOY 45-day suspensions will carry over to the following school year until the 45-day term is completed.

- Please see discipline charts on pages 26-27.

The following middle school program has been implemented:

Middle School Program:

- **1st offense:** 20-day suspension (ADAPT) at Landry Educational Programs Center
  - Mandatory Violence Prevention Intervention Program (VPIP) participation
    - Academics
    - Restorative intervention(s)
    - Counseling
    - SEL lesson(s)
    - Transportation Agreement required
    - Parent transports on day 1
- **2nd offense:** 25-day suspension (ADAPT)
- **3rd offense:** expulsion recommendation

EOY 20-25-day suspensions will carry over to the following school year until the 20-25-day term is completed.

- Please see discipline charts on pages 26-27.

Electronic/Telecommunication Devices

Students shall not possess, on his/her person, any electronic telecommunication device throughout the instructional day per the provisions of ACT 313 of the 2024 Louisiana Legislative Session. Instructional exceptions to ACT 313 are below.

The St. Charles Parish Public School System's core business is teaching and learning. It is our belief that education is society's first priority. We recognize the educational value of electronic/telecommunication devices as they are increasingly being used for teaching and learning in classrooms around the nation.

The goal of allowing this opportunity is to promote educational excellence in St. Charles Parish Public Schools by increasing and improving access to vast, diverse, and unique resources. It is imperative that these devices do not interfere with our learning environment.

In order to access the internet on personal electronic devices, students must connect as a guest to the district-provided network with proper authorization by the principal. Students will be required to surrender all personal electronic devices upon request prior to state testing as deemed appropriate by the principal. The principal has final discretion. (see Artificial Intelligence section pg 21.)

*****St. Charles Parish Public Schools will not provide technical support for personal equipment. The district is NOT responsible for damages to, loss, or theft of personal equipment.**

Pursuant To R.S. 17:224 The Following Shall Apply:

Not withstanding the provisions of R.S. 17:416 to the contrary, any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if such student is:

(1) 17 years of age or older with less than 5 units of credit toward graduation,
(2) 18 years of age or older with less than 10 units of credit toward graduation, or
(3) 19 years of age or older with less than 15 units of credit toward graduation.

Student Offenses and Discipline Charts

- Consequences adhere to discipline standards as prescribed by the Louisiana School Discipline Law (R.S. 17:416). Only suspensions and expulsions may be appealed.
- A (**) denotes consequences for grades K-5 and shall range from actions as specified on the School Behavior Report to suspension or expulsion for repeated and/or serious offenses unless otherwise specified.
- Families In Need of Services (FINS) is a program that coordinates collaborative resources for the purpose of helping families. If applicable, a referral will be made as an intervention for the student and family.

INTRODUCTION

St. Charles Parish Public Schools is committed to fostering the social-emotional wellbeing of all students through school-wide efforts to teach and promote socially appropriate behaviors. Responsive prevention and intervention strategies may include teaching and/or reinforcing behavior replacement strategies; restorative interventions; social skills building; referral to the school counselor, mental health professional, and/or Child Welfare & Attendance Student Advocates, as well as parent/student conferences. For repeated violations of school rules, students may be referred to the Families In Need of Services (FINS) Program or petitioned to the court.

Minor Infractions:

Minor infractions are those that can usually be managed by teachers in their classrooms. Repeated or excessive minor infractions can become major infractions and result in administrative referral. Minor infractions may result in your child's teacher re-teaching expectations, changing class structure to prevent misbehavior, observing and monitoring more consistently, increasing positive interactions, referral to the school counselor or mental health professional, seeking to conference with you and your child, and as a last resort seeking the support/assistance of administration.

INTERVENTIONS FOR MINOR DISCIPLINE OFFENSES MAY INCLUDE:

- Tier 1 school-wide interventions and supports
- Parent conference
- Detention
- In-school suspension
- Up to suspension

REMOTE/DISTANCE LEARNING:

RL : remote learning
√: in-person interventions/consequences apply
*: exempt from mandated expulsion recommendation
N/A: infraction does not apply

