ST. TAMMANY
PARISH PUBLIC SCHOOLS

2026-2027 DISTRICT HANDBOOK FOR STUDENTS AND PARENTS

Preparing Every Child, Every Day for a Successful Tomorrow

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2026-2027
St. Tammany Parish Public School System District Handbook
For Students and Parents

FOREWORD

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

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

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

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

INTRODUCTION

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

The handbook covers information about:

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

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

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

MISSION AND VISION STATEMENT

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

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

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

DISCIPLINE POLICY STATEMENT

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

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

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

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

SYSTEMWIDE POSITIVE BEHAVIOR SUPPORT

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

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

LEADER IN ME

Leader in Me is an evidence-based, comprehensive model that builds leadership and life skills in students, creates a high-trust school culture, and lays the foundation for sustained academic achievement. The mission of Leader in Me is to unleash

the greatness in students, educators, and school communities everywhere. Through the Leader in Me process we will ensure our students receive positive behavior support and interventions throughout their educational journey. Leader in Me is the Positive Behavioral Interventions and Supports (PBIS) program in STPPS.

EDUCATION PARTNERSHIP ROLES AND RESPONSIBILITIES

Role of the School

The St. Tammany Parish School Board and its employees in the St. Tammany Parish Public School System are charged with providing high-quality educational opportunities for the students of this parish. The System daily works to address the varied educational needs of students and to provide a safe, productive school environment for learning. Educators and System administrators know that these goals are best accomplished with the cooperation and support of students and their families.

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

Role of the Student

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

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

Role of the Home

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

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

OPERATION/ADMINISTRATION OF SCHOOLS

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

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

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

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

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

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

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

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

Rights Under Family Educational Rights and Privacy Act (FERPA)
According to the Federal Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to:
- inspect and review the student's education records;
- seek amendment of the student's education records that are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- consent to the disclosure of personally identifiable information, except to the extent that FERPA and the School Board authorize disclosure without consent; and

- file with the United States Department of Education a complaint concerning alleged failures by the St. Tammany Parish School Board to comply with FERPA.

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

A school official having access to student records is:
- a person employed by the Board in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
- a person elected to the Board (with parental consent); and/or
- a person employed by or under contract with the Board to perform a special task for the Board.

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

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

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

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

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

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

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

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

Amendments to Records
If, upon inspection of a student's records, a parent, eligible student or legal guardian believes that the education records contain information that is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, an amendment

to the record may be requested by submitting the requested amendment in writing to the School Board Office at the address in the preceding section. Any disagreement or amendment will be resolved informally, if possible, through the Superintendent or his designee. Only the Superintendent or his designee may authorize an amendment to the education records of a student. If an amendment is not granted, the parent(s) or eligible student may within 30 days of mailing of notification from the Board, request a hearing. The request must be in writing to the Superintendent, mailed to the School Board Office at the address above. The request must be received by the St. Tammany Parish School Board within 30 days in order to be considered. The 30-day period commences on the day after the date of the notice denying the initial request for amendment.

Collection of Student Data

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

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

Allowable Access

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

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

Approved Access

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

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

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

- student's name, address, telephone listing;
- parents' names and addresses;
- student's date and place of birth;
- student's school and grade level;
- student's picture and electronic mail address;
- student's major field of study;
- participation in officially recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance;
- degrees and awards received; and
- previous educational agency or institution attended by the student.

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

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

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

Collection and Disclosure of Information Related to Post-Secondary Education
Upon obtaining the written consent (via the Release of Student Information consent form) from a parent, or student who has reached the age of majority or legal guardian of a student, the Board shall collect the following information from each student in grades eight through twelve:
(a) Full name
(b) Date of birth
(c) Social security number
(d) Student cumulative transcript data
(e) Race and ethnicity data

The consent authorizes the Board to provide such information to Louisiana post-secondary institutions, LOSFA (Louisiana Office of Student Financial Assistance) and Board of Regents – full name, date of birth, social security number, race, ethnicity, and transcript data. The data will be used for the purposes of processing applications for admission and for compliance with state and federal reporting requirements, for state and federal financial aid, for required grant program reporting, for providing reports to the school's governing authority on the post-secondary education remediation needs, retention rates, and graduation rates, for each high school under its jurisdiction, and for evaluating comparative post-secondary education performance outcomes based on student transcript data in order to develop policies designed to improve student academic achievement. **Failure to provide written consent for the collection and disclosure of the student's information will result in delays or may prevent successful application for admission to a post-secondary educational institution and for state and federal student financial aid.** In addition, the consent authorizes the Board to provide such information to the Louisiana Workforce Commission – social security number. The data will be used to evaluate and improve state and federal programs that prepare students for post-secondary education, workforce training, and employment. Once obtained such written consent shall continue year to year until withdrawn by the parent, eligible student or legal guardian. If a parent, eligible student or legal guardian wishes

to deny consent for release of information related to post-secondary education, except as provided by law, he or she must contact the school office and complete a "Release Clarification Form". Such termination does not apply to information generated/released prior to the receipt of consent termination.

Access by the Louisiana Department of Education

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

(a) Provide a student's identification number as provided by law, and aggregate data to the local school board, the state Department of Education, or the State Board of Elementary and Secondary Education solely for the purpose of satisfying state and federal reporting requirements.

(b) Provide to the state Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student. No official or employee of the State Department of Education shall share such information with any person, public or private entity located outside of Louisiana, other than for purposes of academic analysis of assessments.

(c) Provide personally identifiable information regarding a particular student to any person, public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided by law.

(d) Provide for the transfer of student information pursuant to the provisions of R.S. 17:112.

Public Information/Communications Releases

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

Emergency School Closings

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

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

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

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

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

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

School Bus Transportation

Students living one or more miles from the schools in their attendance boundary areas are eligible to ride School System provided school buses to schools in their attendance areas. If you live within one mile and need transportation, please contact 898-3373. Bus routes and times for pick-up and delivery of students are determined by the System Transportation Departments. Routes and times are established before the start of school in the fall. Adjustments sometimes are required after the school year begins, and those changes are made as quickly as possible, usually within the first weeks of the school year.

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

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

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

School buses and drivers operate under all Federal and State laws governing the transportation of school children (Bulletin 119). Drivers are licensed and take part in required safety programs. Buses are inspected regularly for safe operation.

MAINTAINING A SAFE, EFFECTIVE LEARNING ENVIRONMENT

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

Mandatory Reporting under Louisiana Law

In an ongoing effort to report suspected child abuse, the St. Tammany Parish School Board is providing additional information to students, parents, and families about the statutory definition of "abuse." Please be advised that child abuse is defined as follows under the Louisiana Children Code:

(2) "Abuse" means any one of the following acts that seriously endanger the physical, mental, or emotional health, welfare, and safety of the child:
(a) The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person.
(b) The exploitation or overwork of a child by a parent or any other person, including but not limited to commercial sexual exploitation of the child.
(c) The involvement of the child in any sexual act with a parent or any other person, or the aiding or toleration by the parent, caretaker, or any other person of the child's involvement in any of the following:
(i) Any sexual act with any other person.
(ii) Pornographic displays.
(iii) Any sexual activity constituting a crime under the laws of this state.
(d) A coerced abortion conducted upon a child.
(e) Female genital mutilation as defined by R.S. 14:43.4 of the child or of a sister of the child.

La. Child. Code art. 603(2).

Consistent with the above definition, the St. Tammany Parish School Board and its employees will report suspected child abuse, including but not limited to incidents between students, to local or state law enforcement or the Department of Children and Family Services.

Visitor Authorization

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

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

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

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

Policy Addressing Employee Electronic Communication with Students

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

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

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

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

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

Medication Policy

Illness and administration of medication among students is taken very seriously. Students who are sick cannot learn well. Proper medical attention and convalescence are important to the long-term health of students, the health of others at school,

and student performance. When students must take medication at school, school personnel are very careful to ensure that students are properly treated with medication and that medication is not given to or used by students for whom the medication was not prescribed. As an added safety measure, the appropriate school staff are equipped with Naloxone and EpiPen on all school sites.