Minor Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Academic dishonesty/Cheating *R.S.17:416 A(3)(a)(xviii)* *(See page 20)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to expulsion recommendation	√ *
Cutting class/Leaving campus/ Skipping school *R.S.17:416 A(3)(a)(xv)* *R.S.17:416 A(3)(a)(xiv)*	Parent conference **	-Parent conference -Up to suspension -Possible FINS referral	-Parent conference -Up to suspension	√
Disrespect for authority *R.S.17:416 A(3)(a)(ii)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Disturbs the school and habitually violates any rule *R.S.17:416 A(3)(a)(vii)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Misuse of electronic/ telecommunication devices/ Unauthorized use of technology: (smart devices: ipad, meta glasses/watches, e-reader, laptop, etc.) during school hours. Effective for the 2024-25 school year and thereafter, students shall not possess, on his/her person, any electronic telecommunication device throughout the instructional day per the provisions of ACT 313 of the 2024 Louisiana Legislative Session. Instructional exceptions to ACT 313 are below: Devices must be powered off during the school day except for educational purposes as authorized by the principal. The principal has final discretion. **Refusal to relinquish the device will result in a suspension/ ADAPT. The device must be relinquished according to district procedures prior to student's reinstatement to school.** *R.S.17:416 A(3)(a)(vii) R.S.17:239* ****For additional information, refer to school's handbook.**	**1st:** Parent conference up to confiscation of device with administrator. Parent signs an acknowledgment & device is returned to parent, if confiscated. **2nd:** Confiscate device- up to 5 school days, parent conference with administrator, device is returned to parent. **3rd:** Confiscate device- up to 10 school days, parent conference with administrator, device is returned to parent. **4th:** Confiscate device and return to parent. Student loses privilege of device at school. **5th:** Confiscate device- device is returned to parent at end of school year. **	**1st:** Confiscate device. Parent conference with administrator. Parent signs an acknowledgment & device is returned to parent. **2nd:** Confiscate device- up to 5 school days, parent conference with administrator, device is returned to parent. **3rd:** Confiscate device- up to 10 school days, parent conference with administrator, device is returned to parent. **4th:** Confiscate device and return to parent. Student loses privilege of device at school. **5th:** Confiscate device- device is returned to parent at end of school year.	**1st:** Confiscate device. Parent conference with administrator. Parent signs an acknowledgment & device is returned to parent. **2nd:** Confiscate device- up to 5 school days, parent conference with administrator, device is returned to parent. **3rd:** Confiscate device- up to 10 school days, parent conference with administrator, device is returned to parent. **4th:** Confiscate device and return to parent. Student loses privilege of device at school. **5th:** Confiscate device- device is returned to parent at end of school year.	√
Improper dress/Habitual dress code violation *R.S.17:416 A(3)(a)(i)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Failure to serve assigned consequence	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
False report/Falsifying information *R.S.17:416 A(3)(a)(xviii)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Habitually tardy and/or absent R.S. 17:416 A(3)(a)(xvi)	Parent conference **	-Parent conference -Detention -FINS referral	-Parent conference -Detention -FINS referral	√
Pass violation (High School)	N/A	Detention/In-School	Detention/In-School	N/A

Artificial Intelligence

Technology has a profound influence on our global society, local community, and educational environments. Artificial intelligence (AI), including generative forms, is being utilized in everyday activities. Including academic and school-related work and assignments. The use of AI mandates its responsible and ethical application within educational settings. Violations of AI usage guidelines may result in disciplinary action for academic dishonesty.

ST. CHARLES PARISH PUBLIC SCHOOLS AI GUIDELINES:

- Students shall utilize AI for instructional purposes only, as permitted by a teacher in accordance with established data and privacy protocols, including age restrictions and usage guidelines established by the platform.
- Students shall disclose the use of AI in any school-related work, whether text, image, multimedia, or other formats.
- Students should recognize that AI may lack factual accuracy and credibility, and they must substantiate claims with supporting evidence. Student users should also be vigilant regarding potential biases and discriminatory tendencies in AI tools and applications.

Regular review and updates of AI platforms and uses by the appropriate departments shall ensure alignment with evolving technological developments and educational needs.

RESPONSIBLE USE BY STUDENTS:

Responsible AI use by students must:

- be directed by the teacher for the specific assignment or activity;
- support the learning process;
- follow teacher directions and assignment expectations;
- be transparent when disclosure or citation is required; and
- allow the student to explain their own thinking and understanding.

Instructionally appropriate student uses may include:

- brainstorming ideas prior to writing or projects;
- organizing or outlining work;
- receiving feedback during drafting or revision;
- practicing skills or reviewing concepts; and
- clarifying instructions or content.

When students use AI, they should be prepared to explain:

- what they asked AI to do;
- what AI provided;
- what they changed, added, checked, or rejected; and
- how the final work shows their own thinking.

Students remain responsible for producing student-generated evidence of learning, creativity, and skill.

NON-RESPONSIBLE USE BY STUDENTS:

Students may not use AI in ways that replace independent thinking, misrepresent learning, bypass teacher expectations, violate privacy or safety, or create harm for others.

Students may not use AI to:

- submit AI-generated work as student-generated evidence of learning, creativity, and skill when AI use is not permitted or disclosed; original student work when AI use is not permitted or disclosed;
- complete assignments, assessments, quizzes, or tests intended to measure independent knowledge or skill;
- misrepresent AI-generated content as personal understanding or original work;
- circumvent teacher-established boundaries for AI use;
- generate or distribute harassing, threatening, discriminatory, or inappropriate content;
- create or manipulate images, audio, or video for deception, impersonation, or harm (deepfakes);
- spread false, misleading, or fabricated information presented as fact;
- engage in bullying, intimidation, or social harm;
- encourage unsafe, unlawful, or unethical behavior;
- enter personally identifiable information into non-approved or public AI tools;
- attempt to bypass district security controls, filters, or access restrictions; or
- use AI tools that have not been approved for the student's grade level, class, or intended purpose.

AI-generated content that depicts or references district students or staff — including deepfakes, manipulated images, or fabricated media — may be addressed under district conduct policies when it disrupts the learning environment or violates district expectations for respect and safety.

Major Infractions:

Major infractions are those that require intervention beyond the classroom teacher. Major infractions involve isolated serious and/or harmful behaviors or repeated behaviors despite restorative interventions and supports. In the event that a student's behavior violates the safety of others, or if the student demonstrates defiance of school staff, or disrupts the learning of others, the student may be dismissed from class and referred to an appropriate administrator.

INTERVENTIONS FOR MAJOR DISCIPLINE OFFENSES MAY INCLUDE:

- Parent conference
- Tier 2 & 3 Response to Intervention (RTI) supports
- Referral to Social-Emotional Wellness (SEW) Team
- Referral to School Building Level Committee (SBLC)
- Restorative practices/circles
- Referral to school counselor
- Referral to mental health professional
- Referral to the Wellness Center behavioral health provider
- FINS referral or Court referral
- Suspension to expulsion recommendation

REMOTE/DISTANCE LEARNING:

RL: remote learning
√: in-person interventions/consequences apply
*: exempt from mandated expulsion recommendation
N/A: infraction does not apply

Major Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Alcohol *R.S.17:416 A(3)(a)(vi)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Arson *R.S.17:416 A(3)(a)(viii)*	-Parent conference -Up to expulsion recommendation **	-Parent conference -Up to expulsion recommendation -Restitution	-Parent conference -Up to expulsion recommendation -Restitution	N/A
Assault/Battery	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	N/A
Assault/Battery of school employee *R.S.17:416 A(1)(c)(vii)(aa)*	-Parent conference -Alternate school placement **	-Parent conference -Expulsion recommendation/ alternate school placement	-Parent conference -Expulsion recommendation/ alternate school placement	N/A
Bodily injury-serious	Parent conference **	-Parent conference -Expulsion recommendation	-Parent conference -Expulsion recommendation	N/A
Body armor (excluding bullet-resistant backpacks) *R.S.14:95.9*	-Parent conference -Up to expulsion recommendation **	Expulsion recommendation	Expulsion recommendation	N/A
Bullying/Harassment/Intimidation-on school property by another student *R.S.17:416.13* *R.S. 17:416 A(3)(xvii)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Burglary	**	-Parent conference -Suspension up to expulsion recommendation -Restitution if applicable	-Parent conference -Suspension up to expulsion recommendation -Restitution if applicable	N/A
Cyberbullying-includes harassment/intimidation/bullying of a student on school property using a computer, phone, or other interactive/digital technology or harassment/intimidation/bullying of a student off school property using such means when the action/actions are intended to have an effect on the student when the student is on school premises *R.S.17:416.13(C)(D)*	Parent conference **	-Parent conference -Up to expulsion recommendation -Referral to FINS	-Parent conference -Up to expulsion recommendation -Referral to FINS	√ *

Major Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Computer/Artificial Intelligence(AI)/Internet misuse/ Violation of technology policy/ agreement *R.S.17:416 A(3)(a)(vii)* Effective 25-26. *R.S. 17:416.14.1* prohibiting any student from using "deepfake" audio or visual media against a K–12 student with intent to coerce, harass, intimidate, or maliciously disseminate or sell such material. "Deepfake" is defined broadly as electronically generated or manipulated media that would appear to a reasonable observer to be authentic.	Parent conference **	-Parent conference -Up to expulsion recommendation -Restitution if applicable (consequences further defined in Technology User Agreement)	-Parent conference -Up to expulsion recommendation -Restitution if applicable (consequences further defined in Technology User Agreement)	√ *
Criminal damage to property	Parent conference **	-Parent conference -Up to expulsion recommendation -Restitution prior to return to school	-Parent conference -Up to expulsion recommendation -Restitution prior to return to school	N/A
Discharge of a weapon(s) prohibited by law	-Parent conference -Possible FINS referral **	-Parent conference -Expulsion recommendation	-Parent conference -Expulsion recommendation	√ *
Drugs: illegal narcotic, drug, other dangerous controlled substance (prescription drugs) possession of, knowledge of, use of and/or distribution *R.S.17:416 A(3)(a)(vi)*	-Parent conference -Referral to the School Board. Contact Director of Child Welfare & Attendance *R.S.17:416 C(2)(c)(i)(ii)* -Possible FINS referral **	-Parent conference **1st Offense:** Expulsion recommendation: A minimum of 2 complete consecutive school semesters **Distribution-related offenses:** 4 complete school semesters **2nd/3rd Offenses:** Expulsion recommendation: 4 complete school semesters *R.S.17:416 C(2)(b)(i)(ii)* *R.S.17:416 C(2)(a)(i)(ii)*	-Parent conference **1st Offense:** Expulsion recommendation: A minimum of 2 complete consecutive school semesters **Distribution-related offenses:** 4 complete school semesters **2nd/3rd Offenses:** Expulsion recommendation: 4 complete school semesters *R.S.17:416 C(2)(b)(i)(ii)* *R.S.17:416 C(2)(a)(i)(ii)*	√ *
Drugs: use/possession of over-the-counter (OTC) non-prescription drugs or substances: distribution, possession, misrepresentation (e.g. aspirin, cough syrup, Tylenol, etc.), or use of medication in a manner other than prescribed/authorized	-Parent conference -Possible FINS referral **	-Parent conference -Up to expulsion recommendation -Possible FINS referral	-Parent conference -Up to expulsion recommendation -Possible FINS referral	√ *
Extortion *R.S.17:416 A(3)(a)(xviii)*	**	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	N/A