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

- No medication, including over-the-counter medication, may be administered to, or self-administered by, any student without an order from a licensed physician, dentist, or other authorized healthcare prescriber, and a letter of request and authorization from the student's parent or guardian.
- Only oral, pre-measured aerosols for inhalation, topical ointment for diaper rash, and emergency medications may be administered at school by unlicensed, trained personnel who are under the supervision of the certified school nurse.
- No medication, including over-the-counter medication, may be administered to, or self-administered by, any student unless the medication is provided to the school in a container that meets acceptable pharmaceutical standards.
- Only medications that cannot be administered before or after school hours may be administered at school.
- The parent or his/her designated adult is held responsible for delivering medication to the school and to the school employee designated to receive it. The parent or designated adult also is responsible for retrieving unused medication from the school.
- All medication not retrieved by a parent or designated adult will be destroyed one week after the expiration date or at the end of the school year, following notification of the parent.
- Self-administration of medication by a student with asthma, diabetes, a seizure disorder or the use of auto-injectable epinephrine by a student at risk of anaphylaxis, may be allowed provided the parent or legal guardian provides written authorization and submits, from a licensed medical physician or other authorized healthcare prescriber, written certification for the student to carry and self-administer such prescribed medications. The written certification from the healthcare prescriber must also include a written treatment plan for managing the health condition and verification of proper self-administration instruction. Self-administration of medication will be allowed if the certified school nurse verifies the student uses proper procedure and technique. A school nurse or trained employee may administer auto-injectable epinephrine to respond to a student’s anaphylactic reaction.
- The initial dose of medication must be administered at home and sufficient time must be allowed for observation of adverse reactions before asking school personnel to administer the medication.
- Students who violate the medication policy and are found to be in possession of prescription drugs or a controlled substance not authorized under this policy shall be subject to disciplinary action found under the Uniform Discipline Code. Students found to be in possession of non-prescription or over the counter medications may be subject to disciplinary action.

The School Board shall allow a supply of auto-injectable epinephrine, as defined above, to be maintained in a secure location in each classroom assigned to a student who is deemed by the student’s physician to be at high risk for anaphylactic reaction and incapable of self-administration of auto-injectable epinephrine.

The student's parent or other legal guardian shall annually provide the school in which the student is enrolled with all of the following:

- The supply of auto-injectable epinephrine to be kept in each classroom
- Written authorization for the student to be administered the medication
- Written certification from the student's licensed medical physician or other authorized prescriber that the student is at high risk of having anaphylaxis and is not capable of self-administration of auto-injectable epinephrine
- A written treatment plan, as defined above, from the student's licensed medical physician or other authorized prescriber for managing anaphylactic episodes

The required documentation shall be kept on file in the office of the school nurse or other designated school official.

The teacher in each classroom where auto-injectable epinephrine is stored shall be provided information regarding accessing and administering auto-injectable epinephrine, the signs and symptoms of anaphylactic reactions and specific information regarding condition, care, and treatment of the student assigned to the classroom who is at high risk of anaphylactic reaction.

The School Board shall inform the parent or other legal guardian of the student in writing that the school and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable epinephrine.

This information shall be included in the student handbook of each school and posted on each school's website. Such policy shall also be disclosed to any parent or other legal guardian who notifies the school in which the student is enrolled, in writing, that the student has a condition which puts him at risk of anaphylaxis.

In accordance with Louisiana statutory provisions, sunscreen means a compound topically applied to prevent sunburn, and for the purpose of this policy shall not be considered medication. A student may possess and self-apply sunscreen at school, on a school bus, or at a school-sponsored function or activity without parental consent or the authorization of a physician.

If a student is unable to self-apply sunscreen, a school employee may volunteer to apply the sunscreen to the student. However, a school employee may apply sunscreen to a student only if his/her parent or legal guardian has provided written consent for this application. Neither the School Board nor the school employee shall be held liable for any adverse reaction relating to the employee's application of the sunscreen or his/her cessation of such application.

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

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

Immunizations
The St. Tammany Parish School Board shall require each student entering any school for the first time, and at any other time, to present satisfactory evidence of immunity to, or immunization against, vaccine-preventable diseases according to state law and a schedule approved by the State Department of Health and Hospitals (DHH), Office of Public Health (OPH), or present evidence of an immunization program in progress. The School Board may require immunizations or proof of immunity more extensive than required by the Department of Health and Hospitals (DHH), Office of Public Health (OPH). Any student failing to meet the immunization standards shall be prohibited from attending school until such time as the immunization standards are met.

In progress shall mean that the student has an immunization due after the date school has begun, because the student began his/her immunization late, or because the student's pediatrician has provided written orders for the student to receive an immunization after a certain date.

Transferring Students
A student transferring from another school system in or out of the state shall submit either a certificate of immunization or a letter from his/her personal physician or a public health clinic indicating immunization against the diseases in the schedule approved by the Office of Public Health have been performed, or a statement that such immunizations are in progress.

If booster injections for the diseases enumerated on the state schedule are advised, such booster injections shall be administered before the student enters a school system within the state.

Enforcement
Principals or their designated representatives, shall be responsible for checking students' records to see that the provisions of this policy are enforced, and to electronically transmit immunization reports to the OPH through the Louisiana Immunization Network for Kids Statewide, when capable.

Exceptions
No student seeking to enter any public school in St. Tammany Parish shall be required to comply with the provisions of this written policy if the student or his/her parent or guardian submits either a statement from a physician stating that this procedure is contraindicated for medical reasons, or a written dissent from the student or his/her parents.

Exclusion from Attendance
If an outbreak of a vaccine-preventable disease occurs, upon the recommendation of the State Office of Public Health, school administrators may exclude from attendance un-immunized students until the appropriate disease incubation period has expired, or the un-immunized person presents evidence of immunization.

Student Fees, Fines and Charges
The St. Tammany Parish School Board may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112(C).

The School Board shall publish the Student Fees, Fines and Charges policy and procedures on its website. Each school shall publish the policy on its website and include it in the school's student handbook which shall be provided to each student and his/her parent or legal guardian at the beginning of each school year in the manner determined by the School Board.

The Student Fees, Fines and Charges policy shall be reviewed annually and revised as necessary.

Definitions
Fees shall mean any monetary payment or supplies required as a condition of a student being enrolled in school or participating in any curricular or co-curricular activity. Fees shall not include supplies or monetary payment for extracurricular activities. Fees shall not mean the cost of school meals.

Curricular and co-curricular activities are activities that are relevant, supportive, are an integral part of the program of studies in which the student is enrolled, and that are under the supervision and/or coordination of the school instructional staff.

Extracurricular activities are those activities which are not directly related to the program of studies, which are under the supervision and/or coordination of the school instructional staff, and which are considered valuable for the overall development of the student.

Regulations
1. A school shall not charge or access a fee unless the fee has been set and included in the School Board's approved Schedule of Fees.
2. Fees charged for the same item or service shall be consistent among all schools under the jurisdiction of the School Board.
3. Failure by a student, or parent on behalf of their child, to pay any required fee shall not result in the withholding of a student's educational record.

Schedule of Fees
A list of authorized fees, including their purpose, use, amount or authorized range, and how each fee is collected, shall be as listed on the Schedule of Fees (Appendix A) attached to this policy.

Economic Hardship Waivers
A student or his/her parent or legal guardian may request and receive a waiver of payment of a fee due to economic hardship. Waivers of fees shall be granted based on objective criteria which shall include, but not be limited to the following, relative to the student or his/her family:
1. Is receiving unemployment benefits or public assistance including Temporary Assistance for Needy Families, Supplemental Nutrition Assistance Program, supplemental security income, or Medicaid.
2. Is in foster care or is caring for children in foster care.
3. Is homeless.
4. Is serving in, or within the previous year has served in, active military service.
5. Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.

6. Is an emancipated minor.

A written request for a waiver of fees shall be submitted to the principal of the school or his/her designee for consideration. Proof of eligibility shall be included with the fee waiver request. A written decision on the waiver request shall be rendered within five (5) school days of the date of receipt of the request. Should the initial request to the principal of the school for a waiver be denied, a written appeal may be made to the Superintendent or his/her designee, who shall respond to the appeal in writing within five (5) school days of the receipt of the appeal.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

All records associated with a fee waiver request due to economic hardship shall not constitute a public record, but may be audited to ensure compliance with the School Board's policy. A student's personally identifiable information associated with such a waiver request shall **not** be made public.

School Supplies

School supplies requested by classroom teachers of a student's parent or legal guardian shall not exceed a published amount per student per school year as determined by the School Board. Each school principal shall approve all school supplies requested by classroom teachers. Prior to assessing a fee for school supplies or developing a school supply list, consideration shall be given to the existing school supply inventory. A student shall not be denied the opportunity to participate in a classroom activity due to his or her inability to provide requested supplies.

Damage to Textbooks/Instructional Materials

The School Board may require parents and/or legal guardians to compensate the school district for lost, destroyed, or unnecessarily damaged books and materials, and for any books which are not returned to the proper schools at the end of each school year or upon withdrawal of their dependent child. Under no circumstances may a student of school age be held financially responsible for fees associated with textbook replacement.

Compensation by parents or guardians may be in the form of monetary fees or community/school service activities, as determined by the School Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but may, at the discretion of the School Board, be adjusted according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a method of payment other than lump-sum payment.

In lieu of monetary payments, both school systems and parents/guardians may elect to have students perform school/community service activities, provided that such are arranged so as not to conflict with school instructional time, are properly supervised by school staff, and are suitable to the age of the child.

Under no circumstances may a school or school district refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act.

Under no circumstances may a school or school district deny a student promotional opportunities, as a result of failure to compensate the school district for lost or damaged textbooks. Students shall not be denied continual enrollment each grading period nor re-entry in succeeding school years as a result of lost or damaged books.

Students shall not be denied the use of a textbook during school hours each day. The school system shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Appendix A: Schedule of Fees

Purpose of Fee	Amount	Use of Fee	Collection Method
No curricular related fees			

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

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

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

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

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

Compulsory Attendance
The State of Louisiana requires that all children from their fifth to their eighteenth birthdays must attend a public school, nonpublic day school, or must participate in an approved home study program.

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

- Schools must administer attendance regulations in accordance with State and locally adopted policies.
- Students are expected to be in attendance every student activity day scheduled by the St. Tammany Parish School Board. Once a student arrives at school, he or she is expected to remain and attend class throughout the day.
- In order for high school students to be eligible to receive credit/grades, full day high school students must be in attendance requirements to earn Carnegie credit; high school students may not have more than five (5) days of unexcused absences per semester or per full credit course.
- Any student accumulating more than five (5) unexcused absences per semester will result in the student not meeting the required instructional minutes required by law. When the minimum instructional minutes are not met it can result in the final grade/course credit being withheld and/or the student being retained.
- Students in grades K-8 may not have more than five (5) unexcused absences, per semester. Students in grades K-8 who miss more than three (3) hours of instructional time during the school day will be considered absent for the entire day.
- Students participating in school sponsored activities/field trips that necessitate their being away from school shall be considered present and shall be given the opportunity to make up work.
- A student who is absent (excused or unexcused), including a suspended student, shall be

allowed to submit missed assignments and tests, and shall be eligible to receive the same academic credit and grades originally available when work is completed satisfactorily. The number of days allotted for make-up work is equal to the total number of consecutive school days the student was absent.

Types of Absences and Attendance
There are three types of absences a student may obtain: Type One: Excused; Type Two: Unexcused; and Type Three: Suspensions/Expulsions.

Type One Absence: Excused
Excused absences are not considered for purposes of truancy, including absences incurred due to extenuating circumstances and will not be counted against students in determining whether a student meets attendance requirements regarding truancy and/or instructional minutes.

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

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay as verified by a physician or nurse practitioner licensed in the state.
- Extended recuperation from an accident as verified by a physician or nurse practitioner licensed in the state.
- Extended contagious disease within a family in which a student is absent as verified by a dentist or physician licensed in the state.
- Quarantine due to prolonged exposure to or direct contact with a person diagnosed with a contagious, deadly disease, as ordered by state or local health officials.
- Observance of special and recognized holidays of the student's own faith with documentation provided.
- Visitation with an immediate family member who is a member of the United States Armed Forces or the National Guard of a state and such immediate family member has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting with proper documentation. These absences shall not exceed five days per school year.
- Travel for educational purposes. These absences must be approved prior to the travel with the supporting documentation submitted to the principal. Verification of the educational experience must be submitted upon return to school.
- Death in the immediate family with documentation. These absences shall not exceed five days.
- National catastrophe and/or disaster.
- A student may be absent related to the student's mental health for up to three (3) days in a school year, and such absences shall be excused when certified in writing by a psychiatrist, psychologist, medical doctor, licensed clinical social worker, or licensed nurse practitioner. The student shall be given the opportunity to make up missed work. Upon the return to school following the second day of mental health absence in any school year, the student shall be referred to the appropriate school support personnel for guidance in addressing the underlying issue, which may include referral to medical services outside of the school setting.
- Student personal illness or serious illness in the family. Parents are allowed to submit up to three (3) parent- written excuses per semester to be considered excused. If a student is absent for up to three (3) days due to the same illness (such as the flu), those absences will count as one parent- written excuse toward the three (3) parent- written notes allowed per semester. If a student is absent for more than three (3) consecutive days, a doctor's note must be provided to excuse the absence.
- Pregnant and parenting students at a minimum of 10 days after the birth of a child as verified by a physician or nurse practitioner licensed in the state

Type Two: Unexcused Absences

Unexcused absences are any absence not meeting the requirements set forth in the excused absence definition, including but not limited to absences due to any job (including agriculture and domestic services, even in their own homes or for their own parents or tutors) unless it is part of an approved instructional program. Unexcused absences are considered for truancy and count against the student when determining whether the student meets the instructional minutes required by law.

Type Three: Suspensions/Expulsions

Suspensions/Expulsions are absences in which a student is not in attendance in the regular instructional setting due to disciplinary actions imposed by the school. The absence is not considered for purposes of truancy unless the student was assigned to an alternative site and is not in attendance at the assigned alternative site. Unexcused absences are considered for truancy and count against the student when determining whether the student meets the instructional minutes required by law.

Absences Procedures

Excuses for all absences (including tardies/check-outs) must be presented in writing to the school principal or designee within five (5) school days of their absence. The note must include the student's full name, days of absence, reason for absence and/or doctor's verification, parent/guardian signature and date of the note written by the parent or guardian. Failure to send the note within five (5) school days of the absence will result in an unexcused absence. Parents are allowed to submit up to three (3) parent- written excuses per semester to be considered excused. If a student is absent for up to three (3) days due to the same illness (such as the flu), those absences will count as one parent- written excuse toward the three (3) parent- written notes allowed per semester. If a student is absent for more than three (3) consecutive days, a doctor's note must be provided to excuse the absence.

Students in grades K-8, that accumulates their third (3) and fifth (5) unexcused absence or tardy, notification will be made to the parents/guardians that their child may have to make up seat time based on the number of unexcused absences or tardies accumulated. Elementary students who have five (5) or more unexcused absences or tardies per semester or ten (10) or more unexcused absences or tardies for the year will be required to make up seat time in order to retain their course grade/credit. Students in grades 7-8 who are enrolled in Carnegie credit courses for high school credit must follow the attendance requirements for high school students in the Carnegie credit courses. When the minimum instructional minutes are not met it can result in the final grade/course credit being withheld and/or the student being retained. This can adversely affect the student's high school transcript.

In high school, when a student accumulates their third (3) and fifth (5) unexcused absence or tardy a notification will be made to the parents/guardians that their child will have to make up seat time for any unexcused absence or tardy over five (5) days. Students who have over five (5) unexcused absences per full credit course, per semester will be required to make up seat time and their missing assignments for each full credit course, in order to retain their course grade/credit.

Seat Time Recovery Requirement
The mandatory minimum amount of instructional time (minutes or hours) a student must be physically present in a classroom to earn academic credit. Students who have more than five (5) unexcused absences or tardies may be allowed to make up missed seat time held outside of the regular school day. The makeup sessions must be completed before the end of the current semester for high school students and the end of the year for elementary/junior high students.