Major Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Fighting *R.S.17:416 A(3)(a)(xii)* **-A student who is the aggressor or who brings on difficulty cannot claim the right of self-defense.**	Parent conference **	-Parent conference -Up to suspension -Possible summons for violation of the Violence Prevention Program as determined by Sheriff's Office	-Parent conference -Up to suspension -Possible summons for violation of the Violence Prevention Program as determined by Sheriff's Office	N/A
Instigates a fight	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√
Participates in a fight (Includes the initiation of aggressive physical contact towards another student, even if the other student does not return physical contact towards the aggressor)	Parent conference **	-Parent conference **Middle School Program:** **1st offense:** 20-day suspension (ADAPT) at Landry Educational Programs Center Mandatory Violence Prevention Intervention Program (VPIP) participation • Academics • Attendance • Restorative intervention(s) • Counseling • SEL lesson(s) • Transportation Agreement required **2nd offense:** 25-day suspension **3rd offense:** expulsion recommendation **EOY 20-25-day suspensions will carry over to following school year until 20-25-day term is completed**	-Parent conference **High School Program:** **1st offense:** 45-day suspension (ADAPT) at Landry Educational Programs Center Mandatory Violence Prevention Intervention Program (VPIP) participation • Academics • Attendance • Restorative intervention(s) • Counseling • SEL lesson(s) • Transportation Agreement required **2nd offense:** expulsion recommendation **EOY 45-day suspensions will carry over to following school year until 45-day term is completed**	N/A
Fighting: school employee intervenes in active fight and unintentionally hit *R.S.17:416 A(3)(a)(xviii)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	N/A
Firearms possession *R.S.17:416 A(3)(a)(x)*	Expulsion recommendation for a minimum of 2 complete school semesters/referral to district attorney *R.S.17:416 C(2)(c)(i)*	Expulsion recommendation for a minimum of 4 complete consecutive school semesters/ referral to district attorney *R.S.17:416C(2)(b)(i)*	Expulsion recommendation for a minimum of 4 complete consecutive school semesters/ referral to district attorney *R.S.17:416C(2)(b)(i)*	√ *
Fireworks/Stink bombs/Poppers: possession or use *R.S.17:416 A(3)(a)(vii)*	Parent conference **	-Parent conference -Suspension to expulsion recommendation	-Parent conference -Suspension to expulsion recommendation	N/A

Major Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Forgery	Parent conference **	-Parent conference -Suspension to expulsion recommendation	-Parent conference -Suspension to expulsion recommendation	√ *
Gambling *R.S.17:416 A(3)(a)(vii)*	Parent conference **	-Parent conference -Suspension to expulsion recommendation	-Parent conference -Suspension to expulsion recommendation	√ *
Hazing *R.S.17:1801 R.S.17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Expulsion recommendation	-Parent conference -Expulsion recommendation	N/A
Inciting or participation in a riot or group (three or more) fight	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	N/A
Indecent behavior/Immoral or vicious practices *R.S.17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Conduct/Habits injurious to one's associates *R.S.17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Expulsion recommendation	-Parent conference -Expulsion recommendation	√ *
Kidnapping	**	-Parent conference -Expulsion recommendation	-Parent conference -Expulsion recommendation	N/A
Knife: possession of a blade less than 2.5 inches *R.S. 17:416 B(1)(b)(ii)(bb)*	Parent conference **	-Parent conference -Up to suspension *R.S.17:416*	-Parent conference -Up to suspension *R.S.17:416 B(1)(b)(ii)(bb)*	√
Knife: possession of a blade 2.5 inches or longer *R.S. 17:416 B(1)(b)(ii)(cc)*	Parent conference -Less than 11 years old: Referral to Director of Child Welfare & Attendance -11 years old: Expulsion recommendation *R.S. 17:416 B(1)(b)(ii)(cc)*	-Parent conference -Expulsion recommendation for up to 4 complete school semesters *R.S.17:416 B(1)(b)(ii)(cc)*	-Parent conference -Expulsion recommendation for up to 4 complete school semesters *R.S.17:416 B(1)(b)(ii)(cc)*	√*
Murder	**	Expulsion recommendation	Expulsion recommendation	N/A
Obscene behavior or possession of obscene/pornographic material (includes possession of pornography-images/photos/text messages, etc.) *R.S. 17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Profanity/Obscenity/Inappropriate Language: verbal. *R.S.17:416 A(3)(a)(iv)* -Vulgar verbal messages, words including swearing or name calling as well as words considered indecent or offensive	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√