Truancy
A student who accumulates five (5) or more unexcused absences or tardies in a semester is considered truant. Any student who is habitually absent or tardy from school will be reported as a truant child to the Supervisor of Child Welfare and Attendance, the family and/or juvenile court according to the provisions of Louisiana Children's Code regarding families in need of services. Louisiana law requires the parent or legal guardian of a truant student to ensure that the student makes up missed school work by attending after-school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the school board until the student has caught up with his/her school work. The parent shall also attend meetings at the school on at least a monthly basis relative to the student's progress until the student has caught up on his/her missed work.

Tardies and Check-Outs
Students with five (5) or more unexcused tardies/check-outs in a semester classifies a student as being habitually tardy. Habitual tardiness is closely monitored. A student being habitually tardy can result in disciplinary action, truancy enforcement, or license/permit suspension under state regulations.

Habitual Absenteeism and Tardiness
Students who frequently miss school, arrive late for school or are checked out early from school lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the school and classroom setting. Parents are urged to support the academic success of students by requiring and assisting students to be at school on time every day and to remain for the full instructional day.

Chronic Absenteeism
Students who are enrolled for at least 10 days and are absent 10% or more of the days enrolled. Chronic absenteeism incorporates all absences: excused, unexcused, suspensions, and expulsions. Any student above the compulsory attendance age who has excessive absences may be dropped from school with principal recommendation.

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

School principals maintain the right to determine extremes in styles of dress and grooming and appropriateness and suitability for school wear. Body-piercing ornaments are limited to the ears and nose, if ear-piercing and nose piercing ornaments are approved at the school level. Students in grades 9-12 are allowed to have a nose piercing. No student

may wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, blade, symbols, sign, or other things that are evidence of affiliation in any gang.

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

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

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

Student Dress Code for Males

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

- Sculptured hair styles that include pictures, symbols, letters, numbers, or hair in curlers, rollers, or excessively teased, etc., will not be permitted. The prohibition on sculptured hairs styles does not prohibit natural, protective, or cultural hairstyles, as defined by the Louisiana State Legislature. "Natural, protective, or cultural hairstyle" shall include but is not limited to afros, dreadlocks, twists, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
- Facial Hair - Male students in grades 9-12 may wear a neatly trimmed mustache, beard, or goatee. Handlebar style mustaches are prohibited. Sideburns may be worn to the base of the earlobe, but pork chop style is prohibited.
- Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
- Shirts must be buttoned, except for the collar button. Tank shirts and undershirts may not be worn as outer garments.
- No see-through, sheer shirts, or lace-like clothing are permitted, and no skin may show between the lower garment and shirt in any position.
- Walking shorts are acceptable providing they meet the length requirement. Shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- All caps, hats, and bandannas are banned from school campuses during regular school hours.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Students are required to wear student school I.D.’s visible above the waist during regular school hours.

Student Dress Code for Females

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

- Sculptured hair styles that include pictures, symbols, letters, numbers, or hair in curlers, rollers, or excessively teased, etc., will not be permitted. The prohibition on sculptured hairs styles does not prohibit natural, protective, or cultural hairstyles, as defined by the Louisiana State Legislature. "Natural, protective, or cultural hairstyle" shall include but is not limited to afros, dreadlocks, twists, braids, cornrow braids, Bantu knots, curls, and hair styled to protect hair texture or for cultural significance.
- Any article of clothing with suggestive symbols, words, or advertisements of products or substances prohibited by the St. Tammany Parish School Board is prohibited.
- No see-through, sheer shirts, or lace-like clothing are permitted, and no skin may show between the lower garment and shirt in any position. Tank shirts, corsets and undershirts may not be worn as outer garments.
- Dresses, culottes, split skirts, and walking shorts are acceptable providing they meet the length requirement. The minimum length of dresses, culottes, skirts, and shorts must be at the fingertip or below when standing erect with arms extended down the sides or not more than 5" above the knee.
- Lower garments worn by students must be secured at waist level, with no undergarments revealed.
- All caps, hats, and bandannas are banned from school campuses during regular school hours.
- Hoods are not to be worn on campus during regular school hours except outdoors in inclement weather.
- Students are required to wear student school I.D.’s visible above the waist during regular school hours.

Expectations and Rules of Conduct

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

- Comply with all policies of the St. Tammany Parish School Board.
- Recognize the authority of all teachers and school personnel.
- Abstain from
  - gambling
  - immorality
  - profanity
  - harassing
  - fighting
  - extortion
  - using or possessing
    a. tobacco or tobacco products
    b. controlled substances
    c. narcotics
    d. intoxicating liquors
    e. vapes and gummies
  - selling items without administrative permission.
- Refrain from willfully damaging, defacing, or destroying school property or illegally entering school buildings.
- Abide by policies set by the school concerning travel to and from school while on school buses and using and operating private vehicles on the school grounds. Automobiles must be vacated immediately upon arrival and may be reentered only at the time of authorized departure.
- Comply with rules and regulations of the St. Tammany Parish School Board while attending any activities sponsored by the school.
- Public display of affection in any form, including body contact, must be avoided on school premises.
- When speaking to any School System employee while on school property or at a school-sponsored event, address and respond to such employees by using respectful terms such as, "Yes, Ma'am", "No, Ma'am", etc. *
  *As stated in RS 17:416.12, this requirement shall begin with the 1999-2000 school year and thereafter for students in kindergarten through grade five. This requirement is to apply to sixth grade students beginning with the 2000-2001 school year, seventh grade students beginning with the 2001-2002 school year, and so on, ending with twelfth grade students in the 2006-2007 school year.
- Annually sign a statement of compliance committing to attend school daily, arrive at school on time, demonstrate significant effort toward completing all required home work, and follow school and classroom rules.**
  **As required by RS 17:235.2, this shall apply to students in grades four through twelve. Also required by RS 17:235.2, parents or guardians of such students are required to sign statements of compliance, committing to ensure that their children attend school daily, arrive at school on time, complete all required homework, and commit to attend all required parent/teacher/principal conferences.

Responsibilities for Conduct

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

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

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

- The St. Tammany Parish School board shall endeavor to address student behavior with a focus on evidenced-based interventions and supports, and to prioritize classroom- and school- based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time.
- Every teacher shall endeavor to hold every student accountable for the student's behavior in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess.
- School principals may suspend and/or recommend for expulsion from school any student who:
  - is guilty of willful disobedience;

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

Classroom Regulations

Teachers use a variety of means to keep students interested and on-task and to maintain order in their classrooms, but if students choose to break classroom or school rules, teachers are expected to address the situations for the good of the classrooms. Each teacher may take disciplinary action to correct a student who poses an immediate threat to the safety or physical well-being of any student or teacher, violates school rules, or interferes with an orderly educational process.

Disciplinary action may include, but is not limited to:

- oral or written reprimand;
- referral for counseling session;
- written notification to parents of disruptive or unacceptable behavior;
- immediate removal of the student from the classroom and placement with the principal or his designee.
- other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

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

1. A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to certain immunity and to a legal defense.
2. A teacher has the right to appropriately discipline students.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior prevents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in custody of the principal or his/her designee. Upon the third removal from the same classroom, a conference between the teacher or other appropriate school employee and the student's parent or legal guardian will be required prior to the student being readmitted.
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher.
5. A teacher has the right to teach in a safe, secure, and orderly environment that is conductive to learning and free from recognized dangers or hazards that are causing or likely causing serious injury.
6. A teacher has the right to be treated with civility and respect.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions.
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.

9. A beginning teacher has the right to receive leadership and support, including the assignment of a qualified, experienced mentor who commits to helping him come a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.

Continually Disruptive Students:
Per State Law: First removal from class, the administration addresses the student's behaviors by various means that are age appropriate such as cool down time, ISS, School Counselor/MHP services, appropriate discipline (if applicable), etc. Notification to the parents shall be made by the administration by either oral or written means. The student may not return to class for 30 minutes (grades K-5) unless agreed upon by the teacher. Students in grades 6-12 may not return during that hour.

Per State Law: Second removal from class, administration discusses with teacher the situation, contacts parent, informs School Counselor/MHP/Behavior Coach (if applicable), and issues appropriate discipline. Notification to the parents shall be made by the administration through either oral or written means. The student may not return to class for 30 minutes (grades K-5) unless agreed upon by the teacher. Students in grades 6-12 may not return during that hour.

Per State Law: Upon the third removal from the same classroom disruption, the teacher and the principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure before the principal implements a disciplinary measure. In addition, a conference between the teacher or other appropriate school employees and the student's parent or legal guardian is required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone or other virtual means.

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

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

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

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

Acts of Misconduct/Possible Disciplinary Actions
The Uniform Discipline Code established for all students in the St. Tammany Parish Public School System is expected to be followed and enforced in the same spirit and manner throughout the School System. Staff members will ensure due process for each student and will consider all mitigating circumstances prior to disciplinary action as possible. Mitigating circumstances include, but are not limited to, the following factors:
- age, maturity, and class
- willingness to make restitution
- placement of student

- seriousness of offense(s)
- prior conduct
- willingness to enroll in a student intervention program
- attitude of student
- support of parents

Possible disciplinary actions are not listed in priority order under each group of Acts of Misconduct.
(See NOTES after GROUP 5 Possible Disciplinary Actions.)

GROUP 1
These acts of misconduct include inappropriate student behaviors. Consistent with the provisions of state law and the Children's Code relating to child abuse, the following events involving students may be reported to law enforcement and/or Department of Children and Family Services (DCFS).

Acts of Misconduct
1-1 Cheating and/or copying work of another student[5]
1-2 Displaying any behavior that is disruptive
1-3 Littering
1-4 Loitering
1-5 Persistent tardiness to school or class
1-6 Running and/or making excessive noise in the hall or building
1-7 Unauthorized use of school issued electronic communication device without proper permission to do so

Possible Disciplinary Actions
- Teacher-Student-Parent-Administrator Conference [15]
- Referral to counseling
- Peer mediation
- Referral to the school building level committee
- Restorative justice practices
- Loss of privileges
- Detention
- Exclusion
- In-School Suspension
- Suspension (1-3 days) [13]

GROUP 2
These acts of misconduct include inappropriate student behaviors. Consistent with the provisions of state law and the Children's Code relating to child abuse, the following events involving students may be reported to law enforcement and/or Department of Children and Family Services (DCFS).

Acts of Misconduct
2-1 Defying (disobeying) the authority of school personnel
2-2 Disruptive behavior on the school bus[6]
2-3 Exhibiting any hostile or unacceptable physical actions[9]
2-4 Failing to abide by school rules and regulations
2-5 Failing to attend class without a valid excuse
2-6 Failure to provide proper identification
2-7 Initiating any unacceptable physical contact
2-8 Leaving a classroom without permission
2-9 Leaving the school grounds without permission
2-10 Lying to school personnel
2-11 Misconduct at school-sponsored events
2-12 Possession of laser lights/pointers
2-13 Use of electronic communication devices "cell phones, smart watches, and electronic eyeglass frames"
2-14 Possession and/or use of other disruptive electronic devices
2-15 Possession or use of tobacco products or paraphernalia
2-16 Possession or use of electronic cigarettes
2-17 Posting or distributing unauthorized or other written materials on school grounds

2-18 Using, writing, or creating objectively profane, obscene, indecent, immoral, libelous, or offensive language, including propositions, racial slurs, imagery, or exhibitions
2-19 Violation of the Dress Code[4]

Possible Disciplinary Actions
- Teacher-Student-Parent-Administrator Conference
- Referral to counseling
- Peer mediation
- Referral to the school building level committee
- Restorative justice practices
- Loss of privileges
- In-School Suspension
- Detention
- Exclusion
- Suspension (1-3 days) [13]
- Disciplinary Reassignment

GROUP 3
These acts of misconduct include inappropriate student behaviors. Consistent with the provisions of state law and the Children's Code relating to child abuse, the following events involving students may be reported to law enforcement and/or Department of Children and Family Services (DCFS).

Acts of Misconduct
3-1 Any behavior, on or off campus that is seriously disruptive, including the use/creation of electronic media
3-2 Bullying
3-3 Fighting - two (2) people[9]
3-4 Gambling
3-5 Habitual violation of rules
3-6 Unauthorized use of a computer or website
3-7 Using, writing, or creating objectively profane, obscene, indecent, immoral, libelous, or seriously offensive language, including propositions, racial slurs, imagery, or exhibitions
3-8 Violating safety or traffic regulations
3-9 Violations of the school technology agreement, *etc.*

Possible Disciplinary Actions
- Teacher-Student-Parent-Administrator Conference
- Referral to counseling
- Peer mediation
- Referral to the school building level committee
- Restorative justice practices
- Loss of privileges
- In-School Suspension
- Detention
- Suspension (1-5 days) [13]
- Disciplinary Reassignment
- Expulsion[14]

GROUP 4
These acts of misconduct include inappropriate student behaviors. Consistent with the provisions of state law and the Children's Code relating to child abuse, the following events involving students may be reported to law enforcement and/or Department of Children and Family Services (DCFS).

Acts of Misconduct
4-1 Assault[8]
4-2 Extortion
4-3 Fighting - more than two (2) people[9]
4-4 Inciting or participation in a riot
4-5 Intentional disrespect

4-6 Persisting in serious acts of disobedience or misconduct
4-7 Possession, use, or delivery of fireworks
4-8 Possession of or use of a taser or pepper spray
4-9 Sexual harassment[7]
4-10 Theft or possession of stolen property[2]
4-11 Threatening faculty member or school personnel and students[8]
4-12 Use of intimidation, coercion, or force
4-13 Vandalism/criminal damage to property[2]

Possible Disciplinary Actions
- Teacher-Student-Parent-Administrator Conference and/or
- Suspension (3-10 days) [13]
- Disciplinary Reassignment
- Expulsion[14]

GROUP 5
These acts of misconduct include inappropriate student behaviors. Consistent with the provisions of state law and the Children's Code relating to child abuse, the following events involving students may be reported to law enforcement and/or Department of Children and Family Services (DCFS).

Acts of Misconduct
5-1 Aggravated assault[8]
5-2 Aggravated battery[9]
5-3 Arson
5-4 Battery[9]
5-5 Bomb threat[10]
5-6 Burglary[2]
5-7 Delivery or distribution of any controlled dangerous substance[1]
5-8 Disorderly conduct
5-9 Engaging in any other illegal behavior
5-10 False activation of fire alarm[11]
5-11 Possession or under the influence of alcohol, look-a-like substance, or mood-altering chemical or drug[1]
5-12 Possession or under the influence of any controlled dangerous substance[1]
5-13 Robbery[2]
5-14 Sex violations
5-15 Terrorizing[12]
5-16 Trespassing
5-17 Use, possession, and/or concealing of a weapon or look-alike firearm[3]
5-18 Wearing or possessing body armor on school property
5-19 Vandalism/criminal damage of personal property of school personnel, other students, or school property[2]

Possible Disciplinary Actions
- Suspension (minimum of 5 days) [13]
- Disciplinary Reassignment
- Expulsion[14]