Major Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Profanity/Obscenity: written/ drawn/gestures *R.S.17:416 A(3)(a)(ix)* -Writes or draws pictures, words or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Public indecency	-Parent conference -Possible FINS referral -Up to suspension **	-Parent conference -Possible FINS referral -Up to expulsion recommendation	-Parent conference -Possible FINS referral -Up to expulsion recommendation	√ *
Rape and/or sexual battery	-Parent conference -Possible FINS referral **	-Parent conference -Expulsion recommendation	-Parent conference -Expulsion recommendation	N/A
Sexual harassment: verbal, physical, non-verbal *R.S.17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Smoking *R.S.17:416 A(3)(a)(vi)*	Parent conference **	-Parent conference -Up to expulsion	-Parent conference -Up to expulsion	√
Possession of tobacco products, matches, lighters, etc.	Parent conference **	-Parent conference -Up to expulsion	-Parent conference -Up to expulsion	√
Possession of vapes/electronic smoking devices/facsimiles, etc	Parent conference **	-Parent conference **1st:** 3-day suspension & vaping deterrent education **2nd:** 6-day suspension **3rd:** 9-day suspension -up to expulsion	-Parent conference **1st:** 3-day suspension & vaping deterrent education **2nd:** 6-day suspension **3rd:** 9-day suspension -up to expulsion	√
Terrorizing/Bomb threat/Fire alarm activation/False alarm LA School and Student Safety Law *R.S.17:409* *R.S.17:416 A(3)(a)(xviii)*	Parent conference **	-Parent conference -Expulsion recommendation -Acts of terrorizing may require judicial ordered mental health evaluation and judicial clearance prior to return to school.	-Parent conference -Expulsion recommendation and restitution if applicable -Acts of terrorizing may require judicial ordered mental health evaluation and judicial clearance prior to return to school	√ *
Theft/Stealing/Possession of stolen property – Value: less than $200	Parent conference **	-Parent conference -Suspension -Restitution	-Parent conference -Suspension -Restitution	√
Theft/Stealing/Possession of stolen property – Value: greater than $200	Parent conference **	-Parent conference -Suspension -Restitution	-Parent conference -Up to expulsion recommendation -Restitution	√ *
Threatening student *R.S.17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *

Major Student Offenses	Grades K-5 (**see pg. 17)	Grades 6-8	Grades 9-12	RL
Throwing missiles liable to injure others *R.S.17:416 A(3)(a)(xi)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	N/A
Violates traffic and safety regulations (Student Drivers) *R.S.17:416 A(3)(a)(xiii)*	N/A	N/A	-Parent conference -Revocation of privileges	N/A
Trespassing violation	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	N/A
Makes an unfounded charge against authority *R.S. 17:416 A(3)(a)(iii)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Vandalism: value less than $200 *R.S.17:416 A(3)(a)(viii)* **Refers to school board property**	Parent conference **	-Parent conference -Up to expulsion recommendation -Restitution prior to return to school	-Parent conference -Up to expulsion recommendation -Restitution prior to return to school	√ *
Vandalism: value greater than $200 ***R.S.17:416 A(3)(a)(viii)*** **Refers to school board property**	Parent conference **	-Parent conference -Up to expulsion recommendation -Restitution prior to return to school	-Parent conference -Up to expulsion recommendation -Restitution prior to return to school	√ *
Verbal confrontation-serious *R.S.17:416 A(3)(a)(v)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Weapons other than statutory knives or firearms or misrepresentation of any weapon *R.S.17:416 B(1)(b)(i)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *
Willful disobedience (refusal to follow directions) *R.S.17:416 A(3)(a)(i)*	Parent conference **	-Parent conference -Up to suspension	-Parent conference -Up to suspension	√
Other serious offense *R.S.17:416 A(3)(a)(xviii)*	Parent conference **	-Parent conference -Up to expulsion recommendation	-Parent conference -Up to expulsion recommendation	√ *

Note:

- Any offense may result in arrest when applicable and determined by the St. Charles Sheriff's office.
- Upon formal accusation of assault (R.S. 14:38.2) or battery (R.S. 14:34.3) on a school employee, mandates immediate suspension without waiting for standard procedural hearings. Any student who is found guilty of committing assault/battery of a school employee shall not attend the school where the employee is assigned and the School Board is not required to provide transportation to a reassigned school. La. R.S. 17:416(A)(1)(c)(vii)
- All discipline procedures for students with disabilities will adhere to the guidelines of the Individuals with Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA)/Section 504. For additional information, please contact St. Charles Parish Public Schools' Coordinator of IDEA at (985) 785-3171 and/or the Supervisor of Pupil Appraisal/Section 504 at (985) 758-1471.
- Pre-K students will receive age-appropriate consequences.

Due Process applies to all in-person and remote learners.
Only out of school suspensions/ADAPTS and or expulsions can be appealed.

(Board Policy 6.05.02)

Suspension/Expulsion Procedures

OUT-OF-SCHOOL SUSPENSION/ADAPT

A. Principal/Designees shall inform the student of the particular misconduct of which he or she is accused as well as the basis of the accusation, and the student shall be given an opportunity at that time to explain his or her version of the facts.

B. Principal/Designees shall make reasonable effort to investigate all aspects of a discipline problem including review of student referral and information from adult and student witnesses.

C. Students shall be suspended if it is determined by the administration that the nature of offense demands suspension. Students will be given credit for classwork successfully completed after returning to school from an out-of-school suspension.

D. Principal/Designees shall contact the student's parent/guardian to notify them of the suspension. Should the student's presence cause a disruption of the orderly operations of the school, immediate removal from school to parent/guardian custody shall take place.

E. A report of the suspension shall be sent to the parent/guardian on the day of suspension if possible. If not, it shall be mailed the following school day. A copy shall be sent to the Superintendent and the Director of Child Welfare & Attendance within 2 school days. The principal shall keep a copy on file at the school.

F. The parent/guardian may appeal the suspension of their child in writing within 5 school days. Appealing the suspension requires completing the form and sending it to the school principal.

G. The principal shall act upon the suspension appeal within 5 days and refer the decision to the Child Welfare and Attendance Department. In the event that a parent/guardian appeals the decision, the student will be allowed to return to school pending a hearing and subsequent hearing determination.

H. The law authorizes the school to require parent conferences as a condition for re-admittance. After failure to respond or willful refusal to attend, the principal or designee shall file a complaint with a juvenile court. Judicially emancipated students are exempt from parent conferences.

ADAPT (Grades 6-12) - A mandatory alternative plan to out-of-school suspension called ADAPT was initiated during the 1997-98 school year. ADAPT (Alternative Discipline A Positive Turn-Around) was developed to ensure a safe and disciplined learning environment by providing an alternative to out-of-school suspensions. ADAPT is a full-day program which provides an alternative educational site for students who are suspended from regular classes. Students are given attendance credit and credit for classwork completed. Students are required to successfully comply with the ADAPT Program components before they re-enter their regular school assignment settings. Program components include: academics, attendance, regular school assignments, sessions with counselor as needed, daily physical exercises, and a structured and controlled setting. Additional components include stated rules, dress code, consequences for rule violations, and exit requirements.

(a) Students suspended for severe violence, violence on a school employee, weapons, or drugs may be excluded from this program. (These students will be recommended for expulsion.)

(b) Assignment to ADAPT is as follows:

(1) 1st, 2nd, 3rd suspension – Student is assigned up to 3 days. (Additional days will be assigned for vapes and fights offenses - see pages 25-26.)

(2) The 3rd suspension shall initiate expulsion and/or court proceedings. Students awaiting expulsion hearings and/or court dates shall attend ADAPT until the due process hearing procedures have been completed.

DUE PROCESS FOR SUSPENSION APPEAL AT THE SCHOOL LEVEL

The principal or principal's designee not involved with the case shall conduct a new investigation of the suspension. Interviews of additional witnesses (if applicable) and information gathered from the appeal documentation are used to determine if the appeal is to be upheld or denied. If the appeal is upheld, the process ends, and the suspension is removed from the student's records. Notification of the removal shall be sent to the Child Welfare and Attendance Department.

DUE PROCESS FOR SUSPENSION BEYOND THE PRINCIPAL LEVEL

- The principal shall forward the denied suspension appeal form to the Child Welfare and Attendance Department within 5 days. The Director of Child Welfare and Attendance shall review the facts of the appeal.
- A hearing date, time, and place shall be scheduled, and the parent/guardian is notified by certified mail within 5-10 school days.
- The student will be permitted to return to school prior to the hearing once a suspension appeal is filed.
- The principal/designee shall be present at the suspension appeal hearing to present the school's case.
- The decision of the hearing officer is final.