NOTES
1. Refer to section on School Drug Detection and Control Program.
2. A student shall not be readmitted until restitution for stolen or damaged property has been made, an alternative restitution arrangement has been executed, or an alternative payment plan has been arranged.
3. Students found using, possessing and/or concealing a knife, a firearm, a weapon that may discharge a projectile, or other dangerous instruments that may cause bodily harm will be suspended immediately and recommended for expulsion. Law enforcement shall be notified. If recommended for expulsion or suspension then law enforcement will be notified. Students using, possessing, and/or concealing any look-alike object that may have the appearance of a weapon or dangerous instrument will be suspended immediately from school and recommended for expulsion. In the case of a student in preschool through grade 3 who is found carrying or possessing a knife, the principal may, but will not be required to, recommend the student's expulsion. Upon the recommendation for expulsion, a hearing will be conducted by the Superintendent or his designee. Upon the conclusion of the hearing, the Superintendent or the Superintendent's

designee will determine whether the student will be expelled from the School System or whether other corrective or disciplinary action will be taken. Students in grades six or higher who are found guilty of using, possessing, and/or concealing a firearm or other weapon that may discharge a projectile, when on school property, on a school bus, or in their actual possession at a school-sponsored event, following a hearing, will be expelled for a minimum of four complete semesters. The student also will be referred to the District Attorney for appropriate action. Students in kindergarten through grade 5 found guilty of being in possession of a firearm on school property, on a school bus, or in their actual possession at a school- sponsored event, following a hearing, will be expelled for a minimum of two complete semesters. The student also will be referred to the District Attorney for appropriate action. No student who has been expelled for possession of a weapon will be readmitted to any school until the student has enrolled and participated in an appropriate rehabilitation or counseling program related to the reason, or reasons, for the student's expulsion. This policy does not apply to a student carrying or possessing a firearm or knife for purposes of involvement in a school-approved curricular or extracurricular activity. "Firearm" means any pistol, revolver, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designated to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

4. On the first offense, students will be informed of the specific violation and given a period of time to comply with the Dress Code. During this time, parental contact will be made, and the student will be allowed to remain in school unless the violation is disruptive. A student who does not comply with the Code as directed will be suspended until compliance is reached. Subsequent violations will result in more serious consequences.
5. 1st Offense: student may have alternative assignment that can be completed for full credit. Repeat offenses will result in a lower grade.
6. Suspension of bus privileges may be a form of disciplinary action.
7. Refer to School Board Policy on Sexual Harassment.
8. Acts of assault and aggravated assault, including verbal threats, are considered serious, violent acts that are not tolerated. Following a thorough investigation of allegations, the offender may be required to participate in a threat assessment program prior to reentering a school program. Serious disciplinary action, including suspension and expulsion, also may be taken. A student could face disciplinary action for failing to report to a teacher or administrator knowledge of plans or actions of another person when those plans or actions, if carried out, could result in harm to another.
9. Battery or physically aggressive behavior are considered serious, violent acts that are not tolerated. Following an investigation of an incident, the offender may be required to enroll and participate in, or agree to participate in, an anger management or conflict resolution counseling program.
10. Refer to Bomb Threat Section Below.
11. False activation of a fire alarm is considered serious, dangerous and extremely disruptive, is not tolerated, and violates the law. Serious disciplinary action, up to and including suspension and expulsion from school may be taken, and the appropriate law enforcement authorities will be involved and the Board will support prosecution of violators to the fullest extent of the law.
12. Refer to Terrorizing Section Below.
13. Refer to Suspension Procedure Section Below.
14. Refer to Expulsion Procedure Section Below.
15. Teacher-Student-Parent-Administrator Conference may be in person or by telephone or other virtual means.

Teen Dating Violence

Teen Dating Violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner. Several different words are used to describe teen dating violence. Below are just a few:

- Relationship abuse
- Intimate partner violence
- Relationship violence
- Dating abuse
- Domestic abuse
- Domestic violence

Warning signs of Teen Dating Violence do not mean a relationship will definitely turn violent. However, if you notice several of them in your relationship or partner, you may need to re-evaluate your dating relationship. These warning signs include:

- Excessive jealousy
- Constantly checking in with you or making you check in with him or her
- Attempts to isolate you from friends and family
- Insulting or putting down people you care about

- Is too serious about the relationship too quickly
- Has had a lot of bad prior relationships, and blames all of the problems on the previous partners
- Is very controlling, which may include giving you orders, telling you what to wear and trying to make all of the decisions for you
- Blames you when he or she treats you badly by telling you all of the ways you provoked him or her
- Does not take responsibility for own actions
- Has an explosive temper
- Pressures you into sexual activity you are not comfortable with
- Checking cell phones, emails or social networks without permission

All allegations of teen dating violence shall be reported to school administrators, school counselor, school nurse or other faculty members. A student complaint process will be instituted to allow students to file complaints about incidents or threats that may not have been witnessed or reported by others. Once an allegation is initiated and a confidential file is started the parent/legal guardian will be contacted of both the victim and the perpetrator. A report should be submitted to a **local or state law enforcement agency**.

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

Terrorizing
Terrorizing is considered serious, violent and extremely disruptive acts that are not tolerated, and that violate the law. Serious disciplinary action, up to and including suspension and expulsion from school may be taken, and the appropriate law enforcement authorities will be involved. The Board will support prosecution of violators to the fullest extent of the law. As stated in Louisiana Revised Statute 14:40.1, terrorizing is the intentional communication of information that the commission of a crime of violence is imminent or in progress or that a circumstance dangerous to human life exists or is about to exist, with the intent of causing members of the general public to be in sustained fear for their safety; or causing evacuation of a building, a public structure, or a facility of transportation; or causing other serious disruption to the general public. It shall be an affirmative defense that the person communicating the information provided was not involved in the commission of a crime of violence or creation of a circumstance dangerous to human life and reasonably believed his actions were necessary to protect the welfare of the public. Whoever commits the offense of terrorizing shall be fined not more than fifteen thousand dollars or imprisoned with or without hard labor for not more than fifteen years, or both.

Possession and Use of Electronic Communication Devices
The student is governed by the Student Use of Instructional Technology Policy which can be found on www.stpsb.org under Policies.

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

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

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

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

Progressive consequences will be followed as outlined below:
Use or Related Disruption

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

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

Off-Campus Activities

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

Conduct On the School Bus

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

- Be completely seated facing the front of the bus.
- Feet should be facing the front of the bus and not in the aisle.
- Keep their hands and feet to themselves.
- Talk in a low tone of voice.
- No standing while bus in in motion.

The bus driver, together with the principal, assumes full responsibility for discipline of students riding buses. Any disciplinary problems will be reported by the driver to the principal of the school. The principal is responsible for determining necessary disciplinary action. If actions are sufficiently serious, the principal may suspend bus privileges to the

student. Any parent of a student suspended from riding a school bus has the right to appeal to the Superintendent. The Superintendent or his designee will conduct a hearing on the merits of the bus suspension.

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

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

Sexual Harassment

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

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

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

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

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

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

Complaints involving claims of sexual harassment will be investigated based upon a preponderance of the evidence standard. In other words, Claimants will have to prove a claim of sexual harassment based upon a preponderance of the evidence.

Bullying

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

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

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.
Personnel at all levels are responsible for taking corrective action to prevent bullying at any school sites or activities.

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

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

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

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

Vaping and Marijuana
State law prohibits the use of tobacco and marijuana in schools, on school board property and on school busses. "Smoking" means possession of a lighted cigar, cigarette, pipe, or any other lighted tobacco or marijuana product, including but not limited to e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, and vape mods on any school property. No person should smoke or carry any of the aforementioned items on school property.

No person shall smoke or vape any form of marijuana as defined by R.S. 40:961, or a substance classified in Schedule I that is marijuana, tetrahydrocannabinol, or chemical derivatives thereof on any school property.

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

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

When illegal substances are found, the following procedures will be adhered to by the school administration.
1. Proper law enforcement authorities, parent(s) or guardian(s), and the Central Office will be notified immediately when suspected illegal substances are confiscated or found on a campus. The authorities will analyze the material as soon as

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

School Disciplinary Action for Drug & Weapon-Related Offenses

A goal of the School System is to convey to students that the use, possession or distribution of any drug, chemical or other substance without proper authority and permission is wrong and harmful. The seriousness of substance abuse among young people has resulted in legal action at the State and Federal levels. In recognition of the potential life-altering affects that substance abuse can have, the State has passed legislation aimed at helping school officials discourage such abuse.
Also, several Acts of Congress and State statutes have been enacted resulting in mandated drug-related and controlled dangerous substance expulsions from school, programs of drug prevention, and identification of Drug Free Zones as an area inclusive of any property used for school purposes by any school, within 1000 feet of any such property, and school buses. Violators of the laws concerning Drug Free Zones will be prosecuted to the full extent of the law.

Louisiana law requires that any student in grades six through twelve who is found guilty of being in possession of a firearm, a knife with a blade equal to or in excess of two and one-half inches in length or any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, shall be expelled from school for a minimum period of four complete semesters and shall be referred to the district attorney for appropriate action.

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

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

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

Suspension Procedure

The following procedure is followed if suspension of a student is required.
1. Prior to any out-of-school suspension or assignment to alternative placement, the school principal or the school principal's designee will advise the student in question of the particular misconduct of which the student is accused and will state the basis for such accusation.
2. The student will be given an opportunity at the time to explain the student's version of the facts to the school principal or the school principal's designee. Any student whose presence poses a continued danger to persons or property or represents an ongoing threat of disruption may be removed immediately from the school premises without benefit of the above- described procedure. The necessary procedure should follow as soon as practical after the student has been removed from school.
3. The principal/designee shall contact the parent or legal guardian of the student to notify them of the suspension, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student.

Notice shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card, or by electronic communication or by a certified letter sent to the address shown on the student's registration card. The principal shall promptly advise the Superintendent or the Superintendent's designee of all such suspensions, stating the reasons for the suspensions.

4. Any parent or legal guardian of the suspended student who believes that the disciplinary action taken is unwarranted has the right to appeal to the principal. Parents have five school days to appeal an Out-of-School Suspension to the principal after the decision has been communicated to the parent. The next level of appeal is the Superintendent or the Superintendent's designee, who shall conduct a hearing on the merits.
5. Any parent or legal guardian of a student who has been recommended for expulsion but suspended instead following a hearing conducted by the Superintendent or the Superintendent's designee shall have the right to request review by the School Board of the findings of the Superintendent or designee at a time set by the School Board. Such request must be made within five (5) days after the decision is rendered, or the decision of the Superintendent or designee shall be final. The School Board may affirm, modify, or reverse the action previously taken.
6. A student suspended for damages to any property belonging to the School System, school personnel, or other student will not be readmitted to school until payment in full has been made, an alternative restitution arrangement has been executed, an alternative payment plan has been arranged, or until the student is directed to return to school by the Superintendent.
7. During a suspension, students are forbidden to come on school grounds or to attend or participate in any School System or school-sponsored event to include, but not limited to, athletic events without advanced written permission from the Superintendent or the Superintendent's designee. Any student who violates this ban will be subject to legal sanctions for trespassing.
8. When a student is suspended, the following procedure will be used for re-admitting the student to school.
   - 1st Suspension - The parent must bring the student to school for a conference with the principal before the student can be admitted back to school.
   - 2nd Suspension - As per ACT 324, following a 2nd suspension, a principal or designee and MHP shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial. The principal or their designee and the MHP shall schedule a conference with the student's parent or guardian to discuss the behavior and counseling as well as the referral of the student and family to support services for assessment and treatment.
   - 3rd Suspension - The parent must bring the student to the School Board Office for a conference with the appropriate Administrative Supervisor before the student will be admitted back to school.
9. The school principal or the school principal's designee will have the option of using an alternative to suspension program in lieu of out-of-school suspension for offenses that are covered in the program, provided funding for the program is available.
10. All procedures, rules, and regulations established for disciplinary programs for suspended students must be adhered to by students and parents or guardians. Students and guardians or parents will be informed by written notice of the procedures, rules, and regulations of disciplinary programs.
11. A student who is suspended for ten (10) days or fewer shall be assigned school work missed while the student is suspended and shall receive the same credit originally available for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the principal or the principal's designee.
12. Suspension of students with disabilities or exceptionalities, or an Individualized Education Program, or Section 504 Individualized Accommodation Plan shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

Expulsion Procedure

A public school student in grades six through twelve who is suspended a third time within the same school year for any offense, excluding those related to dress codes or tardiness, shall be recommended for expulsion. Expulsion will be recommended immediately for certain major offenses. Each expulsion case will be reviewed prior to the beginning of the next school year for possible reinstatement into the St. Tammany Parish School System. Serious offenses committed by students may subject the student to expulsion beyond the beginning of the next school session.

The expulsion procedure will include the following steps.

1. Prior to any expulsion, the school principal or the school principal's designee will advise the student in question of the particular misconduct of which the student is accused and will state the basis for such accusation. The student will be given an opportunity at the time to explain the student's version of the facts to the school principal or the school's principal's designee. The principal/designee shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal or designee as a requirement for readmitting the student. Notice shall be given by contacting the parent or legal guardian by telephone at the telephone

number shown on the student 's registration card, or by electronic communication and additionally by a certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the truancy laws shall be effective. Any student whose presence poses a continued danger to persons or property or represents an ongoing threat of disruption may be removed immediately from the school premises without benefit of the above- described procedure. The necessary procedure should follow as soon as practical after the student has been removed from school.

2. When the school principal recommends the expulsion of the student, then a hearing will be conducted by the Superintendent or the Superintendent's designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation for expulsion. The Board will provide written notice of the hearing to the student and the student's parent or guardian via certified mail, and such notice shall advise the student and the student's parent or guardian of their rights.
3. Upon concluding the hearing, the Superintendent or the Superintendent's designee will determine whether or not the student will be expelled from the School System or whether or not other corrective or disciplinary action should be taken.
4. At the hearing, the principal/teacher may be represented by any person of the principal's/teacher's choice.
5. The student may be represented by any person of the student's choice.
6. The student will remain suspended from school until the hearing takes place, and the student shall have access to classwork and the opportunity to earn academic credit.
7. Within five (5) days after a decision expelling a student is rendered, the parent(s) or guardian(s) may request that the St. Tammany Parish School Board review the findings of the Superintendent or the Superintendent's designee at a time set by the School Board. The parent(s) or guardian(s) shall have such right of review even if the recommendation for expulsion is reduced to a suspension.
8. The School Board, after reviewing the findings, may affirm, modify, or reverse the action previously taken.
9. The parent or guardian of the student may, within ten (10) school days, appeal to the district court for the Parish an adverse ruling by the School Board in upholding the action of the Superintendent or the Superintendent's designee.
10. A felony conviction of any student or incarceration of any student in a juvenile institution for committing any act that would be deemed a felony if committed by an adult will be cause for expulsion of the student for a period of time determined by the Board. Such expulsion takes a two-thirds (2/3) vote by the elected Members of the Board, shall not be for a period of time longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to student's period of disposition. If the student was incarcerated for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or the Superintendent's designee may require the student to serve the time left in the expulsion period.
11. When a student is entered in Florida Parish Juvenile Detention Center, the St. Tammany Parish Jail or any correctional institution, whether evidenced by the school receiving an official drop slip, or as otherwise discovered or determined by the St. Tammany Parish School System, before any student is allowed to re-enter, enroll or re-enroll into the St. Tammany Parish School System, a meeting shall occur with the Disciplinary Supervisor to determine potential placement.
12. Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent allowed by applicable state or federal law and regulations or the provisions of the student's specific plan.

Additional Disciplinary Authority:

Suspension of Driver's License

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

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

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

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

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

According to State law, the School System is the exclusive owner of all public school buildings, all desks and lockers within the building assigned to any student, and any other area of any public school building or grounds set aside specifically for the personal use of the students. Any administrator may search any building, desk, locker, area, or grounds for evidence that the law, a school rule, or School Board policy has been violated. The administrator may search the person of a student or his personal effects when, based upon the attendant circumstances at the time of the search, reasonable grounds exist to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a School Board policy.

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

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

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

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

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

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

officials. The principal or his/her designated administrator may report the confiscation of any other implement, device or material to law enforcement officials.

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

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

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

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

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

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

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

VIRTUAL INSTRUCTION STUDENT CONDUCT AND DISCIPLINE POLICY
In response to the Covid-19 pandemic, virtual instruction of students has become necessary through either the enrollment of students in the district's virtual school or through student participation in the hybrid model which has required student attendance both in-person and virtually. Students may be required to attend school virtually when schools are closed due to inclement weather or other emergencies. The St. Tammany Parish School Board adopts this Virtual Instruction Student Conduct and Discipline Policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom setting.