EXPULSION

- Louisiana law states that any student after a second suspension shall on a third suspension from school be recommended for expulsion. A student who has been recommended for expulsion shall be assigned to the Eual J. Landry, Sr. Educational Programs Center until a proper hearing has been held and a decision rendered. The principal may recommend a student at any time for expulsion if the offense is of such serious nature as to deny other students' safety and the school's ability to conduct business in an orderly fashion.
- Any student's conviction of a felony or incarceration for an act, which had it been committed by an adult would be a felony, shall be cause for expulsion.

DUE PROCESS FOR EXPULSION AT THE SCHOOL LEVEL

1. A recommendation for expulsion is made by the principal.
2. A hearing date, time, and place will be scheduled.
3. Notification of student's right to counsel will be given.
4. Notification to parent/guardian by certified mail will occur.
5. Parent/Legal guardian will notify Child Welfare & Attendance if their child will be represented by legal counsel at the expulsion hearing.
6. A hearing is conducted by the Superintendent/designee.
7. A determination of whether to expel the student is made by the Superintendent/designee.
8. The principal/designee shall be present at the expulsion hearing to present the case.
9. A witnessing school employee may be represented by an employee advocate of the Superintendent's choice at this hearing. An aggrieved employee has the right to the advocate for consultation and/or representation at the expulsion hearing.
10. Until the hearing takes place, the student shall remain suspended and/or in the Eual J. Landry, Sr. Educational Programs Center.

NOTE: For IDEA and 504 eligible students, a Manifestation Determination Review meeting is required to be convened after the expulsion hearing and the expulsion sanctions recommendation is received from the hearing officer.

DUE PROCESS FOR EXPULSION BEYOND THE SCHOOL LEVEL

1. The parent or guardian of the student may request in writing to the Superintendent that the School Board review the findings of the Superintendent or his designee within 5 working days after the decision to expel and the consequence determination have been received. Otherwise, the decision of the Superintendent shall be final.
2. The Board, in reviewing the case, may affirm, modify, or reverse the action previously taken.
3. If the Board upholds the decision of the Superintendent, the parent or guardian of the student may, within 10 days, appeal to the district court for the parish in which the student's school is located.
4. Until the hearing takes place, the student shall remain suspended and/or in the Eual J. Landry, Sr. Educational Programs Center.

NOTE: Expelled students must have clearance by the principal to attend any school-sponsored activity on any school or other St. Charles Parish Public Schools campus.

Remote/Distance Learners are exempt from mandatory expulsion recommendations *(ACT 473, 6/2021).*

Remote/Distance Learning

INTRODUCTION

As mandated by ACT 473 of the Louisiana 2021 regular legislative session, the St. Charles Parish School District has developed Code of Conduct expectations for students participating in remote/virtual learning classes. Students may also be required to attend school remotely/virtually when schools are closed due to inclement weather or other unanticipated emergencies. The St. Charles Parish School Board adopts this Remote Learning Discipline Policy in order to clarify expectations for student conduct in the remote/virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

Regardless of the model of instruction, student conduct is governed at all times by La. R.S. 17:416 and the S*tudent Code of Conduct: District Handbook*. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents normally have an expectation of privacy in their home, conduct that occurs in front of a camera and displayed in view of peers and teachers in the virtual classroom may subject students to disciplinary action.

The context in which student behavior occurs is important, however, and will be taken into consideration by school and district administrators in determining whether there has been a violation of the *Student Code of Conduct: District Handbook*, the severity of the infraction, and the appropriate consequence, if any, under the circumstances.

PRIVACY AND THE VIRTUAL CLASSROOM

Students and parents, typically, have a reasonable expectation of privacy with regard to what takes place in their home **outside of the view of teachers and peers in the virtual classroom**. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space – free, to the extent possible, from toys, images, messages, personal property, or other items that may distract from teaching and learning or that may subject the student to disciplinary action if possessed on school property, in the in-person classroom, or on school buses.

Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display items, toys, messages, images, or personal property or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the *Student Code of Conduct: District Handbook* may be subject to discipline.

Family Educational Rights & Privacy Act (FERPA)

NOTE TO HIGH SCHOOL PARENTS: In compliance with federal (FERPA) and state (R.S. 17:3913) laws and School Board Policy 6.06.08 Student Records, parents may refuse permission for their child's personally identifiable information to be accessed by the Louisiana Office of Student Financial Assistance (LOSFA) and/or military recruiters. Parents/guardians who wish to revoke permission must inform the school principal in writing.

I. NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 or older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the St. Charles Parish Public School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

   If it is decided not to amend the record as requested by the parent or eligible student, they will be notified of that decision and advised of their right to a hearing regarding the request for amendment. The hearing procedures will be provided to the parent or eligible student at the time of notification of the decision along with the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

II. RIGHTS OF NON-CUSTODIAL PARENTS IN THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to: 1) provide a parent access to the records that are directly related to the student; 2) provide a parent an opportunity to seek correction of the record he or she believes to be inaccurate or misleading; and 3) with some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record. The definition of parent is found in the FERPA implementing regulation under 34 CFR 99.3. "Parent" means a parent of a student and includes a natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian. Section 99.4 gives an example of the rights of parents.