Students who attend school virtually must maintain settings and behaviors that are conducive for instruction and which minimize distractions. Student conduct is governed at all times, and regardless of the model of instruction, by La. R.S. 17:416 and the Uniform Discipline Code of the St. Tammany Parish Public School System, as set forth in the District Handbook for Parents and Students.

Student Conduct in Virtual Work Settings
Students and parents have a reasonable expectation of privacy with regard to what takes place in their home. However, 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 which is, to the greatest extent possible, free of any and all items which may create distractions from teaching and learning.

Students are expected to have a designated work area in their home cleared of everything other than what they need for class. Work stations must be free of foreign objects that are not being utilized for instruction.

The recording device being used for instruction must be positioned to allow teachers to observe both the work space and student, especially during testing.

Eating and drinking are not allowed during virtual courses. This is hazardous to electronic devices and can also be distracting during instruction.

When possible, students are encouraged to work in areas that are isolated from other individuals and pets. If circumstances exist that do not allow complete seclusion, the parent or legal guardian may share this information separately with the instructor. Instructors will only require what the parent or guardian can reasonably provide.

Additional electronic devices should not be kept or used within the visible working area, unless they are being utilized for instruction and/or are teacher approved. This includes, but is not limited to, the use of speakers, phones, earphones, and any other devices which may create distractions from teacher-led instruction.

Students will follow daily guidance from their teachers regarding best methods of communicating and participating during virtual schooling. Instructions regarding when and how to interact verbally and how to use audio and camera options will be dependent upon the design of instruction and direction of the teacher.

Students are to remain positively engaged in instruction and participate as deemed appropriate by their teachers.

Student Dress
Students are to wear appropriate dress that does not distract from the virtual learning process. Student dress and grooming are not to adversely affect any student's participation in virtual schooling. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Styles of dress and grooming never should be such that they represent a collective or individual protest. Inappropriate attire, including but not limited to the following, are prohibited: pajamas or other nightwear; clothing that is transparent or overly revealing; and clothing with profanity, derogatory terms, racial slurs, or sexual content. School uniforms are not required to be worn for virtual schooling.

Discipline
Students should refrain from engaging in any of the behaviors identified in the Uniform Discipline Code of the St. Tammany Parish Public School System or as referenced in the District Handbook for Parents and Students while engaged in virtual schooling. The St. Tammany Parish Public School System has extended its normal behavior guidelines to the virtual classroom with several modifications which take into account the home setting of the student.

Behavior that could result in disciplinary actions for students attending school virtually include, but are not limited to, the following:

- Antagonistic, harassing or discriminatory language of any kind with regard to race, color, religion, sex, gender, intelligence, age, orientation, disability, socioeconomic status or any other legally protected characteristic or activity
- Bullying and/or cyberbullying
- Threats
- Habitual tardiness
- Wearing inappropriate clothing
- Use of obscene, degrading, or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity, or images of nudity
- Committing lewd or sexual acts
- Use and/or possession of weapons and/or look-a-like weapons
- Use and/or possession of tobacco, alcoholic beverages, look-a-like substances or any controlled dangerous substances governed by the Uniform Controlled Dangerous Substance Law in any form

- Any criminal or other illegal activity
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message
- Intentional disturbance of an online class

Disciplinary measures will be determined in accordance with this Policy and the provisions of the Consequences of Student Misconduct and Acts of Misconduct/Possible Disciplinary Actions sections as set forth in the District Handbook for Parents and Students and identified within GROUP 1 - GROUP 5 of Acts of Misconduct.

Behavior that is disruptive to the virtual schooling setting will be addressed using progressive discipline measures. The seriousness of the offense, academic placement, attitude, age, pattern of misconduct, and degree of cooperation of the student, as well as any other aggravating or mitigating circumstances will be considered in determining which actions should be taken. The intent is to have progressive consequences as outlined below:
- Warning or Administrative Detention
- Administrative Detention or Suspension
- Suspension and/or Expulsion

Safety and Welfare Concerns
Conduct in the virtual classroom related to the use and/or possession of weapons or use and/or possession of drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Resource Officer or School Officials in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.

Suspensions
Out-of-school Suspension: When a student is suspended, he or she is temporarily removed/blocked from all internet usage that is not for instructional purposes on his or her assigned device. The student will only have access to the established online curriculum for student progression. Students will also be suspended from live sessions and interactions with peers during the period of his/her suspension. Students are not allowed to attend school sponsored programs or activities during the period of their suspensions. Recommended expulsion will be reserved for serious discipline infractions but none that violate a student's constitutional rights in a home setting.

Parents of students who are recommended for expulsion but whose penalty is reduced to a suspension after due process may appeal to the school board and district court in the same manner as an expelled student.

COMPLIANCE NOTICE
The St. Tammany Parish School Board adheres to the equal opportunity provisions of the Federal Civil Rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact a Supervisor of Administration at 985-892-2276, St. Tammany Parish School Board.

Career and Technical Education Compliance Notice
Career and Technical Education courses are available at all STPPS secondary sites and are open to all students. STPPS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. The Title IX Coordinator is Steve Alfonso, 321 N Theard Street Covington, La. 70433; phone (985) 892-2276; email steve.alfonso@stpsb.org. The 504 Coordinator is Candice Dozier, 224 Brakefield St. Slidell, La. 70458; phone (985) 898-3357; email Candice.Dozier@stpsb.org.

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

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

La coordinadora de las services de 504 es Candice Dozier, 224 Brakefield St. Slidell, La. 70458; teléfono (985) 898-3357; correo electronico Candice.Dozier@stpsb.org.

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

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

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

Điều phối viên 504 là Candice Dozier, 224 Brakefield St. Slidell, La. 70458; điện thoại (985) 898-3357; email Candice.Dozier@stpsb.org.

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

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

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

For Section 504 Grievances
Candice Dozier, Coordinator of 504 Services
224 Brakefield St.
Slidell, LA 70458
985-898-3357
Candice.Dozier@stpsb.org

For ADA - Title II Grievances
Steve Alfonso, Associate Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Steve.alfonso@stpsb.org

Title IX Coordinator
Steve Alfonso, Associate Superintendent
321 N. Theard Street
Covington, LA 70433
985-892-2276
Steve.alfonso@stpsb.org

Grievance Procedures Under Section 504 And Title II of The American With Disabilities Act (ADA)
Grievances may be submitted by STPSB students, parents/guardians of STPSB students, and STPSB employees who allege discriminatory action by STPSB employees, STPSB students, and third parties. The following procedures apply to such grievances.

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

For Section 504 Grievances
Candice Dozier, Coordinator of 504 Services
224 Brakefield St.
Slidell, LA 70458
985-898-3357
Candice.Dozier@stpsb.org

For ADA - Title II Grievances
Steve Alfonso, Associate Superintendent
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The Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation shall be adequate, reliable, and impartial. The investigation shall afford an equal opportunity to present witnesses and submit evidence relevant to the complaint.

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

The person filing the grievance (complainant) may appeal the decision of the Coordinator by writing to the Superintendent within 15 days of receiving the Coordinator's decision. The Superintendent (or designee) shall issue a written decision in response to the appeal no later than 30 days after receiving the complainant's appeal.

If the investigation yields a determination that discrimination has occurred, the St. Tammany Parish School Board shall take affirmative steps to prevent recurrence of such discrimination and appropriately address discriminatory effects, if any, on the complainant and others.

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

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

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

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

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

GLOSSARY

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

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

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

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

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

Battery - Intentionally causing bodily harm to another.

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

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

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

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

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

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

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

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

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

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

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

"Drug" includes, without limitation:
(a) Articles recognized in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them.
(b) Articles intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals.
(c) Articles other than food intended to affect the structure of any function of the body or man or other animals.
(d) Articles intended for use as a component of any article specified in Subparagraph (a), (b) or (c) of this Paragraph, but does not include devices or their components, parts or accessories.

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

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

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

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

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

Firearm - The term "firearm" means:

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

Such term does not include an antique firearm.

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

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

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

Indecent proposition - An unsolicited sexual proposal.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



321 N. Theard Street
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www.stpsb.org

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The most updated version of the handbook can be downloaded at www.stpsb.org.