An educational agency or institution shall give full rights under the act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically revokes these rights.

This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights.

In this context, a legally binding document is a court order or other legal paper that prohibits access to the education record or removes that parent's right to have knowledge about his or her child's education.

Custody or other residential arrangements for a child do not, by themselves, affect the FERPA rights of the child's parents. One can best understand the FERPA position on parents' rights by separating the concept of custody from the concept of rights that FERPA gives parents. Custody, as a legal concept, establishes where a child will live and often the duties of the person(s) with whom the child lives. The FERPA, on the other hand, simply establishes the parents' right of access to and control of education records related to the child.

WHAT STUDENT INFORMATION IS COLLECTED BY SCHOOLS?

By state law, St. Charles Parish Public Schools must collect school census information on all students in public schools if the parents reside in St. Charles Parish. Census information includes student and parent names, address, telephone, schools attended, grade, school transportation information, and special education program assignments. Other information typically collected for public school students includes district-wide testing data, subject marks, attendance, and in some instances, with approval, special tests or evaluations by professional staff.

The Louisiana Department of Education also requires the school district to ask for each student's social security number for statewide record keeping purposes. There are no consequences if a student refuses to provide the social security number.

Financial aid to the school district is based upon census and other information sent to the Louisiana Department of Education.

WHERE IS STUDENT RECORD INFORMATION KEPT?

While a student is enrolled in St. Charles Parish Public Schools, official school records are kept at the home school in the student's cumulative record folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services for each student. Census and related administrative information is kept in a computerized form by the district's Technology Department. All student graduate records requests can go through the district website first (For Community > Records Requests > Student Records), email StudentRecords@wearescpps.org, or call 985-785-7290 for assistance.

WHO MAY SEE STUDENT RECORDS?

Access is limited to parents or legal guardians who present proper identification.

THE ST. CHARLES PARISH PUBLIC SCHOOL SYSTEM IS COMMITTED TO COMPLIANCE WITH ALL REGULATIONS AND THE IMPLEMENTATION OF ANY AND ALL ADDITIONS TO FERPA AS THEY ARE RELATED TO EDUCATION.

For further information, please refer to: www.ed.gov/ferpa.

Any additional information on any policies or procedures referred to may be found by visiting the district website at WeAreSCPPS.org: About Our District: Policies & Procedures.

Feedback from the Public

St. Charles Parish Public Schools values all concerns and questions of parents and students. As advocates for their children, parents are encouraged to seek answers and resolutions regarding all complaint or feedback through their child's principal. If such efforts are not satisfactory, parents should then contact the appropriate supervisor at the School Board Office. The names of the schools with phone numbers may be found in the @ Your Fingertips brochure that is distributed annually to every student. Principals' and supervisors' names along with their school/district addresses, phone numbers, and email addresses may be found on the district's website at WeAreSCPPS.org. For additional information, please refer to School Board Policy 7.02.

Anti-Discrimination Policy

It shall be the policy of the St. Charles Parish School Board that the school district shall place equal emphasis upon the nondiscriminatory provision of educational opportunities for children, and no person shall be denied the benefits of any educational program or activity on the basis of race, color, handicap, creed, national origin, age, religion, or gender. All programs offered by schools within the district shall be open to all students in compliance with statutory and judicial requirements.

Grievance guidelines & procedures for Section 504, Title II, Title IX & Age Discrimination are accessible via the St. Charles Parish Public Schools website. For additional information, please refer to School Board Policy 7.02.

Title IX & Sexual Harassment

- No St. Charles Parish Public Schools student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance on the basis of sex or gender.
- Sexual harassment is a form of sex discrimination under Title IX.
- Sexual harassment qualifies as one of "the most heinous offenses" that one individual may perpetrate against another as it impedes the equal educational access that Title IX was enacted to protect.

COORDINATOR OF TITLE II, TITLE IX, SECTION 504, & AGE DISCRIMINATION ACT:

Erin Crisham, Executive Director of Equity & Student Services
13855 River Road | Luling, LA 70070 | (985) 785-6289

Free Online Homework/Tutoring Services

- The State Library of Louisiana offers FREE online tutoring to K–Grade 12 Louisiana residents. One-on-one help from a live, qualified tutor may be accessed from a Louisiana public library or from a home computer by going to www.homeworkla.org. This also includes GED, ACT, SAT, and job search assistance.
- Tutors are available **daily, 10 a.m. – midnight**
- For more information, contact: **(225) 342-4913**.

Student Services

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SCHOOL FEES LINK:

osp.osmsinc.com/stcharlesparish



St. Charles Parish Public Schools

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WeAreSCPPS.org

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